

NAMING OF FACILITIES

Schools (buildings, athletic complexes, portions of facilities etc.) within the Jefferson Parish School System are named with the approval and authority of the Jefferson Parish School Board, in accordance with applicable statutes and regulations.

New Schools

Upon board approval of funding to build a new school, the Board President shall direct the Superintendent to advertise and accept name recommendations from residents of Jefferson Parish. Request forms are available for ten calendar days at the receptionist's desk of the Administration Building (501 Manhattan Harvey, LA 70058). A copy of the resident's birth certificate (**must be** 21 years of age) and two proofs of residency **must be** submitted with the School Name Recommendation. Residents submitting names must adhere to the criteria listed below.

CRITERIA

1. When a request is made to name a facility or street in honor of a historic event or place including generally accepted community subdivisions or geographic areas, the Superintendent and School Board shall ensure that naming the facility or street in such a manner would honor the school system as well as the historic event, community subdivision or geographic area.
2. When a request is made to name a facility, athletic complex, portion of facility, or street in honor of an individual, the School Board will be guided by the following criteria. A deceased individual for whom a school, facility, athletic complex, portion of facility, or street would be named shall:
 - a. Have made substantial contributions to his/her field of endeavor or to society in general; or,
 - b. When possible, have had some significant connection with the school, either as a student, an alumnus, a faculty member, an administrator, a donor, or a supporter; or,
 - c. Have made significant contributions to the development of the school system or the State of Louisiana in education, the arts, public life, or some other appropriate field of endeavor;
 - d. In any event, the individual must be of such outstanding character and distinction that naming a school after him/her would honor the Jefferson.
 - e. Does not have a school in Jefferson Parish already named after him/her.

3. A school that has undergone a name change in the last 20 years, shall not be eligible for a name change unless there is support from a two-thirds majority of a quorum of the board.
4. Name changes shall not be considered for schools named after U.S. Presidents or existing high schools unless there is support from a two-thirds majority of a quorum of the board

Name recommendations of the new school will be accepted for a period of 10 calendar days. The Superintendent shall have the discretion to determine if the request conforms to the above stated criteria. If the Superintendent finds that the request does not conform to the stated criteria, an Appeals Committee shall review the request. The Appeals Committee shall be appointed by the Superintendent and Board President and shall consist of a retired educator, parent, and a community member. If the Appeals Committee's decision is the same as the Superintendent's decision to not move forward with the request, the committee shall report their findings to the Board President at the next Facilities Committee meeting. *To the extent possible, the Facilities Committee will schedule meetings discussing school/facility names at times which accommodate families.* The Facilities Committee shall report the findings to the full board during committee reports at the next board meeting. If the Appeals Committee determines the request should be considered, the committee shall report their findings to the Board President at the next Facilities Committee meeting. The Facilities Committee will make a recommendation of whether to move forward with the name requests during committee reports at the next board meeting. Based on the Facilities Committee's recommendation, the Superintendent will either direct the Superintendent to consider the name recommendation or not.

After the completion of the appeals process, if only one or two names are recommended, an electronic survey will be sent to all stakeholders. The survey shall remain open for 14 days. Surveys shall be accessible to all stakeholders, and provided in English, Spanish, Vietnamese, and Arabic. The Superintendent and Board President shall form a Naming Committee. The Naming Committee shall consist of a board member (appointed by the Board President), a principal, a teacher, a parent, a community member, a student, and a central office employee. The Naming Committee will meet at least once to review survey results. The Naming Committee shall present the findings of which recommendation received the most support to the Facilities Committee. At such time, the Facilities Committee shall hear comments from the public. At the conclusion of the meeting, the Facilities Committee shall either make a recommendation of support of the recommendation with the most support or not at the next scheduled board meeting during committee reports.

After the completion of the appeals process, if there are more than 3 names which meet the criteria submitted, the Superintendent shall send an electronic survey to all stakeholders to determine the top three name recommendations. The survey shall remain open for 7 days. Surveys shall be accessible to all stakeholders, and provided in English, Spanish, Vietnamese, and Arabic. Once the top three name recommendations have been determined, the Superintendent and Board President shall

form a Naming Committee. The Naming Committee shall consist of a board member (appointed by the Board President), a principal, a teacher, a parent, a community member, a student, and a central office employee.

