



7960

Naming Schools and District Property

Policy 7960

Original Adoption: 04/25/1967

Effective Date: 06/15/2011

Revision Dates: 02/24/1976, 06/14/1988, 02/26/2008, 06/14/2011

I. PURPOSE

The purpose of this policy is to establish the authority for choosing, changing or retiring the name of any building, property or portion of property owned by or in the Minneapolis Public School System. Consistency in the naming, communicating, recording or retiring of school property names is a necessary element in providing a safe environment for our students, staff and visitors. Good fiscal and operational management requires that all building names be formally adopted or changed by the Board. Accuracy of historical and academic records require that consistency exist in the process of naming, changing or retiring the name of a district property.

II. GENERAL STATEMENT OF POLICY

- A. It is the responsibility of the Board of Directors of Special School District No. 1 to name, rename, or retire the name of any building owned by the District.
- B. It is the responsibility of the Board of Directors of Special School District No. 1 to name, rename, or retire the naming or designation by name of any room, area, athletic field or facility located on district property.

III. RESPONSIBILITY

- A. The Superintendent may promulgate regulations to implement this policy and to direct the process of suggesting names for buildings, athletic fields, facilities or portions of the same to the Board of Directors. At a minimum, all requests for naming, changing the name or retiring the name of a district owned property shall include:
 - 1. An assurance from the principal or site administrator that all required procedural steps have been completed or properly waived;
 - 2. The legal address of the building.
- B. Buildings shall use the official name of their building in any publication, electronic media or broadcast describing the building or building activities.
- C. The Superintendent may promulgate regulations to implement this policy directing the placing of any signage identifying a building, athletic field, facility or portions of the same.



- D. The Superintendent shall promulgate regulations assigning the responsibility for making any required reports of building names, property addresses and the like.

Cross References:

MPS Policy 5000 (Equal Education Opportunity)

MPS Policy 6010 (Autonomous Schools)

MPS Policy 6800 (Naming of School Symbols, Teams, Mascots)

MPS Policy 8110 (Purposes and Role of the Board)