

Naming School Building Sites, Facilities, or Spaces

Names given to district building sites, facilities, or spaces (“facilities”) should have special significance to the community, its traditions and values, as well as to the school’s student body. The board reserves the right to change a building/facility name at any time should the name no longer represent the values of the Dubuque Community School District. The guidelines for naming of schools and facilities within schools are as follows:

Naming of Schools or Buildings

Ordinarily, a building will not be renamed unless its present name becomes inappropriate because of the changing nature of the community it serves or the programs it houses. Should a new school or building be constructed, the naming process will be as follows:

- The board will appoint an ad hoc committee, including three board members and others appointed by the board at its discretion.
 - The naming committee will solicit naming suggestions from the school groups, community groups and members of the public for possible names.
 - The committee will take into account the traditions and programs of the school or building, the contributions of the person or entity to be honored, the traditions of names already in use, the long-range impact of any name change, the intended future use of the school or building, and such other factors as the committee may deem relevant.
- Upon the receipt of a recommendation of at least two alternatives from the naming committee, the board will select a name for the school or building.

Naming Other Spaces

Requests to name other areas within a school (rooms, auditoriums, fields, etc.) shall first be presented to the building principal by interested parties. Recommendations for naming should be based on significant contributions to the school. Ordinarily, the names of persons shall not be considered unless the individual is deceased. Should the principal deem that a recommendation should move forward, he/she shall bring the recommendation to the superintendent.

The recommendation should include the following:

- The proposed name of the space
- A letter of support from the principal
- Documentation of the individual’s contributions to the school, district and/or community
- Letters of support from other individuals who desire the naming
- Signatures of students, staff, and community members, on a petition clearly stating support of the proposed naming

Upon receipt of the above, the superintendent will determine if the recommendation will proceed to the Board for consideration. This recommendation will then be provided to the Facilities/Support Services Committee of the Board, who will determine whether or not to forward the recommendation to the entire Board for final approval.

Adopted: May 12, 2003
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