

The Superintendent implements the following Administrative Regulation to provide further clarification and procedures to address Naming of School Facilities in the District in accordance with law, NMPED guidance, and Board policy.

**Selecting a Name for a New Facility**

A Facility-Naming Committee will review suggested names using the following guidelines:

1. In naming or dedicating a school/facility after a person, primary consideration should be given to individuals who have made a significant contribution to education in the community, the state or the nation and/or historical figures of significance to the City of Santa Fe, New Mexico, and the State of New Mexico. In addition to societal contributions, the character of the individual must be considered.
2. The person for whom the school/facility/or portion thereof is to be named shall be, in all cases, deceased.
3. Recognizing that the ethnic and cultural composition of a local school community could change and that school/facility names are permanent, the name selected should have broad acceptance in a multi-cultural society and have a unique association with that school community.
4. The chair of the Facility Naming Committee will submit no more than four recommendations to the Superintendent or his/her designee, following the committee procedure. Names will be referred to the Board for action.

**Requests to Change the Name of a Facility**

1. The Superintendent or his/her designee, will submit to the Board a request for a facility name change after receiving the required number of petition signatures requesting such a change. Any request for a school name change must include petition signatures pursuant to the petition process set forth below.
2. The new name and justification for the request must be submitted to the Superintendent or his/her designee.
3. The Superintendent or his/her designee will make recommendations to the Board for action.
4. In addition, the Board may consider a name change if the majority of its members agree that there is a compelling reason to do so.

**To Name or Dedicate a Portion of a School or Facility (Not Previously Named)**

A school may name or dedicate a library, special facility, or other portion of a school with the consent of the Board. The naming or dedication may honor only a person who is deceased, and whose valued contributions to the school have been substantial and sustained over time.

A proposal to name or dedicate a facility may be introduced by a member of the staff, a parent, or a member of the school community. The proposal will be brought to the designated governance body of the school or of the school's parent organization. By majority vote of either governing body, a petition may be drawn up to determine school community support for the proposal. The petition must include the following:

1. Place or facility to be named or dedicated
2. Proposed name
3. Rationale for the proposal
4. Total number of faculty/staff at the school
5. Spaces for 60% or more faculty/staff to sign the petition
6. Spaces for 60% or more members of parent organization to sign the petition or 100 members of the school community, whichever is greater
7. Date of authorization of petition
8. Expiration date of petition (90 days after authorization date)

A single petition or identical copies of the petition may be circulated for a period not to exceed 90 days and may be signed by any faculty or staff member whose name was included in the list of total faculty/staff and any parent whose name was included in the membership list from which the count of members was made.

At the end of 90 days, or sooner if all faculty/staff and parent members have been given an opportunity to sign, the governing body of the parent organization will certify the eligible signatures of parents on the petition. The governing body of the school will certify the eligible faculty/staff signatures on the petition. If fewer than 60% of each organization signed the petition, any remaining days prior to the 90 day expiration date of the petition may be used to gain additional signatures. At the end of 90 days, the petition will be declared null and void if fewer than 60% of each group has signed. If at least 60% of each group has signed, the petition, along with certification from the parent group and the school governing body will be forwarded to the Superintendent or his/her designee.

The Superintendent or his/her designee, upon receipt of a petition with the required number of

certified signatures, will include the issue as an agenda item on the next regularly scheduled Board meeting. If the petition is approved by the Board, dedication ceremonies will be planned by the school at a time not in conflict with official Board responsibilities.

**Renaming a Portion of a School or Facility**

The procedures for renaming a portion of a school or facility will be as above except as follows:

If the portion of a school or facility proposed for renaming has been previously named through action by the Board, or if the facility has been named and dedicated by school action to honor a deceased person, permission of the Board is necessary prior to circulation of signatures proposing to replace that name with a new name. In seeking the Board's permission, sufficient rationale must be presented to justify overturning the previous action.

After receiving the Board's permission to propose the renaming of the facility, petitions will be proposed and drawn up as outlined above; however, the petitions must clearly state that the newly proposed name will replace the current name.