

## Facilities

### Naming of Facilities

The Board of Education shall name district schools and other district-owned or leased buildings, grounds, and facilities in alignment to District and Board values in recognition of:

- a. Individuals, living or deceased, or entities that have made outstanding contributions, including serving as a positive and aspirational role model, to the school district and/or community wherein the school district is located;
- b. Individuals, living or deceased, who have made contributions of county, statewide, national or worldwide significance; or
- c. The geographic area (e.g., the street name) in which the school, building, or facility is located.

The Board encourages community participation in the process of selecting names. Whenever the opportunity to initially name a school, building grounds, or facility is presented, the Superintendent will request the principal or appropriate district administrator to meet with community residents and other interested individuals to discuss the naming opportunity. The proposed name will be referred to the Superintendent for review and recommendation to the Board.

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

The Board recognizes that choosing an individual, living or deceased, or entities worthy of this recognition must be done after diligently investigating the person's history, contributions, and values so as to choose those who are most deserving and will not bring embarrassment to the District. Results of investigating individuals or entities shall be kept in a historical file in the Public Information Office of the District and made available to the public upon request.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

When naming or renaming a District school, building, or facility, the Board may specify the duration for which the name shall be in effect.

### Citizen Group Initiated Renaming of a School Building or Facility

The criteria and standards for naming or renaming a building or facility shall be the same as previously stated in this policy.

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To ensure a broad base of support for a nomination, the group must submit a petition signed by at least 100 district residents or former students to the Superintendent. The Superintendent or designee will evaluate the recommendation.

The Superintendent or designee will request the principal meet with staff, parents, students, alumni and community residents to discuss the proposed change. If the school, building, grounds or facility is named after a local person, a good faith effort must be demonstrated to contact and seek input from the relatives of the person (e.g., internet search, legal ads) before the name change is approved.

A written report of the meeting and efforts to contact any living relatives and their response will be submitted to the Superintendent who will either support the recommendation by moving it to the Board for consideration or deny the recommendation. In the event that the Superintendent or designee denies the recommendation, written communication to the group's organizer will be sent explaining the reasons for denial.

Upon receiving a proper request to name or rename a building or facility, the Board shall wait at least 90 days before making a decision, allowing adequate time for public input on the proposal and investigation into the individuals' or entities' worthiness for recognition.

The Board makes the final decision and reserves the right to reject any proposal to name or rename a building or facility. The decision of the Board is final.

### Replacement of Buildings or Facilities

When a building or facility is torn down and replaced, either at the same location or a new location, it should retain the same name unless the procedure for name changes is followed.

### Memorials

Upon request, the Superintendent or designee shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district. The Superintendent or designee will review and either approve in the cases of commemorative trees or erecting monuments or placing plaques or make a recommendation to the Board for approval of the dedication of buildings, parts of buildings, athletic fields, gardens or other district facilities.

### Periodic Review

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Periodically, the Superintendent or designee shall review site or facility names and memorials as to their continued appropriateness when compared to the values and priorities of the District and community. If a particular name is no longer appropriate, the Superintendent or Board reserves the right to change it and retire the name.

In the case that a decision is made to retire a name or if the process to retire a name is under review, the name of the school, building, ground, facility, or memorial will revert to a generic name such as a geographic name or “[name of school] Library” until a final decision is made and the above-mentioned process for “Naming of School Facilities” is followed and completed to select a new name for school, building, ground, facility, or memorial.

Legal Reference: Education Code, Section 35160

Policy Adopted: 11/19/2002

Policy Amended: 12/14/2010; 09/15/2020