

Board Policy

Naming Of Facility

BP 7310

Facilities

It shall be the policy of the Livermore Valley Joint Unified School District to generally involve those concerned with the naming or renaming of a facility or memorial. Those to be represented could include school staff, students, and community members as appropriate.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Policy LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
adopted: March 4, 2008 Livermore, California

Administrative Regulation

Naming Of Facility

AR 7310

Facilities

Procedures for Naming New Schools

1. If possible, prior to, but not more than sixty days after the opening of a new school, the Board of Education shall appoint a committee of two citizens from the immediate community to be served by the particular school, the principal of the school, if one has been selected, three staff members from the immediate community to be served by the particular school, and at least two student representatives from the area to be served as a school naming committee.
2. The school naming committee shall present a list in priority order of not less than three names and not more than five names to the Superintendent who will forward them to the Board.
3. The committee will observe these guidelines:
 - a. The name shall be easily identifiable with the school.
 - b. The name should not be in conflict with the name of other schools in the system, surrounding counties, or in the state.
 - c. It should have significance for the students who will attend the school.
 - d. It should have significance for the personnel employed in the facility.
4. The names selected by the committee shall be announced and publicized to the community.
5. Provision shall be made at two consecutive Board meetings for reaction from the community after which time the Board shall adopt a name.
6. The Board may select the name from the list of names submitted by the committee.

Procedures for Selecting a Name for a New Facility (Other than Schools)

The Board shall appoint a committee composed of, but not limited to the administrator in charge of the facility, the Superintendent or her designee, one Board member, and three persons assigned to that particular facility (these three should include at least one staff member, one student, and one community member in the instance where a facility is located upon an existing school site). Procedures for Naming new Schools 2-6 above shall apply.

Procedures for Renaming an Existing Facility

1. A request for renaming an existing facility may be initiated by petition signed by two thirds of the student body and two-thirds of the staff or two-thirds of the employees of a facility other than schools.
2. When the petition is certified by the Superintendent as valid, the Board shall appoint a renaming committee composed of, but not limited to the site administrator, three staff members, two students and two members of the community in the case of schools, or the Superintendent or her designee, the site administrator, a Board member and three persons assigned to that facility in the above case of facilities other than schools. Procedures for Naming new Schools 2-6 above shall apply.

Procedures for Naming/Renaming a Memorial

1. If a school or program wishes to establish a memorial on the program site, the principal shall form a committee of representative persons.
2. The committee shall review the circumstances surrounding the desire to commemorate a memorial.
3. If the committee determines that a memorial is appropriate, a request to the Superintendent or her designee shall be presented, including the reasons for asking that the memorial be established.
4. Provision shall be made at two consecutive Board meetings for reaction from the community after which the Board shall take action on the request.

Regulation LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT
approved: March 4, 2008 Livermore, California