

## Naming New Facilities

Responsibility for naming of school district facilities rests with the Board. This includes naming of new schools or support services facilities, naming of part of a school campus or building (e.g., a library, athletic field, gymnasium or auditorium) or for changing the name of an existing facility.

Recommendations for naming of facilities shall be brought to the Board following a public input process:

1. The Board shall appoint a committee of at least two citizens from the immediate community served by the particular school; one representative from the teachers' group; one representative from the classified employees' group; one Board member and one student;
2. The appointed committee will seek community input for name proposals and present a list of three to five names to the superintendent, who will forward them to the Board;
3. The Board shall then make the final name selection from the list the committee submitted.

Names for facilities will generally be limited to:

1. People: Names of distinguished individuals who have made outstanding contributions to the community and education. Such persons will normally be retired from active participation or employment in educational activities in Springfield Public Schools.
2. Places: Names of recognized historical and geological landmarks or areas, geographic subdivisions or points of interest.
3. Themes: Thematic names which reflect the character of the community culturally and historically or which identify it by reference to indigenous and characteristic flora and fauna.

The Board recognizes that unusual circumstances might arise where a name from outside the above categories or an exception to specific criteria could be considered. The Board shall publicly state the intent to consider an exception and provide an opportunity for a public hearing on the proposal at a regular meeting prior to voting on any exception to these guidelines.

When individuals, corporations, or other entities make significant contributions financially or in time and/or labor toward a particular facility project, the district shall find appropriate means to recognize the contributions. Recognition may be in the form of a sign, public honoring, displays, or other means deemed appropriate by the district.

The Board reserves the right to consider the naming of a facility or portion of a facility after an individual, corporation, or other entity that has made a significant financial contribution to a major project. For

consideration the financial contribution should equal at least 51 percent of the cost of the project. The Board shall also consider evidence of community support, characteristics of the donor, type of facility, duration of the naming, and conditions that might result in revocation of the name prior to taking action.

The Board shall hold a public hearing prior to any decision on naming.

Existing facilities shall retain their name, pending Board action, regardless of the name of schools or programs within the facility. The building name will be used on all signage and printed materials that identify the facility.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.385](#)