



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#7310**

**Section: 7000**

**Facilities**

**Page 1 of 2**

---

### **NAMING OF FACILITY**

#### Procedure for Naming Schools

- a) Announce that a school is to be named, giving the location, grade levels, size of school, and other pertinent information.
- b) Indicate the type of names that will be considered, stipulating which of the six types\*, or others, will be given consideration.
- c) Invite individuals and groups to submit names for consideration in writing, setting forth the form to be used and reason for this nomination.
- d) Set a deadline date by which names must be submitted.
- e) Consider all names submitted in this manner, plus suggestions made by members of the Board of Education, and determine by vote of the Board of Education the name to be selected.

- 
- \*1. Streets on which the school is located, such as Citrus Avenue.
  2. Famous well-known landmarks, such as Hooker Oak.
  3. Community designations, such as Chapman.
  4. Area directional designations, such as Sierra View.
  5. Prominent citizens, such as Bidwell.
  6. Various other designations, such as Northside High, Spanish Land Grants, former United States Presidents, etc.

#### **Memorials**

Living memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Memorials may not include the retirement, alteration, or discontinued use of school property. Other recommended memorial activities include:

1. Yearbooks: A student who has died may be acknowledged in the yearbook their senior year of high school with parent/guardian input and/or approval. Information about the student will be included on a memorial page representing all students in the graduation year. Information shall be limited to the student's name, photo, dates of birth and death, and school activities in which the student participated.
2. Commemorative Events: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day, and should be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisement of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.)
3. Graduation Recognition: One symbol representing all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#7310**

**Section: 7000**

**Facilities**

**Page 2 of 2**

- 
4. **Moment of Silence Recognition:** Upon request or permission of the deceased student's or staff member's family, a 'moment of silence' may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at School Board meetings, co-curricular events in which the deceased participated, and community based events.

Existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and/or finances may only be used to maintain current memorials as part of regular maintenance processes and/or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

### **Prohibited Memorial Activities**

Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community based agencies and promoted outside the school day.

The Superintendent or designee has the discretion to consider memorial events that utilize district facilities when the death of a student, staff member, or community member has a significant impact on a majority of students, staff and community.

Formal, school-wide recognition of anniversary dates will not occur. If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring.