

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2200-1
SUBJECT: NAMING OF DISTRICT FACILITIES	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 09/25/86; 08/01/96; 05/23/03 <hr/> PREPARING OFFICE: SUPERINTENDENT

I. PURPOSE:

To establish a process for naming of district facilities.

II. NAMING OF ELEMENTARY AND SECONDARY BUILDINGS:

At the request of the Board of Education, the superintendent will establish a committee for the purpose of naming elementary or secondary school facilities. This committee will be composed of the following:

- A. One central office administrator
- B. Two members from the District Citizens Advisory Council
- C. One Board member
- D. The general director of instruction and learning.
- E. Two students

The central office administrator will be the chairman of the committee and will be responsible for establishing meetings and presenting a recommendation to the Board of Education.

III. NAMING OF OTHER DISTRICT FACILITIES:

At the request of the Board of Education, the superintendent will establish a committee for the purpose of naming other district facilities. This committee will be composed of the following:

- A. One central office administrator
- B. Two members from the District Citizens Advisory Council
- C. One Board of Education member

06/18/80

Revisions: 02/28/85; 09/25/86; 05/23/03

Topeka Public Schools

D. A staff member from the appropriate division

The central office administrator will be the chairman of the committee and will be responsible for establishing meetings and presenting a recommendation to the Board of Education.

IV. RETAINING SCHOOL NAME:

A school named for a person should retain that person's name as part of the building's name as long as the facility is utilized for instructional purposes by the district. Exceptions will be made with Board of Education approval.

V. TOPEKA PUBLIC SCHOOLS' SPORTS PARK

The naming of specific venues or portions of the sports park may be accomplished outside of the procedure set out in Section III of this regulation, consistent with donation criteria established and approved by the Board of Education.