

Naming Of Facility

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Naming/Renaming of School/Facilities

Schools/facilities in the district may be named or renamed for locations or for persons who have made significant contributions to the lives of citizens in this city, state or nation.

Schools/facilities may also be named to depict areas of curricular concentration or to reflect special concepts or approaches to education.

Naming New Schools/Facilities

In naming new schools/facilities, the Board of Education shall request suggestions from the public through an announcement at a regular Board meeting. The principal/designate of the school shall convene a naming committee composed of representatives of the school's community, students and parents/guardians and members of the staff. This committee will consider all names submitted and will present three possible names (in order of preference) to the Board through the Superintendent. The Board will consider the recommendation of the committee in selecting the name. The name will be announced at a public meeting.

Renaming Schools/Facilities

For renaming schools/facilities, the following steps and timetables are to be followed:

1. Name Change Petition

After receiving a petition for a school name change containing at least 100 signatures of school employees, students and parents/guardians from the involved school, the principal shall convene a School Renaming Committee.

2. School Community Committee

This committee shall be composed of representatives from the school's staff, study body, parent/guardian and alumni groups and school community (such as members of business or neighborhood organizations and civic officials). For secondary schools, the Committee shall also include staff and community representatives from all feeder schools.

3. School Community Survey

The committee shall do research on the proposed name and shall conduct a survey of the school community which will provide the choice of renaming the school or keeping the current name.

4. Representative Response

Efforts must be made by the committee to ensure that the survey is distributed to all current members of the school's staff and student body and to all official school support groups, and that it reaches a substantial number of the school's parents/guardians, alumni and community members.

5. Majority Support Required

The name change process may continue only if the survey indicates that at least a majority of those contact favor the proposed changes.

6. Submission to Superintendent/Board

If the school committee agrees, by majority vote, that its research and survey support the request for a name change, the committee shall submit the proposed name to the Superintendent's office. The Superintendent will forward approved requests to the Board.

7. Board Hearing

The Board shall announce a proposed change at least 90 days in advance of voting to allow for community response.

8. No Change/10 Years

Once a new name is approved, it shall not be changed for at least 10 years.

9. Required Time Schedule

- a. By October: Petition to rename a school shall be submitted to principal.
- b. By November 1: Principal shall convene a properly constituted School Naming Committee.
- c. By January 15: School Naming Committee shall submit a request for a specific name change to the Superintendent. The request shall include results of an extensive school-community survey showing a majority favoring the name change.
- d. By February 15: Superintendent shall submit the request to the Board along with recommendation.
- e. By March 1: Board shall announce the proposed change and then accept community response through April 15.

f. The Board will consider the recommendation of the committee in selecting the name. The name will be announced at a public meeting.

g. The school may begin using the new name effective July 1.

Regulation ALAMEDA UNIFIED SCHOOL DISTRICT

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