

**Policy 7310: Naming Of Facility**

Status: DRAFT

Original Adopted Date: 09/20/2001

The Governing Board encourages community participation in the process of selecting names. The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities through an ad hoc committee per the following:

1. The Superintendent shall appoint and ad hoc committee to review all name suggestions.
2. The Ad Hoc Committee shall consist of:
  - District staff (including site administrator and teachers)
  - Community representatives (may include a Board member)
  - Parents/Guardians and Students
3. The size of the committee shall not exceed 15. The number from each group shall be determined by the Superintendent.
4. The committee shall be responsible for receiving and screening name suggestions.
5. The committee shall submit a minimum of three recommendations to the Superintendent. The Superintendent will then submit the final selection(s) to the Board for consideration and approval.
6. Since naming a facility is an important community issue, the ad hoc committee may solicit ideas from:
  - The general community,
  - Parents/guardians, and students who will attend the new facility, and
  - District employees (including administrators and teachers).
7. The following criteria is generally used for naming a facility:
  - a. To honor an individual who has made an outstanding contribution to the county or community;
  - b. Recognition of the geographical area of the facility;
  - c. No school facility shall be named for a living person;
  - d. No facility shall be named for a development, unless the name existed in the area prior to the development.
  - e. 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.
  - f. When naming or renaming a district school, building, or facility, the Board may specify the duration for which the name shall be in effect.

**Memorials**

Upon request, the Board shall consider dedicating approved capital improvement projects in memory of deceased students, staff members, community members, and benefactors of the district. The Superintendent or designee shall establish and regularly evaluate policies and procedures for memorial requests.

Policy SAN JOSE UNIFIED SCHOOL DISTRICT

adopted: September 20, 2001 San Jose, California

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

Ed. Code 35160

**Description**

[Authority of governing boards](#)

**Management Resources References**

Website

**Description**

[CSBA District and County Office of Education Legal Services](#)

**Cross References**

0410

[Nondiscrimination In District Programs And Activities](#)

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[Citizen Advisory Committees](#)

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[Citizen Advisory Committees](#)

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[Advertising And Promotion](#)

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[Advertising And Promotion](#)

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[Gifts, Grants And Bequests](#)

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[Concepts And Roles](#)

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[Meetings And Notices](#)