



Procedures for Naming School District Property

I. Introduction

PPS is committed to providing a welcoming and inclusive environment for PPS students, families, and staff. Renaming PPS places, property, and representative images is an exceptional event, and the decision should be made only after careful and deliberate consideration. Board Policy 2.20.010-P provides criteria and conditions for naming and developing representative images (e.g., mascots) of PPS properties and programs.

Naming decisions must be grounded in PPS's vision, mission, and core values. Importantly, naming decisions must be guided by PPS's mission to "disrupt racial inequities to create vibrant environments for every student to demonstrate excellence." Renaming, however, is neither the sole nor the primary way by which PPS fulfills its aspirations to become more inclusive and to build a sense of belonging.

The renaming process should be a clear, inclusive, and rigorous learning process for students and the school community. It should be clearly communicated, open to community input, and guided primarily by current PPS students.

II. Requirements and General Guidance for the Renaming Process

A. Initiation and Initial Assessment

Any individual may petition the School Board to initiate a process to rename a school, as specified in Board Policy 2.20.010-P (Naming School District Property).

Upon direction by the Board to conduct a renaming process, the Superintendent will direct the school principal, along with their Senior Director of Schools and the Chief of Schools, to initiate the renaming process.

An initial assessment will be made by the school principal as to the following:

- i. School administration support and rationale
- ii. Description of community readiness
- iii. Description of the desired results and possible outcomes and a direct connection to PPS's vision, mission, and core values.
- iv. Whether the process will create opportunities for racial equity and social justice, including:
 - a. Is the current name fundamentally at odds with the PPS mission?
 - b. How are students, particularly students of color, currently impacted by the existing name(s)?
 - c. How will impacted students experience a greater sense of belonging through and after this proposed renaming process?

B. Superintendent Review

Upon receipt of the school principal's initial assessment, the Superintendent will schedule a meeting with the school principal, their Senior Director, and the Chief of Schools to review the request.

In determining next steps, the Superintendent may consider the following:

- i. Is there strong school administration support to engage in and facilitate a community process?
- ii. Is community ready to engage in a meaningful process that gathers input from a diverse set of stakeholders and a representative renaming committee?
- iii. Is there a clear commitment to creating opportunities for how racial equity and social justice may be advanced through the renaming process?
- iv. What is the current budget available and what are the cost considerations for renaming?
- v. How many renaming processes are currently active across PPS?

If the Superintendent determines not to proceed with the renaming process, the recommendation to decline or defer the request will be added to the agenda at an upcoming School Board meeting.

C. Establish Project and Engagement Plan

If the Superintendent decides to proceed with the renaming process, the Superintendent will assign staff to establish a project and community engagement plan, in consultation with school administrators.

D. Renaming Committee

After finalizing the community engagement plan, school administrators will establish a renaming committee. The committee will identify opportunities and inform processes that are in the best interest of the school community and the school's future. The committee will be facilitated by the school principal and will prioritize the voices and leadership of current PPS students. The committee will include:

- i. School administrators
- ii. Current students, who compose the majority of the committee
- iii. Staff (at least one classroom educator and one classified employee)
- iv. School community partners
- v. Alumni
- vi. Other key stakeholders as determined by the school principal

E. Community Engagement and Consensus Building

The committee will be responsible for working with school administrators to communicate with staff, students, parents, alumni, and community groups of affected schools about the naming process.

The committee will be responsible for executing the community engagement plan to bring a broad awareness campaign to notify stakeholders that a name or mascot change is being formally considered.

F. Submitting Renaming Committee Proposal to the the Superintendent

After the community engagement process is complete and there is consensus in the school community for a name change, the committee will prepare a formal proposal. This proposal will include:

- i. Names of renaming committee members and a description of the process used to form the committee
- ii. Proposed name change
- iii. The rationale for the proposed name change
- iv. Evidence of consensus-building and community support
- v. Evidence that current and former students, along with current school staff, were engaged
- vi. Evidence of process prioritizing current student voice in the decision-making process
- vii. Evidence of student learning opportunities during the renaming process
- viii. Evidence that consideration was given to the historical background of the proposed name to ensure that it is not associated with activities that are in conflict with PPS's vision, mission core values, and policy of nondiscrimination
- ix. Unless exempt under Board Policy 2.20.010-P, a budget and source of funds for implementing the renaming

After receipt of the written proposal, the Superintendent will meet with the school principal and selected representatives from the renaming committee.

After review of the proposal, the Superintendent will determine if the evidence provided satisfactorily meets the process and criteria outlined in this administrative directive, including the identification of any necessary resources required for the implementation of the renaming. PPS will also conduct an investigative background on the proposed name to ensure the proposed name is not in conflict with PPS's mission, goals, and policy of nondiscrimination.

G. Superintendent Recommendation to the School Board for Vote

If the Superintendent, after reviewing all of the above, supports the school renaming committee's proposed name change, they will recommend to, and work with, Board leadership to include it in an upcoming regular Board meeting agenda for Board consideration and final vote. The school principal and one or more representatives of the renaming committee should be prepared to describe and respond to questions about their process and the rationale for their proposed name.

H. Establish and Communicate the Implementation Timeline

If approved by the Board, the Superintendent will assign operations, communications, and project management staff to collaborate with school administrators to establish a reasonable implementation timeline.

History: Approved 6/2005; Amended 6/2019; 1/2023; 5/2026