



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1335
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Community Relations

District Facilities, Naming and Renaming

When the Board of Trustees determines that a name is needed or requested for a district school or other facility, the superintendent may be directed to use the following procedures:

- A. The superintendent will form a committee composed of community members, parents, school or site staff members, other district personnel and students.
- B. The school community shall be surveyed regarding the naming or renaming of a school or facility. School community shall be defined as that area contained within the attendance boundaries of the school. If the naming of a non-school facility is contemplated, the superintendent shall determine the scope of the public survey.
- C. Research regarding the appropriateness of proposed names will be conducted by the superintendent. Resources may include libraries, historical societies, newspaper files, local colleges and universities, local residents, and other appropriate sources unique to the facility in question.
- D. The superintendent shall provide a recommendation to the Board of Trustees following these steps. In event that a name or name change is decided by the Board, a public hearing shall be held.

Should renaming a facility be under consideration, research shall be conducted regarding the present name of the facility as well as the proposed new name(s) received as described above. Research dealing with both the present name and recommended name(s) shall be forwarded to the Board. A public hearing shall be held in the same manner as set forth in the naming procedure.

If a school or facility is to be named or renamed after a person, the person shall be deemed to have been prominent in the district, county, state or nation and to have possessed attributes inspirational to district students. Normally, schools or facilities shall not be named after Board members, employees

District Facilities, Naming and Renaming (continued)

or political figures who are serving in an active capacity. A period of at least three years shall pass following a cessation in service for an individual's name to be eligible for consideration.

Newly adopted names will become effective July 1 with due attention given to early naming or renaming decision so that appropriate records, publications and facilities might reflect this action.

The following timeline shall be adhered to in the process:

Prior to February	Request for naming or renaming a district facility shall be submitted.
	The superintendent will prepare information to support the naming or renaming of a district school or site.
Prior to March	Information including supporting documents will be submitted to the superintendent.
Prior to May	A single public hearing will be held if the Board approves a name of name change.
July 1	Begin use of the new name if authorized.