

ADMINISTRATIVE REGULATION
Placentia-Yorba Linda Unified School District

Facilities and Planning

7551.1 - AR

NAMING OF SCHOOLS

A. Purpose and Scope

To provide procedures for school district staff to make recommendations of school names to the Board of Education.

B. General

Schools shall be named not later than the first board meeting following signing of the construction contract.

C. Forms Used and Additional References

Naming of Schools Form

D. Procedures

Elementary Schools

Elementary schools shall be named after the streets on which the schools are located. The following is the process:

1. The superintendent will present to the Board of Education for their consideration the name of the street on which the school (office) is located.
2. The Board will officially name the school at the board meeting following the signing of the construction contract.

Middle Schools, High Schools, Alternative Schools

Middle schools, or schools designated as K-8, shall be named after early pioneers or significant historical locations in the school district.

High schools shall be named to acknowledge the school district's Spanish heritage.

Alternative schools may be named to reflect the school district's founding fathers' heritage; for individuals (deceased) who have made outstanding contributions to the community, state, or nation, or significant geographical areas within the boundaries of the school district. The following steps will be followed:

1. A timeline for the process will be established.
2. The school district will involve the community by publicizing the fact that the school district is accepting name suggestions. Community members wishing to submit names must complete and return the Naming of Schools Form by the designated deadline.
3. The superintendent will appoint an advisory committee to review name submissions. If possible, the committee should include a member of the local historical society. The committee will give primary consideration to names that match the criteria outlined in Board policy for that particular type of school. When considering names of individuals, preference shall be given to the names of persons who are deceased. The committee should evaluate any negative implications of a particular selection.
4. The committee will provide no more than three (3) name recommendations to the superintendent for the Board of Education's consideration.
5. The Board of Education will select the final name.

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Superintendent

H. Approved by:

<u>Don Trigg</u>	<u>4/8/03</u>	<u>Dennis M. Smith</u>	<u>4/8/03</u>
Responsible Division Head	Date	Superintendent	Date