# San Leandro USD

AR 7310 – Naming of Facility

## Facilities Definitions

"School" shall refer to a school site.

"District facility" shall reference part of a school or District building such as a building, room, or other defined space within the school or District building.

## Review of Existing Names

The Superintendent or designee shall conduct a review of whether the name of a school or District facility is no longer appropriate if:

1. A petition requesting that a review be conducted is signed by parents or guardians of at least one-third of students officially enrolled in the school;

2. A petition requesting that a review be conducted is signed by at least 75 percent of the school's employees, with part-time employees being counted the same of full-time employees;

3. The Board directs that a review be conducted; or

4. The Superintendent decides that a review is needed for any reason.

If a school or District facility is named after an individual, the review shall examine whether the individual, on the whole, has made outstanding contributions to the community or made contributions of state, national or worldwide significance in light of the San Leandro Unified School District's values and contemporary view on history.

If a school or District facility is named after a geographic area, the review shall examine whether the name has become outdated given changes in the geographic area.

As part of any review of the name of a school or a District facility within a school, the review shall include at least one meeting with school employees and at least one meeting with the families of students enrolled in the school.

Based on the review conducted by the Superintendent or designee as well as any additional information or input that the Superintendent or designee deems appropriate and necessary, the

Superintendent shall bring a recommendation to the Board regarding whether the name shall be kept or the Board Should vote to discontinue the use of the name.

In the event that the Board discontinues the use of the name of a school, the name shall continue in use until the Board determines a new name pursuant to the process established below.

If a review of existing name, or a naming process for an unnamed facility or school, is underway, the Superintendent will not act on another petition for review of a school or facility until:

1. Any preceding naming process has been completed, and

2. The Superintendent has reviewed the effectiveness and implications of the procedures detailed in the regulations, and

3. A proposal to revise or let stand the relevant policy and regulations are included as part of a report to the Board.

A petition submitted with a sufficient number of signatures that are valid at the time of submission will be considered valid for subsequent consideration.

## Unnamed Schools

Prior to opening a new school in the District or in the instance where the Board has voted to discontinue the use of an existing school name, **t**he Superintendent shall appoint an advisory committee to recommend one or more school names to the Board for its consideration. The Superintendent may also recommend one or more school names to the Board. Any name recommended by the advisory committee or the Superintendent must be consistent with criteria established in the Board Policy.

## Unnamed District Facilities

With respect to an unnamed District facility, the Superintendent shall appoint an advisory committee to recommend one or more names to the Board for its consideration if:

1. For a District facility within a school, a petition requesting that a name be given to the facility is signed by parents or guardians of at least one-fourth of students officially enrolled in the school;

2. For a District facility within a school, a petition requesting that a name be given to the facility is signed by at least half of the school's employees, with part-time employees being counted the same as full-time employees;

3. The Board directs that a name be given to the District facility; or

4. The Superintendent decides that a name be given to the District facility.

The Superintendent may also recommend one or more District facility names to the Board. Any name recommended by the advisory committee or the Superintendent must be consistent with criteria established in the Board Policy.

## Advisory Committee

Once an advisory committee is created pursuant to this regulation, it shall hold at least three community meetings: one to alert the community that a naming process has begun, another to solicit potential names, and another to receive feedback on what potential names that the committee is considering.

For the advisory committee to be able to recommend a name to the Board, at least three-fourths of all advisory committee members must vote to recommend the name.

The advisory committee shall bring forward any name recommendations within six months of its creation. If no such recommendations are brought forward, the Superintendent shall bring forward recommendations and no committee recommendations shall be considered.

## Standards and Implementation of New Signage

When name recommendations for a school or District facility are brought to the Board, the Superintendent or designee shall, based on the District's approved standards for exterior signage, provide information regarding the location, cost, and construction timeline for designing and erecting of the new signage.

Regulation

SAN LEANDRO UNIFIED SCHOOL DISTRICT