

Independent School District 281, Robbinsdale Area Schools
ADMINISTRATIVE PROCEDURE

101.2 AP

**Naming or Changing the Name of a
District Program, School, or Other Facility**

Reviewed: September 26, 2016

Approved: September 26, 2016

I. PURPOSE

The purpose of this administrative procedure is to clarify the process for naming or changing the name of a program, school, or other facility.

II. PRACTICE AND PROCEDURE

It is the practice of the Independent School District 281, Robbinsdale Area Schools, to encourage staff and community involvement in the process for naming or changing the name of a program, school, or other facility. To ensure that various stakeholders have an opportunity for input, the following steps will be followed:

- The staff, parent, or community group proposing to create or change the name of a program, school, or other facility, will present its' proposal in writing to the Superintendent. A timeline and schedule for the process will be included in the proposal. The proposal must also include a plan to gather input from key stakeholders.
- Upon receipt of the proposal, the Superintendent will review the proposal from the group and provide additional information (if needed) regarding the process that the group needs to follow.
- Upon completion of the proposed plan, the group will then submit to the Superintendent a recommendation regarding the proposed name or name change. This recommendation will include a summary of the process used to gather input from key stakeholders.

III. APPROVAL PROCESS

The Superintendent will consider the recommendation for the new or changed name, and bring forward to the School Board the Superintendent's recommendation for approval.