

**NAMING OF A FACILITY**

It is the responsibility of the Governing Board to select names of schools and facilities. In fulfilling this responsibility, the Board will carefully consider community recommendations in the naming process. The Board shall also have the responsibility to authorize naming rights for buildings, components of buildings and athletic fields, in recognition and memory of former deceased and/or retired from Saugus Union School District or Public Service within the Santa Clarita Valley Community, students, staff members, and/or community members of the district in accordance with the following criteria:

1. Individuals who have made outstanding contributions to the District and/or Santa Clarita Valley community.
2. Individuals who have made contributions of statewide, national, or worldwide significance.

A proposal to name portions of school facilities in honor of an individual person can only be considered as a memorial honor for a deceased and/or retired individual.

In addition, the Board shall also have the responsibility to authorize naming rights for portions of school facilities in order to provide recognition for private or corporate entities that makes an exceptional contribution or significant financial contribution to benefit the District.

The naming or renaming of schools on district campuses or on properties owned by the district must follow state and District guidelines. The Board may name or rename a school and other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the District by providing for a dedication or naming of appropriate areas of a district facility, in honor of an individual, private or corporate entities making exceptional or outstanding contributions to the District and/or community.

**Schools**

The Superintendent or appropriate designee shall recommend the appointment of a committee for the purpose of naming or renaming a school using the following process:

- a. The committee membership shall be appointed by the Board and consist of a minimum of three (3) lay people who live in the area in which the site is located, three (3) site staff members, two (2) District Office staff members, two (2) parents and a site administrator.
- b. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the Board for consideration and action.
- c. The committee is encouraged in the naming of schools to use historical figures, the area's community, culture, geography or history.

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- d. 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.

**Naming of Buildings, Components of Facilities and Athletic Fields**

The Board may consider the naming of new or existing individual school buildings or building components, including classrooms, media centers, athletic fields, conference rooms, common areas and/or other components which are part of a building or site in recognition of exceptional or significant contributions as described above. The process used to determine the naming of an individual school building or building component is the following:

- a. The site administrator shall convene a committee composed of three (3) parents, one (1) classified staff member, one (1) primary teacher, one (1) upper grade teacher, (2) students from the highest grade level, the head teacher, and the site administrator(s).
- b. The committee shall be charged with the responsibility of submitting to the Superintendent for approval by the Governing Board the recommended naming of the building, component of facility or athletic field. Submissions shall include the name of the individual, his/her accomplishments and contributions, an explanation of the extraordinary nature of these accomplishments, the building, athletic field, garden, grounds, and/or other district facility to be named, and evidence of school and community support for the recommendation. In addition, the committee will explain how the materials needed to officially name the building or building component will be funded and maintained.
- c. Such naming of a school building or school building component or athletic field should be considered by the School Site Council.
- d. The Superintendent will bring the recommendation to the Board for consideration and action.

Before adopting any proposed name for a school, building, components of a building or athletic field, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input. Following the public hearing, the Governing Board shall take action on the proposed name of the school, school building, component of a school building, or athletic field.

**NAMING OF A FACILITY** (continued)**Limitations to Naming Rights**

Naming rights are intended to recognize individual, private or corporate entities making exceptional or outstanding contributions to the District and/or Santa Clarita Valley community. The following process shall be used in regards to naming or renaming of school buildings, building components, and athletic fields:

- a. The Assistant Superintendent of Business Services shall maintain records of the naming of schools, buildings, athletic fields and memorials.
- b. Naming rights shall be reviewed on a periodic basis, and a naming right may be renewed for an additional period as approved by the Board.
- c. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy.
- d. The Board shall have the discretionary authority to deny or rescind a naming right at any time based on any action by a private individual or corporate entity that is deemed by the Board to be inappropriate and/or in conflict with the District's values, mission and vision.
- e. Funds donated for naming rights shall be deposited in the District's and/or school's internal accounts in accordance with a written agreement between the District and the donor.

**Duration of Naming Rights**

When naming or renaming a District school, building, component of a building or athletic field, the Board may specify the duration for which the name shall be in effect. The Board recognizes two types of naming rights, short-term and long-term. The provision for each is outlined as follows:

- a. Short-Term naming rights shall be valid for a period of up to ten (10) years unless otherwise specified by the Board at the time of approval.
- b. Long-Term naming rights shall be valid more than ten (10) years but not to exceed 40 years, unless approved otherwise by the Board.

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**Memorials**

Upon request, the Board must also approve the planting commemorative trees or erecting monuments in memory of deceased students, staff members, community members, and benefactors of the district.

Each school must use the committee structure described for naming of individual school buildings or building components to determine the appropriate type of memorial. When submitting a request to the Board for establishing a memorial, the school site must include the cost of the memorial, the cost of the maintenance of the memorial, and the funding source for those costs.

*Legal Reference:*

EDUCATION CODE

*35160 Authority of governing boards*