

# **San Jacinto USD**

## **Administrative Regulation**

### **Naming Of Facility**

AR 7310

#### **Facilities**

##### Process Overview

The process for naming a new school, individual building or facility shall promote the Board of Trustees directive that primary sources of names shall be from a pool of individuals that have made outstanding contributions as described in Board policy, or in recognition of the geographical area in which the school, individual building or facility is located. If the school, individual building or facility is named after a commercial area, the name must have had wide recognition in the area prior to the development.

##### Process for Naming a School, Individual Building or Facility

1. The district Superintendent or designee will identify the school, individual building or facility to be named.
2. By Board action, the Superintendent or designee shall receive authorization to seek the name or renaming of a school, individual building or facility.
3. Individuals within the boundaries of the district will have 30 days after the first public request is published to submit names.
4. Published request to submit names may include posting the request with local news media or Internet, flyers sent home from school, radio public service messages, and/or other commonly recognized forms of requesting public input for the naming of a school, individual building or facility.
5. Names shall be submitted on a form developed by the Superintendent or designee. The form shall include, at a minimum:
  - a. The recommended name;
  - b. A statement explaining why the name to be considered is significant;
  - c. Name and signature of the primary individual submitting the name; and
  - d. The signature of a minimum of 10 co-sponsors of the name; of which five may be students.

6. After the 30 day submittal period, the Superintendent or designee will convene a committee to review the recommended names. The committee will research and discuss the names for adherence to the district policy for naming schools, individual buildings or facilities and for appropriateness of use as a name for a school, individual building or facility.

7. All qualifying names will be submitted to the Board for their review and final selection. The top three names shall constitute the committee's primary name selection for the school, individual building or facility. A statement of rationale for the submission of the committee primary recommendations shall be submitted for each of the three names. If three or less names are submitted, all names will be forwarded to the Board for their consideration.

8. The Board, in their normal course of business, shall select the name of the new school, individual building or facility.

#### Memorials - Dedications

The Board may 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. Timeline will be reviewed by the Board of Trustees as an information item. The Board of Trustees encourages public participation. The request for names for a memorial/dedication will be posted in public with a minimum of five calendar days in which to submit recommendations to the Superintendent's office. The Superintendent will designate a committee to review submitted names and will make a recommendation of no more than three names to the Board of Trustees for consideration.

Regulation SAN JACINTO UNIFIED SCHOOL DISTRICT

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revised: November 12, 2013