

NAMING NEW FACILITIES

The naming of a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. An orderly, announced procedure is expected to lessen the community or factional pressures that so quickly build up when the selection of a name is delayed or seems uncertain.

The Oklahoma City Board of Education shall be responsible for all decisions relative to the naming/renaming of all district facilities and property. Schools and facilities may be named after individuals, geographic area, or function subject to the criteria established in this policy. The individual schools will be responsible for naming buildings, or school property, subject to the provisions outlined below.

For a person's name to be considered for a school, he or she shall have attained national prominence, been outstanding in school activities, or outstanding in furthering the cause of better schools in the Oklahoma City Public School district, or an outstanding citizen of the city and deceased or retired from active participation in community or school affairs. Schools and facilities and portions thereof shall not be named after current employees or sitting school board members.

New Facilities

The board shall be responsible for naming all new district facilities. Any person or group who wishes to recommend a name for a new school or facility shall follow these procedures:

1. Any party or group who wishes to have a new school or district-owned facility named after an individual must file an application with the superintendent. The application must contain the following information:
 - A. The name of the person and biographical information regarding the person. The application should also contain information that indicates the contributions made to the nation, district, or to the community, by this individual.
 - B. The application should be accompanied by at least three letters of support for the request.
2. The board will consider all such applications during open board meetings and may take action as soon as the second regularly scheduled board meeting after the application is initially presented.

Formal Recognition

The board shall also be responsible for all decisions relative to formal recognition plaques or other forms of permanent recognition for the donation of real property, equipment, or furnishings by private sources, including those items acquired by the district from donated funds.

New facilities shall have a dedication plaque placed in an appropriate public location to commemorate the construction project. Dedication plaques shall be made of cast bronze, approximately 20" x 24" in size, and shall include the following information: The name of the facility, the year built or renovated, the name and district of the members of the board of education, the name of the superintendent, the architectural firm's name, and the construction contractor's name. The project architect shall develop the design of the plaque as a part of the construction documents.

The names of the board members and the superintendent shall be those who were in office when the construction project was approved by the voters and those board members who were in office when the construction was completed. If no public vote was required, the names shall include those persons in office when board approval for construction was granted and those board members who were in office when the construction was completed.

Existing Facilities

The board shall be responsible for changing the name of any school or district-owned facility. Any person or group who wishes to change the name of specific school or district-owned facility shall follow these procedures:

1. Any party or group who wishes to have a school or district-owned facility named after an individual must file an application with the superintendent. The application must contain the following information:
 - A. The name of the person and biographical information regarding the person. The application should also contain information that indicates the contributions made to the nation, district, or to the community, by this individual.
 - B. The application should be accompanied by at least three letters of support for the request.
2. The board will consider all such applications during open board meetings and may take action as soon as the second regularly scheduled board meeting after the application is initially presented.

Sites Located on School Grounds

The individual school sites shall be responsible for naming buildings or rooms on those sites. Each building shall establish a school names committee that is composed of nine members. The committee shall include at least one building administrator, two teachers, two support staff members, two parent representatives, and two community representatives. Service on this committee shall be voluntary.

All requests for names and name changes must be submitted to the school names committee, at the various schools, and once a change has been made, the committee shall advise the superintendent and the board of the name change.

Renaming a School/Facility

In situations deemed unusual or appropriate, the board may take steps to rename a school/facility or portions thereof.

Special Dedications of School Facilities

If the board of education approves a special dedication, formal dedication will follow as soon as possible. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individual's significant contribution to the Oklahoma City Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

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