Guidelines

The following guidelines shall be used in the naming of school buildings:

1. Facilities may be named for persons who have served the District or community, especially in service to children.

2. Facilities may be named for any local, state, or national heroic figure.

3. The individual may be living or deceased.

4. A nominee shall have made a significant contribution to society and/or education, and his or her name shall lend prestige and status to an institution of learning.

5. The individual must represent exemplary human qualities that can serve as a model of excellence for the students who will attend the school.

6. Facilities may be named for local residential or geographic areas or state or national landmarks.

7. A request for proposal (RFP) process may be used to provide naming rights to an athletic or special use facility.

Exceptions

Facilities may be named using committee recommendations that do not follow the guidelines at items 1, 2, or 6, above.

Committee

With the exception of a request for proposal process, solicitation of recommendations of names shall be conducted through a committee composed of the following representatives:

1. One campus employee who resides within the District and who has been elected by the employees at each campus.

2. Two community representatives who reside within the District, and are not District employees, and have been selected by the District-wide Educational Improvement Council (DEIC). [See BQA]

3. Two parent representatives who reside within the District, are not District employees, and have been selected by the DEIC.

The committee shall be chaired by the Superintendent or designee. The committee shall submit to the Board no fewer than five and no more than ten recommended names for each campus or facility to be named.

Nominations

Nominations shall be submitted to the Board through the Superintendent. The supporting data shall include a succinct description of the nominee’s contributions, why they are important, and any pertinent history that should be considered. No more than three pages
of supporting documentation shall be included for each nomination. The Board shall not consider petitions.

**Request for Proposal Option**

The Board may utilize the request for proposal option to name an athletic or special use school facility. When using the RFP option, all standard bidding procedures shall be followed in accordance with Education Code 44.031. A recommendation shall be made by the Superintendent to the Board based upon proposals received.

**Time Frame**

The Superintendent shall announce a time period for receipt of written nominations. This time period shall be for approximately three months and shall occur at a time that will permit the Board to deliberate on the nominations and make a selection prior to the opening of the new school or facility.

For the RFP option, standard bidding requirement time frames shall be followed.

**Board Decision**

The responsibility for the final decision in naming facilities shall rest with the Board. At a regularly scheduled meeting, the Board may:

- Select a name from the list of recommendations submitted by the committee for each campus or facility to be named;
- Direct the same committee or a new committee to submit a new list of recommended names;
- Choose a name other than the names recommended by the committee; or
- Select a proposal from the RFP procedure.