



NAMING FACILITIES PROCEDURE

Policy No. 6970P
Management Support
Page 1 of 1

The naming of a publicly and/or privately funded facility, portion of a facility, related structure, or property enhancement shall take place in the following manner:

- A. The board will review naming proposals submitted by the superintendent, or designee, whereby private funding has been, or is planned to be, generated to design and construct a public facility, related structure, or property enhancement. Such proposals will contain the overall project funding goals, project timeline, and other pertinent project information.

The board supports and encourages private/public funding, and as such specific naming rights may be granted when a private funder has contributed approximately 50% of the private fundraising total. Criteria or conditions other than the 50% rule may be considered on a case by case basis. Naming of a facility in this manner will be approved by board action.

The naming of a publicly-funded facility, portion of a facility, related structure, or property enhancement shall take place in the following manner:

- A. The superintendent shall select a committee whose purpose it shall be to submit to the board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, by each name, why the committee nominated the name. The committee may solicit nominations from students and the community.
- B. The committee shall, whenever possible, follow these guidelines and criteria for submitting names:
 1. A summary of contributions and achievements will be provided with each name; priority will be given to those achievements and contributions that advance public education and/or promote and support student success.
 2. Achievements shall span across multiple years.
 3. Contributions shall be known to, and be significant to, the people of the district.
- C. The board shall select the name of the new facility from the list. Formal dedication of the facility shall take place on a date and time specified by the board.

Naming Ceremony and Dedication:

It is the intent of the board to recognize the naming of a facility with an appropriate plaque, or structure, and a ceremony. The plaque or structure will include the following:

Facility name

Names of board members

Name of superintendent

Architect and contractor

Highline School District 401

Adopted by the Superintendent: November 2008