

801.01.01 PROCEDURE FOR NAME CHANGE OF A SCHOOL

Pursuant to Board Policy 801.01 – Buildings and Grounds: Name Selection, the Board will have final approval for any school name change. The following process will be used to bring forward any proposed name change for a school.

A. Notice.

1. School administration must notify its assistant superintendent of plans to pursue a name change and confirm its understanding of the District procedure.
2. The assistant superintendent and school administration must then notify the Superintendent. Notification must include routing an *Abstract for Correspondence with the Superintendent*. The abstract must include a rational statement for why the school is considering a name change and contain signatures from the assistant superintendent, the Director of the Facilities Department, and the Chief Operations Officer.
3. The Superintendent will then provide direction regarding notifying the Board of Education.
4. The school administration must give notice to the Board of Education and the public at a regularly scheduled Board of Education regarding the school community's interest in pursuing a name change. The notice must be provided at least four months prior to the formal recommendation/first reading to the Board and prior to engaging stakeholders outside of the school community.

B. School Process for Determining a Proposed School Name Change.

1. School administration must contact the Facilities Department for a rough cost estimate of replacing the school's signage and other identifiers. Costs may depend upon the size of the school, number of entrances, and details of the proposed name.
2. School administration may design its own inclusive school community engagement process; however, the process must include the following elements:
 - a. Documented engagement with the following stakeholders regarding the reason for the name change, the name change process, and the generation of/response to proposed name ideas:
 - i. Students;
 - ii. School staff;
 - iii. Parents and guardians;
 - iv. Community surrounding the school; and
 - v. Targeted groups (i.e., alumni associations, funding partners, etc.)
 - b. Communication through print media, social media, mail, flyers, etc. with the surrounding community of the possible name change. Copies of all

communications must be forwarded to the Administrator for the Board of Education and Superintendent.

- c. An opportunity for current students and staff at the school to conduct an advisory vote on whether to change the school name and, if so, what the name should be.
3. After a proposed name has been determined, the school administration must:
 - a. Contact the Facilities Department for a revised estimate of signage costs;
 - b. Contact the assistant superintendent to be included at the formal recommendation/first reading to the Board of Education; and
 - c. Prepare a packet of information as described in Section C below.

C. Board Approval of Name Change.

1. The Superintendent (or designee) shall inform the Board of the proposed name change by placing on the agenda for a regular meeting of the Board of Education.
2. School administration must prepare an information packet and provide it to the Board Secretary (electronically) no later than one week before the formal presentation/first reading to the Board of Education. The packet shall be included in the Board Book. The information packet must include:
 - a. The proposed name change;
 - b. A clear rationale statement for the proposed name change;
 - c. A description of the inclusive school community engagement process;
 - d. A description of the process for determining the proposed name;
 - e. An estimate for the costs associated with the name change, such as signage, stationery, business cards, and apparel.
 - f. A statement of how the school will cover the estimated costs.
3. School administration will present the information contained in the packet to the Board and the public through a formal recommendation made at a regularly scheduled Board of Education meeting. The presentation will constitute the first reading of the proposed name change.
4. The proposed name change shall be placed on the Board agenda for two successive readings. The vote on the proposed name change shall take place at the third reading.
5. Any name changes to a school shall become effective as of July 1 following approval.
6. Upon Board approval of the name change, the Superintendent (or designee) shall send the name request, with proof of Board approval, to the District's Minnesota Automated Reporting Student System (MARSS) coordinator.
7. The MARSS coordinator shall then take all necessary actions to coordinate with the Business Office, Human Resources, Finance, and the Minnesota Department of Education to ensure the name change is made with those entities.