A second electronic survey (with the top three name recommendations) to determine the name of the new school will be sent to all stakeholders. The survey shall remain open for 7 days. Surveys shall be accessible to all stakeholders, and provided in English, Spanish, Vietnamese, and Arabic. The Naming Committee will meet at least once to review survey results. The Naming Committee shall present the findings of which recommendation received the most support to the Facilities Committee. At such time, the Facilities Committee shall hear comments from the public. At the conclusion of the meeting, the Facilities Committee shall either make a recommendation of support of the recommendation with the most support or not at the next scheduled board meeting during committee reports. If there is not support, a third electronic survey will be sent to stakeholders. The survey shall remain open for 7 days. Surveys shall be accessible to all stakeholders, and provided in English, Spanish, Vietnamese, and Arabic. The recommendation with the most support will be recommended by the Superintendent to the full board at the next board meeting.

Existing Schools (buildings, athletic complexes, portions of facilities, etc.)

CRITERIA

1. When a request is made to name a facility or street in honor of a historic event or place including generally accepted community subdivisions or geographic areas, the Superintendent and School Board shall ensure that naming the facility or street in such a manner would honor the school system as well as the historic event, community subdivision or geographic area.
2. When a request is made to name a facility, athletic complex, portion of facility, or street in honor of an individual, the School Board will be guided by the following criteria. A deceased individual for whom a school, facility, athletic complex, portion of facility, or street would be named shall:
 - a. Have made substantial contributions to his/her field of endeavor or to society in general; or,
 - b. When possible, have had some significant connection with the school, either as a student, an alumnus, a faculty member, an administrator, a donor, or a supporter; or,
 - c. Have made significant contributions to the development of the school system or the State of Louisiana in education, the arts, public life, or some other appropriate field of endeavor;
 - d. In any event, the individual must be of such outstanding character and distinction that naming a school after him/her would honor the Jefferson.

- e. Does not have a school in Jefferson Parish already named after him/her.
3. A school that has undergone a name change in the last 20 years, shall not be eligible for a name change unless there is support from a two-thirds majority of a quorum of the board.
 4. Name changes shall not be considered for schools named after U.S. Presidents or existing high schools unless there is support from a two-thirds majority of a quorum of the board

When a request is made, the Superintendent shall have the discretion to determine if the request conforms to the above stated criteria. If the Superintendent finds that the request conforms to the stated criteria, he/she shall then send an electronic survey to determine support for the change to the student body, school employees, parents, and members of the community (via website and social media). The survey shall remain open for 14 days. Surveys shall be accessible to all stakeholders, and provided in English, Spanish, Vietnamese, and Arabic. Based on survey results, if such survey results indicate less than 75% support consideration of the recommended name change, the Superintendent will inform the Facilities Committee at the next scheduled meeting. Based on survey results, if such survey results indicate 75% or greater support consideration of the recommended name change, the Superintendent and Board President will appoint a Naming Committee. The Naming Committee is to be made up of the principal of the school, (2) representatives from the student body (5th grade or higher), (2) parents of the school, (2) members of the community in which the school is located, (2) employees of the school and a member of the School Board. The Board member is to be appointed by the School Board President. The Naming Committee will meet at least once to review survey results. The Naming Committee shall present the findings of the survey and verify the requested name change conforms to criteria to the Facilities Committee. At such time, Facilities Committee shall hear comments from the public. At the conclusion of the meeting, the Facilities Committee shall either make a recommendation of support or not at the next scheduled board meeting during committee reports

