

**Procedures and
Time Lines**

The Board has the sole authority to name and rename a District school or other District facility. For purposes of this policy, the terms “school” and “facility” shall include a school building or buildings or any part thereof, a campus, an installation, and any other structure, complex, or venue.

District facilities that have been named for a person shall not be renamed without a unanimous vote by the entire Board.

The District shall accept names for consideration in the naming of schools or facilities within the District.

The Board may appoint a committee to receive names within 60 calendar days from the date of the awarding of the contract for the construction of the new facility.

The committee shall consist of seven citizens of the District, one selected by each of the seven Board members, one principal, and one District-level administrator appointed by the Superintendent. The committee shall be chaired by the administrator. The committee shall be made up of citizens who live in the city in which the school will be located.

Additionally within approximately 60 calendar days from the date of awarding the contract for the construction of the new facility, the Superintendent or designee shall solicit nominations for names from the public, staff, or students via appropriate means.

All suggestions for naming a new facility shall be submitted in writing to the Superintendent. Each proposed name, whether of a person or of a residential/geographical area, shall be submitted with a rationale in writing, not to exceed two pages in length. If a person’s name is submitted, the rationale shall include brief biographical data, an account of the person’s significant contributions, and a list of the qualities he or she embodies.

Approximately 90 days from the date of awarding the contract, the Superintendent shall submit the names with supporting materials to the committee. The committee shall review applications for completeness, hear presentations in support of nominations, determine that they meet the requirements of this policy, and select the three names to present to the Board for its decision. The committee shall not rank the selections.

Approximately 120 days from the date of awarding the contract, in a properly called meeting, the Board shall name the school from names submitted by the committee or shall use another name of the Board’s selection.

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**Name Requirements
for Schools**

The following criteria shall be used when submitting and evaluating names for District schools.

High Schools

The tradition of naming high schools with a name preceded by “La Villa” shall continue. High school initials shall not be repeated.

High schools may be named after:

1. A geographic area, landmark, or location. Examples include a community, a subdivision, a street, or the area in which the school is located.
2. A national figure or event. Examples include presidents, statesmen, heroes of national fame, national educators, or military battles.
3. An ideal or inspiration. Examples include liberty and memorial.

Alternative
Campuses

Alternative campuses may be named after:

1. A geographic area, landmark, or location. Examples include a community, a subdivision, a street, or the area in which the campus is located.
2. A national figure or event. Examples include presidents, statesman, heroes of national fame, national educators, or military battles.
3. An ideal or inspiration. Examples include liberty and memorial.

Middle Schools

Middle schools may be named after:

1. A geographic area, landmark, or location. Examples include a community, a subdivision, a street, or the area in which the school is located.
2. A national figure or event. Examples include presidents, statesmen, heroes of national fame, national educators, or military battles.
3. An ideal or inspiration. Examples include liberty and memorial.

Elementary Schools

Elementary schools may be named after:

1. A geographic area, landmark, or location. Examples include a community, a subdivision, a street, or the area in which the school is located.

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2. A national figure or event. Examples include presidents, statesmen, heroes of national fame, national educators, or military battles.
3. A local community leader, local educator, local civic leader, or early pioneer to the La Villa community. The following additional criteria shall be applied to such local figures:
 - a. Must reside within the boundaries of the District;
 - b. May have made a significant contribution locally and distinguished themselves in education, service to the District, or service to the community;
 - c. May have distinguished themselves in the military, in law enforcement, or as a public servant and may have demonstrated patriotism, loyalty, and exemplary citizenship;
 - d. Must represent exemplary human qualities that serve as a model of excellence for all students;
 - e. Must not be a current Board member of the District;
 - f. Must not be a current employee of the District;
 - g. If a former Board member, must have left the Board at least three years prior to the year in which a school will be named or must be deceased; and
 - h. If a former employee, must have worked in the District for at least 30 years and been a distinguished District employee. In addition, the employee must have retired from the District at least three years prior to the year in which a school will be named or must be deceased.
4. Individuals or families who have made outstanding contributions to the quality of life and quality of education in the District.

The Board shall give strong consideration to naming a facility for the donors of land for school sites or for significant monetary contributions in support of the construction of the facility. It may also consider if it is a part of the purchase contract conditions. If the Board should choose this option, the committee shall not be formed. However, the school shall be officially named not more than 120 days from the date of the award of the construction contract.

Naming of Certain District Facilities

The District may accept nominations from the Superintendent for the names of new or existing building(s) within the District (i.e.,

wing, annex, library, band hall, auditorium, stadium, field, court, or gymnasium). Names to be considered shall be evaluated based on the following criteria:

1. The individual must have made exceptional contributions to the local school community.
2. The individual should represent exemplary human qualities that can serve as a model of excellence for the students who shall attend the school.
3. The individual must have served in positions of leadership and service worthy of commemorating.
4. The individual may be living or deceased; however, greater consideration shall be given to names of the deceased.

Nominators shall be encouraged to provide a succinct description of the nominees' contributions, why they are important, and any pertinent history that should be considered.

Recognition

If named after an individual, an appropriate picture of the person after whom the school or facility is named shall be displayed in a key location. A biography of the individual shall be displayed near the picture so that students, staff, visitors, and the general public become knowledgeable of the school's or facility's name.

Dedication

A new school building shall be dedicated at an appropriate ceremony held as soon as possible after the occupancy of the building.

Plaque

A dedication plaque shall be placed in each new school building. The plaque shall include the names of the Board and the Superintendent of record when the Board approved the advertisement of such project. In addition, the plaque shall include the names of the coordinating architect, project architect, and the contractor, if applicable.

Renovations and Additions

A dedication plaque may be placed in an existing facility or campus if the building is renovated or if a special purpose building is built. The Board shall, at the time of contract, determine if a dedication plaque shall be included in the specifications. If a dedication plaque is required in the addition or special purpose building, the plaque shall include the names of the Board and Superintendent of record when the Board approved the advertisement of such project. In addition, the plaque shall include the names of the coordinating architect, project architect, and the contractor, if applicable.

Renaming of Projects

Should a proposal be made to change the name of an existing school building or facility, the following guidelines shall apply:

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1. The parents of the children presently attending the school shall be notified in writing.
2. A notice shall be published in a daily newspaper of general circulation at least once a week for two weeks prior to action by the Board.
3. Before the final decision is made to rename a facility, consideration shall be given to costs involved (i.e., athletic and band uniforms, stationery, school clothing, PTA projects, signs, library books, and the like), possible confusion in communication, alumni sentiment, and loss of identity.
4. Any name change approved by the Board shall not become effective until the beginning of the following school year.