

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS

**807 NAMING SCHOOL BUILDINGS OR FACILITIES**

**I. PURPOSE**

The naming of school buildings, major portions of buildings, or school grounds is the responsibility of the school board. In fulfilling this responsibility, the board will make every effort to respect community preferences. Such names should be clearly identifying, widely known, and recognized.

It is the policy of the school board to name school buildings as close as possible to the time construction begins in order to lessen the confusion about the new school(s).

When naming new buildings, major portions of buildings, or school grounds, the school board shall formally identify the need for a naming process for the identified school location(s), as well as criteria it wishes to be considered in the process.

**II. GENERAL STATEMENT OF POLICY**

When naming a school building, major portions of school buildings, or school grounds the school board shall direct the superintendent to establish a committee, subject to board review, comprised of the superintendent or designee, the communications director, the building principal, faculty member, parents/legal guardians, community members, and, if appropriate, students to consider name recommendations for consideration by the board. Opportunities for public input must be made available prior to the committee's recommendation to the school board. Such opportunities for public input must be announced in the district's official newspapers and on the district website.

When naming new buildings, the committee shall have representation by the community members that is representative of the entire school district. The committee shall propose a list of names to the school board of not more than five (5) names for board consideration.

If a major portion of a school building or school grounds (media center, auditorium gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Individuals so recognized shall no longer be active in the field. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community.

Collections of works, memorials, or other major gifts to the school district may be acknowledged and named by individual schools, subject to the district's policy and procedures for accepting donations. Prior to accepting such donations and naming, a plan for maintenance and upkeep must be identified and presented to the school board. For more information on major gifts, refer to policy 706, Donations and Gifts. For more information on memorials, refer to policy 531, Memorials for Deceased Students or Staff.

The school board retains the right to make final determination in the naming of buildings, major portions of school buildings, or school grounds. This policy notwithstanding, it is the intent of the school board that naming of portions of the building and school grounds occur infrequently and on a limited basis.

School Board Adoption: April 14, 2025

*Orig: August 1999*  
*Revised: July 2004*  
*November 2011*  
*July 2019*  
*April 2022*  
*April 2025*

An Equal Opportunity School District