

## **NAMING AND/OR RE-NAMING SCHOOLS - ADMINISTRATIVE REGULATIONS**

- I. Prior to construction of a new school, or upon receipt of a petition requesting re-naming of an existing school, the Board of Trustees shall appoint an ad hoc committee of no fewer than five members to present a roster of names for the consideration of Trustees.
  - A. This committee shall include (but is not limited to) one representative of each of the following groups:
    1. students
    2. parents
    3. teachers
    4. support staff
    5. community members
  - B. The ad hoc committee shall publicize its purpose, meetings and recommendations to the school, to the community and, in the case of re-naming an established school, to the alumni to whatever extent is feasible. The District Superintendent or his/her designee shall assist with this publicity.
  - C. Anyone may submit a suggestion for a school name. A record shall be kept of all names suggested. These suggestions may be sent to the District Superintendent who shall forward them to the ad hoc committee.
- II. **Criteria for selection of a school name by Trustees shall be as follows:**
  - A. In naming a school after a person, primary consideration shall be given to those individuals who have made a significant contribution to education in the community. (Documentation must accompany each suggested name.) Preference shall be given to the names of persons who are deceased.
  - B. For geographical names, consideration shall be given to the possibility of shifting attendance boundaries in the future; a school name shall reflect its location rather than a name of a subdivision which may comprise only a portion of the area served by the school. Also, new names should not be confusingly similar to the names of other schools in the District.
  - C. If a school is closed or demolished, its name may be used again.
- III. **Naming portions of schools**
  - A. A portion of a school or district-level facility may be named for an individual or staff member (still employed or retired) providing that a process is followed that includes others in the decision.
  - B. The principal and/or division assistant superintendent shall obtain approval from the Board before initiating the naming process.
  - C. At a school site, representatives including (but not limited to) the following should be consulted:

- i. Students
  - ii. Teachers
  - iii. Support staff
  - iv. Parents
  - v. Other community members
- D. For District-level facilities, representatives including (but not limited to) the following should be consulted:
- i. Teachers
  - ii. Support staff
  - iii. Management team members
  - iv. Other community members

The final recommendations shall be submitted to the Board of Trustees for consideration of approval.

- E. Schools shall keep records as to which buildings or athletic fields have been dedicated to whom, and for what reasons(s).
- F. For appropriate cause, Trustees may rescind a name of a portion of a school facility.

ADOPTED: 3-25-80, 6-28-88  
AMENDED: 5-13-03

DISTRICT SUPERINTENDENT  
PLEASANTON UNIFIED SCHOOL DISTRICT  
PLEASANTON, CALIFORNIA