If the Superintendent finds that the request does not conform to the stated criteria, an Appeals Committee shall review the request. The Appeals Committee shall be appointed by the Superintendent and Board President and shall consist of a retired educator, parent, and a community member. If the Appeals Committee's decision is the same as the Superintendent's decision to not move forward with the request, the committee shall report their findings to the Board President at the next Facilities Committee meeting. If the Appeals Committee determines the request should be considered, the committee shall report their findings to the Board President at the next Facilities Committee meeting. At the Facilities Committee meeting, the Board President will direct the Superintendent to begin the process for considering name changes by sending a survey to the student body, school employees, parents, and members of the community. The survey shall remain open for 14 days. Surveys shall be accessible to all stakeholders, and provided

in English, Spanish, Vietnamese, and Arabic. Based on survey results, if such survey results indicate less than 75% support consideration of the recommended name change, the Superintendent will inform the Facilities Committee at the next scheduled meeting. Based on survey results, if such survey results indicate 75% or greater support consideration of the recommended name change, the Superintendent and Board President will appoint a Naming Committee. The Naming Committee is to be made up of the principal of the school, (2) representatives from the student body (5th grade or higher), (2) parents of the school, (2) members of the community in which the school is located, (2) employees of the school and a member of the School Board. The Board member is to be appointed by the School Board President. The Naming Committee will meet at least once to review survey results. The Naming Committee shall present the findings of the survey and verify the requested name change conforms to criteria to the Facilities Committee. At such time, Facilities Committee shall hear comments from the public. At the conclusion of the meeting, the Facilities Committee shall either make a recommendation of support or not at the next scheduled board meeting during committee reports

Existing School Name Change Timeline

July (Two week period)	School Name Request Forms Accepted
August	Superintendent determines if request conforms to criteria; moves forward with committee and survey or along with the Board President creates an Appeals Committee
September/October	Surveys sent to stakeholders (to remain open for 14 days), Naming Committee review results and presents findings to Facilities Committee at next meeting.
October/November	Facilities Committee makes recommendation during committee reports at the next board meeting

*The timeline may be adjusted to address appeals, adjustments to the academic calendar, and/or natural disasters, etc.

Consolidated Schools

CRITERIA

1. When a request is made to name a facility or street in honor of a historic event or place including generally accepted community subdivisions or geographic areas, the Superintendent and School Board shall ensure that naming the facility or street

in such a manner would honor the school system as well as the historic event, community subdivision or geographic area.

2. When a request is made to name a facility, athletic complex, portion of facility, or street in honor of an individual, the School Board will be guided by the following criteria. A deceased individual for whom a school, facility, athletic complex, portion of facility, or street would be named shall:
 - a. Have made substantial contributions to his/her field of endeavor or to society in general; or,
 - b. When possible, have had some significant connection with the school, either as a student, an alumnus, a faculty member, an administrator, a donor, or a supporter; or,
 - c. Have made significant contributions to the development of the school system or the State of Louisiana in education, the arts, public life, or some other appropriate field of endeavor;
 - d. In any event, the individual must be of such outstanding character and distinction that naming a school after him/her would honor the Jefferson.
 - e. Does not have a school in Jefferson Parish already named after him/her.
3. A school that has undergone a name change in the last 20 years, shall not be eligible for a name change unless there is support from a two-thirds majority of a quorum of the board.
4. Name changes shall not be considered for schools named after U.S. Presidents or existing high schools unless there is support from a two-thirds majority of a quorum of the board

In the event the board votes to consolidate existing schools, all attempts to include the names of each school in the consolidated school will be made. The Board President will direct the Superintendent to form a Naming Committee. The committee shall consist of a principal, 2 teachers, 2 parents, 2 students (grades 5 or higher), a community member, and a board member (selected by the Board President). The committee shall meet at least once and submit no more than three name recommendations to the Superintendent. The Superintendent will send an electronic survey to stakeholders to determine which name garners the most support. The survey shall remain open for 14 days. Surveys shall be accessible to all stakeholders, and provided in English, Spanish, Vietnamese, and Arabic. The Naming Committee shall present the findings of the survey and verify the requested name change conforms to criteria to the Facilities Committee. At such time, Facilities Committee shall hear comments from the public. At the conclusion of the meeting, the Facilities Committee shall either make a recommendation of support

or not at the next scheduled board meeting during committee reports.

*This policy does not prohibit the board from implementing any existing or future educational programs or facility master plans.

Revised: July, 2013, January, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 17:85, 42:267.