

**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 to Board of Education**

Notice must be given to the Board of Education regarding a school community's interest in pursuing a name change at least three months prior to the anticipated Board vote and prior to engaging stakeholders outside of the school community.

1. School administration must notify their assistant superintendent of plans to pursue a name change and confirm their understanding of the district procedure.
2. The assistant superintendent and school administration should then inform the Superintendent. Notification must include routing an *Abstract for Correspondence with the Superintendent*. The abstract must include a rationale statement for why the community is considering a name change and receive 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.

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

School administration must contact the Facilities Department for a rough cost estimate for replacing the school's signage. Typical signage costs range from \$10,000 to \$20,000 depending on the size of school, number of entrances, and length of proposed name.

1. School administration may design its own inclusive school community engagement process; however, it must include the following elements:
  - a. Engagement with the following stakeholders:
    - Students
    - School staff
    - Parents and guardians
    - Community surrounding the school
    - Targeted groups (i.e. alumni associations, funding partners, etc.)
  - b. An opportunity for all students in the school to vote
  - c. Communication with the surrounding community of possible name change through media or distribution of flyers

2. Additional suggestions for designing an inclusive name change process include:
  - a. Communicating with the full school community about the reason for the name change
  - b. In class discussions of the name change process
  - c. An invitation for all students to generate name ideas
  - d. A process where students have the opportunity to respond to all proposed name ideas
3. After a proposed name has been determined, the following steps must be taken by school administration:
  - a. Contact the Facilities Department for a refined estimate for signage costs.
  - b. Contact their assistant superintendent to be included on a Board of Education meeting agenda.
  - c. Prepare a packet of information as described in Section C below.

**C. Board Approval of Name Changes**

1. The Superintendent (or designee) shall inform the Board of the proposed name change by placing it 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 Board of Education meeting. 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 final name, which must include a vote of the school's students
  - e. An estimate for the costs associated with the name change, such as signage, stationery, business cards and apparel, along with a statement for how the school will cover those costs.
3. The Board will vote on whether or not to approve the proposed name change.
4. Upon Board approval of the name change, the Superintendent (or designee) will send the name request, with proof of Board approval, to the District's Minnesota Automated Reporting Student System (MARSS) coordinator.
5. The MARSS coordinator will then take all necessary actions to coordinate the Business Office, Human Resources, and the Minnesota Department of Education to ensure the name change is made with those entities.

**LEGAL REFERENCES:**

**CROSS REFERENCES:**