

Administrative Regulation

District Facilities, Naming and Renaming

When it is determined by the Board of Education that a name or a change of an existing name will be considered for a district school or facility the procedures described in this regulation shall be applicable. The superintendent shall direct appropriate district staff to assess and prepare recommendations along with supportive information to the Board for their review and possible action.

If a district school or facility is to be named or renamed after a person the following guidelines shall apply:

1. The person shall be deemed to have been a prominent leader or to have contributed significant service on behalf of the district, county, state or nation; and
2. The person possessed attributes or attained achievements inspirational to district students; and
3. The person has been deceased for two or more years prior to the submission of their name to the Board for consideration.

A. Naming a New School or Facility

When a name for a new district school or facility is to be determined by the Board, the superintendent may designate an administrator to coordinate appropriate district staff to:

1. Solicit proposed names from community members, parents of district students, district students and district employees, certificated and classified.
2. Conduct a survey of community support for or objections to each proposed name. School community, for this purpose, is defined as follows:
 - a. When a school name is under consideration, the community shall be defined as all students authorized to attend that school by residence or permit, their parents/guardians and any person residing within the school's designated attendance boundaries.
 - b. If a non-school facility name is under consideration, the designated administrator shall determine the scope of the survey.

3. Research the rationale and supportive evidence of each proposed name.
4. Prepare a report of findings related to the matter along with a recommendation for presentation to the Board.

B. Renaming An Existing School or Facility

When a proposal to rename an existing district school or facility is received, the Board may direct or deny further consideration of that request. If the Board directs further study of the proposal, the superintendent may designate an administrator to coordinate appropriate district staff to:

1. Research the historical background and rationale for selecting the original name of the school or facility.
 2. Research the rationale and supportive evidence for proposing a new name for the existing school or facility.
 3. Conduct a public survey of the community's support for or objection to the proposed name change. The scope of such a survey will follow the definition stated in item A.2.
 4. Prepare a report of findings related to the matter along with a recommendation for presentation to the Board.
- C. The Board shall schedule and conduct a public hearing prior to any final action on the naming or renaming of a district school or facility.
- D. The Board reserves the right to accept or reject any or all recommendations or direct further investigations.
- E. Any name adopted for use at a district school or facility will be implemented on a date selected by the Board, but not prior to July 1 following the date of approval.

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