

# **Berkeley USD**

## **Board Policy**

### **Facilities**

BP 7310

### **Facilities**

The Governing Board shall name schools or school facilities in recognition of:

1. Individuals, living or deceased, who have made outstanding contributions to the community;
2. Individuals, living or deceased, who have made contributions of state, national or worldwide significance; or
3. The geographic area in which the school or building is located.

The Board encourages community participation in the process of selecting names. The Superintendent shall appoint an advisory committee to review name suggestions and submit recommendations for the Board's consideration. However, it is the Board's sole prerogative to name or rename a school or school facility and the Board may choose a name that was not recommended by the advisory committee or the Superintendent.

The renaming of existing schools or major facilities shall occur only under extraordinary circumstances and after thorough study.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Policy BERKELEY UNIFIED SCHOOL DISTRICT

adopted: January 11, 2012 Berkeley, California

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**Definitions**

“School” shall refer to a school site.

“School facility” shall reference to part of a school such as a building, room, or other defined space within the school.

**Review of Existing Names**

The Superintendent or designee shall conduct a review of whether the name of a school or school 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 school 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 Berkeley community’s contemporary view on history and morality.

If a school or school facilities is named after a geographic area, the review shall examine whether the name has become outdated given changes in the geographic area.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

**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, the 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 School Facilities**

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

1. A petition requesting that a name be given to the school facility is signed by parents or guardians of at least one-fourth of students officially enrolled in the school;
2. A petition requesting that a name be given to the school facility is signed by at least half of the school's employees, with part-time employees being counted the same of full-time employees;
3. The Board directs that a name be given to the school facility; or
4. The Superintendent decides that a name be given to the school facility.

The Superintendent may also recommend one or more school 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 school 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.

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**SCHOOL/SCHOOL FACILITY NAMING PETITION**

**Purpose of Petition**

☐ This is a petition to remove the name of a school or school facility; or  
☐ This is a petition to name an unnamed school facility.

**Site Information**

School: \_\_\_\_\_

School Facility (if appropriate): \_\_\_\_\_

**Enrollment/Employee Information**

Current School Enrollment: \_\_\_\_\_

Current Number of Full/Part-Time School Employees: \_\_\_\_\_

(The above information is available by contacting the Facilities Director)

By signing below, I support the above purpose of this petition with respect to the above school or school facility:

	<b>Employee/Parent/ Guardian Name</b>	<b>Employee /Parent/ Guardian Signature</b>	<b>Child's Name (if signed by parent/guardian)</b>	<b>Date</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				