



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Naming/Renaming Schools, Buildings, and Fields

NUMBER: BUL-5549.2

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations

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School Operations

DATE: April 2, 2014

ROUTING

Division Heads
 ESC Instructional Superintendents
 ESC Administrators of Operations
 ESC Operations Coordinators
 ESC Instructional Directors
 Site Administrators

MAJOR CHANGES This Bulletin replaces BUL-5549.1 of the same subject, issued on March 7, 2013, by the Office of the Superintendent. The content has been updated to reflect the procedures for naming a specialty room, such as a library or career center and naming of a magnet program.

GUIDELINES: The following guidelines apply:

I. GENERAL INFORMATION

The District reserves the right to name or rename schools or buildings at the District’s discretion in accordance with these procedures. If a school is proposing to change its established name, the school principal shall secure the Board Member’s support prior to beginning the renaming process.

A. Naming of Schools (Board Rule 1003)

Schools shall be named to honor prominent men and women whose notability has survived their lifetime and whose service extends beyond schools in the Los Angeles Unified School District (LAUSD). Criteria for selecting names include, but are not limited to the following:

1. Presidents of the United States and other nationally, as well as internationally, famous men and women;
2. Prominent men and women who have made a contribution to humankind generally deemed to be of permanent significance in the field of fine arts, letters, sciences, social sciences, specialized fields, and industry;
3. Where there is a well established community, the school may bear the name of the community, provided that it does not conflict with any other school named for the same community;
4. After the name of the street on which the school is located;



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5. Any other criteria determined by the Board of Education (e.g. schools that serve a specialized purpose such as schools for children in special education programs).

B. Naming of Multi-School Campuses (Board Rule 1004)

The Board of Education may name a multi-school campus following the process in Rule 1003. Naming of individual schools located on the campus/complex shall follow the same criteria and the surname of the main location's campus/complex shall be hyphenated and placed before the individual school name to comprise the official name of the school.

C. Changing the Name of a School (Board Rule 1005)

The Board of Education may change the name of a school following the same process outlined in Rule 1003. Timing of School Naming changes shall comply with Rule 1006.

D. Time for Naming Schools (Board Rule 1006)

Names for new schools should be chosen at the earliest date possible in order to establish the name on all school business and accounting records. The name for a new school shall be chosen after receiving input from elected officials, region or division staff, and community support groups, if any. The proposed name shall be submitted to the Assistant Superintendent of School Operations no later than May 1 of the fiscal year in which the school opens. The recommended school name shall be presented by the office of School Operations, in the necessary communication to the Board of Education. Changes in the names of schools shall be processed before the end of the fiscal year in which the school opens, in order that various lists, school business and accounting records are correct for the new fiscal year.

E. Naming Fields and Buildings (Board Rule 1007) and Specialty Rooms

The Board of Education may establish criteria for naming fields and buildings on school campuses. Fields, buildings and specialty rooms such as, a library or college center, may be named after employees of the LAUSD only if an appropriate period of time has elapsed since their relationship with the school has been severed by retirement or death. Fields and buildings of a school may also be named after students of that school who have died during their enrollment, as well as community persons or benefactors of the school.



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Proposed names for new or existing buildings, fields and specialty rooms shall be submitted to the Assistant Superintendent of School Operations with appropriate documentation, including a letter from the principal and Attachment H. Upon approval of the Assistant Superintendent of School Operations, a copy of the approved request will be forwarded to the Educational Service Center (ESC) Instructional Superintendent and Administrator of Operations and the school for notification.

F. Renaming of Magnet Programs

If the renaming is due to a change of theme to the existing magnet program, principals should first contact School Integration Services as additional requirements may apply. After this has occurred, principals are to follow the same procedures outlined in Section E above.

G. Restricted Terms

1. Learning Center—Schools that do not have the traditional configuration of K-5, 6-8, or 9-12.
2. Primary Center—Schools that have grades K-2 only.
3. Academy—Schools that have a specialized educational program, e.g., music, law, or art.
4. Complex—Sites that have more than one school on the campus.

