Adopted: *August 27, 2018*

Revised: *5/26/20; 6/14/21; 6/27/22; 6/26/23; 3/31/25*

801.1 NAMING OF DISTRICT FACILITIES

I. PURPOSE

The purpose of this policy is to establish the authority for naming or renaming any building, property or portion of property owned by the South St. Paul Public Schools, Special School District 6.

II. GENERAL STATEMENT OF POLICY

The School District recognizes the importance and significance of naming school district facilities and educational programs. The District will follow policy procedures when reviewing and acting upon all nominations. Facilities are district-owned buildings and properties and include spaces within buildings as well as outdoor fields, streets and areas. Educational programs are district-approved learning opportunities that support a specific need or learning goal identified by the District.

It is the responsibility of the South St. Paul School Board to name or rename any facility owned by or educational program operated by the District.

III. PLANNING COMMITTEE

A. If it is determined that a building, site, athletic and/or activity facility should be named or renamed, the superintendent of schools will establish a committee consisting of the following: communications director, building principal or director, two members of the staff, and if applicable, students and members of the community.

B. When naming buildings, sites, athletic and/or activity facilities, or educational programs, the committee shall represent the entire school district.

C. The committee shall research all necessary historical and community based information, to include available public records and data, to consider when naming facilities.

D. The committee may solicit suggestions from the staff and as appropriate, students and members of the community for naming or renaming of a building, site, athletic and/or activity facility.

E. The committee shall make a recommendation to the superintendent of schools, who will present it to the School Board on their behalf. The recommendation shall include the following:

1. A summary of the research of historical and community based information

2. A summary of the suggestions/comments received from staff and as appropriate, students and members of the community.

3. Examples of the guiding principles for character, contributions, achievements, and/or employment status that the recommended name exemplifies.

IV. GUIDING PRINCIPLES FOR NAMING SCHOOL BUILDINGS AND FACILITIES

The following guiding principles will be applied when considering the naming of any school property after a person; the individual must embody one or more of the following categories:

A. Good Character

1. Be a positive role model for students and staff

2. Exhibit behavior worthy of student emulation and imitation

3. Demonstrates character, which exemplifies and is consistent with the Mission of the District.

B. Contribution

1. Have made significant contributions, above and beyond, which supports the education of students through the District's mission, and impacts numerous youth, the school district, the greater South St. Paul community, the state of Minnesota, and/or nation

C. Achievements

1. Have made significant achievements, above and beyond, which support the education of students through the District's Mission, and impacts numerous youth, the school district, the greater South St. Paul community, the state of Minnesota, and/or nation

V. RENAMING AND REVOCATION OF SCHOOL FACILITIES

A. Renaming

1. The School Board reserves the right to rename any asset of the school facility. Renamings shall be consistent with the review, guiding principles, and approval of process for naming in accordance with this policy.

B. Revocation

1. The School Board reserves the right to revoke a naming if for any reason it presents risk or harm to the reputation of the school district, or if the intent of a gift of terms of a sponsorship associated with the naming cannot be fulfilled.

VI. IMPLEMENTATION

A. Legal Review

1. The District's legal counsel must review all gift agreements or contracts involving a naming prior to school board approval.

B. Administration

1. The superintendent shall establish and maintain administrative policies and procedures to implement this policy.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

District Policy 905 (Advertising)