

Regulation

Las Cruces Public Schools

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Responsible Office: Chief Operations Officer

Naming School Facilities

I. PURPOSE

This regulation will establish a process to involve community input in determining suggested names for the Board to consider when naming a new school, facility, site or a portion of an existing facility. The input must be representative of individuals who live or attend school in the area that the school or facility serves.

II. GUIDELINES

- A. Selection process of names of new/reopened schools shall include the following:
 1. Categories of Names
 - a. Distinguished Persons – It is preferred that schools be named for distinguished persons, no longer active in their careers, who have made outstanding contributions to the community, county, state or nation. The Board of Education will give strong consideration to names of women and minorities so that these are equally represented among district school names.
 - b. Geographic Names – These names should be clearly identifying, widely known, and recognized.
 - c. Historic Names – These names should reference significant historical events, landmarks, or people.
 2. If the name is for a school building, the superintendent will assign the school's principal or another designee to serve as facilitator of the name selection process. The facilitator shall:
 - a. Inform students, parents/guardians and staff members from feeder schools of the new school that they will have an opportunity to provide input for the name of the new school.

- b. Present information on the naming process at PTO/SAC meetings, staff meetings, and provide notices to the parents/guardians of students in feeder schools.
- c. Establish a submission deadline of not less than one (1) week after the distribution of the flyers to allow for one (1) suggestion per family and one suggestion per staff member for a proposed name.
- d. The proposed names will be submitted to the building principals and collected by the facilitator.
- e. Within one (1) week of the submission deadline, the facilitator will compile the results in numerical order from the names receiving the most votes to those receiving the fewest. The number of votes received for each name will be noted in parenthesis.
- f. The complete list of the proposed names will be forwarded to the superintendent. He/she will provide the complete list to the Board of Education for the selection of the five (5) finalists from among the proposed names. Each board member will select one name as a finalist.
- g. An official voting date will be selected that is within ten (10) days of the date the Board selects the five (5) finalists.
- h. All students, staff and family members of feeder schools will be allowed a vote.
- i. Information on the voting date and time will be provided directly to students, parents/guardians and staff in a letter. Additionally, voting information will be disseminated to the community using public service announcements and the press.
- j. On voting day, voting machines with official ballots will be used by all feeder schools of the new school. Voting will begin at 8:00 a.m. and end at 4:00 p.m.
- k. The facilitator will collect the official results at the feeder schools and then forward them to the superintendent. He/she will present the results to the Board for the final selection and approval of a name.

B. If the name is not for a school building, the superintendent will assign an administrator to chair a committee that will gather input for recommended names. The committee's membership will reflect a cross-section of the community.

1. The committee will:
 - a. Determine how to solicit school/community recommendations for proposed names;
 - b. Publicize the opportunity for individuals to suggest a name;
 - c. Forward all names to the superintendent for his/her presentation to the Board for the selection of no more than five (5) names for a school/community vote;
 - d. Oversee the voting process for the school/community;
 - e. Tally the vote and forward the recommended name to the superintendent; and
 - f. The superintendent will forward the suggested name to the Board for approval.

C. When a petition or request is made to a school principal/supervising administrator for naming a section of a school/district building, (examples include gymnasiums, playgrounds, play fields, libraries, classrooms, etc.), the petitioner is also required to forward a copy to the Office of the Superintendent.

1. The petition or request shall include the following information:
 - a. Proposed name;
 - b. Background data (rationale);
 - c. Evidence of school/community support and input;
 - d. Financial obligation; and
 - e. Procedures necessary to implement/display name.
2. The principal or supervising administrator shall convene a selection committee of:

- a. Two (2) students (designated by the Student Body President);
 - b. Two (2) teachers (designated by the faculty);
 - c. Two (2) parents (designated by the PTO/SAC);
 - d. Three (3) individuals from the community nominated by the Board of Education; and
 - e. Principal or assistant principal (non-voting chair).
3. The committee shall acknowledge the receipt of the petition and inform the petitioners that prior to a decision the committee will be available to receive additional petitions regarding the topic. The chair will provide a notification/memorandum to appropriate staff, students, parents/guardian, and organizations in the school community apprising them of the proposal. The issue will remain open thirty (30) days in order to provide time for additional reactions and petitions.
4. The committee shall carefully review all the information received and either reject or concur with the proposal to name a portion of the building.
- a. If the committee rejects the proposal to name a portion of the building, the chair will notify the petitioner(s) and the superintendent that the name has been rejected and no further action will be taken.
 - b. If the committee concurs with the name proposal, the chair will forward the name to the superintendent to present to the Board for approval.

History: Formerly Procedure 566, Revised 02.07.06



Approved, Chief Operations Officer

02.07.06

Date Approved