II. PROCEDURES

A. Establish a school naming committee with broad representation from among the following:

1. School Site
 - a. Faculty and staff
 - b. Students
 - c. Parents
 - d. Members of the Local School Leadership Council
 - e. Members of School Advisory Councils/Committees
 - f. Members of School Alumni Groups
2. Community
 - a. School Board Member
 - b. Elected Officials
 - c. Business persons
 - d. Members, Chamber of Commerce
 - e. Civic Officials
 - f. Staff, students, parents of feeder schools



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- B. Establish and publish a timeline of activities that will lead to selecting a school name which will be submitted to the Assistant Superintendent, School Operations. Plan for and maintain copies of the following:
 - 1. The timeline
 - 2. Meeting announcements/flyers with dates of meetings
 - 3. Agendas for each meeting
 - 4. Sign-in sheets for each meeting showing name, title, and affiliation with the school or community
 - 5. Final voting ballot
- C. Conduct a survey among parents, students, the official school support groups, and elected officials soliciting a choice of names, including the retention of the current name, if appropriate. Submissions for a name shall include a rationale for the choice. Consult such sources as the public library, historical or neighborhood associations, local newspaper files, the internet, etc.
- D. Consider the relevance/appropriateness of suggested names to the community and the significance to future generations of students and stakeholders. The identified person after which a school is proposing the name, the principal is to secure approval from that identified person or trustee representing that person. The principal is also to confirm approval from the respective Board Member regarding the proposed names.
- E. Prepare a final ballot of names and conduct a final vote with all stakeholder groups.
- F. Once the process for selecting a school name is completed, the principal shall write a letter reporting the choice of the new name. This letter is then to be forwarded, along with the background and supporting materials to the Assistant Superintendent of School Operations, (Beaudry Building, 24th Floor) at least twenty (20) calendar days prior to the scheduled Board of Education meeting. The supporting materials must include:
 - 1. Completed checklist which will become the cover sheet for the school packet to be submitted to the office of School Operations (See Attachment A).
 - 2. The rationale for the proposed name (See Attachment B).
 - 3. Bibliographical and background information regarding the proposed name (See Attachment C).



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4. A description of the extent of participation in the study by staff members, students, parents and community representatives
 5. A report of the results of the vote conducted in accordance with II, E above (See Attachment F).
 6. A letter of support from the Administrator of Operations.
 7. Confirmation that the applicable Board Member in which the school is located was informed of the process and approves the final proposed name.
 8. A letter of agreement from the person/foundation/trust supporting the proposed name.
 9. Any other letters/correspondence relevant to the renaming process.
 10. Copies of the documents referenced in II, B, above.
 - a. The timeline (See Attachment D).
 - b. Meeting announcements/flyers with dates of meetings
 - c. Agendas for each meeting (See Attachment E).
 - d. Sign-in sheets for each meeting showing name, title, affiliation with the school or community
 - e. Final voting ballot (See Attachment G).
- G. Completed documentation should be submitted to the Office of School Operations:
1. For the naming of a school: Upon review of the completed packet for the proposed name of a school, the Assistant Superintendent, School Operations, will prepare a Board Report to submit the proposed name for approval by the Board of Education.
 2. For the naming of a building or field: Upon review of the completed packet for the proposed name of a building, the Assistant Superintendent, School Operations, will approve or deny in writing the naming of a building and will notify requesting school principal(s) of the decision.
- H. Upon Board approval of a school naming, notification will be sent to the school, Educational Service Center, and all related offices where the new name will be recorded as the official name of the school in order to establish the name on all school business and accounting records. The decision of the Board of Education is final.
- I. If the name of a school has been renamed, the former name should be included on stationary and other school documents for the purpose of being able to track student records, such as “Magnet of the Sciences formerly known as Smiley Middle School.”



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IV. CHARTER SCHOOLS

- A. Charter schools located on District premises are to follow the procedures outlined above.
- B. Additional requirement
 - 1. School Principal(s) will secure approval from the representing Board of Education Member for the proposed name.
 - 2. School Principal(s) will notify the LAUSD Charter Schools Office of any proposed name changes.

- ATTACHMENTS:**
- Attachment A, Checklist for the Naming of Schools
 - Attachment B, Sample Rationale
 - Attachment C, Sample Bibliographical and Background Information
 - Attachment D, Sample Timeline
 - Attachment E, Sample Agenda
 - Attachment F, Sample Final Voting Results
 - Attachment G, Sample Final Voting Ballot
 - Attachment H, Certification of the Naming of a Field or Building

AUTHORITY: This is a policy of the Superintendent.

RELATED RESOURCES: Board Rules 1003, 1004, 1005, 1006, and 1007

ASSISTANCE: For assistance, please contact your Educational Service Center Operations Coordinator. For further assistance, please contact School Operations at (213) 241-5337.