

DeKalb County School District

Board Policy Brief: Naming or Renaming a Portion of a School or Facility

Purpose

To outline the official procedures and governance structure for naming or renaming portions of school facilities such as wings, stadiums, athletic fields, annexes, media centers, and rooms, ensuring transparency, community involvement, and appropriate recognition.

Key Steps & Guidelines

1. Formation of a Naming Committee

A committee composed of 7 to 11 members must be assembled. The membership should include:

- The Primary Board of Education Member (Chair of the committee)
- The School Principal or Facility Director
- A minimum of 3 staff members
- 2 community members selected by the principal or director

2. Committee Responsibilities

The committee must hold at least one meeting to evaluate the naming proposal. This includes:

- A formal presentation detailing the proposed name
- Justification for the naming, particularly when honoring individuals
- Summary of research and due diligence conducted
- Review of existing named spaces to avoid duplication or conflicts

3. Voting Process

Following discussion, the committee will vote on the proposal. Approval requires a majority of the votes cast by present committee members.

4. Board Approval

Once a name has been approved by the committee, the Principal or Facility Director will prepare a Board Agenda Item for final consideration. All committee members are encouraged to attend the Board meeting to support the recommendation.