



7960 C

Changing Names

Regulation 7960 C

Original Adoption: 02/26/2008
Revision Dates: 06/14/2011

Effective Date: 06/15/2011

I. PURPOSE

The purpose of this regulation is to establish the procedure for changing or retiring the name of a district building, school program, room or area.

II. GENERAL STATEMENT OF REGULATION

- A. All changes to established names of buildings, rooms or areas, including athletic fields and facilities must be approved by the Board of Directors prior to publication or general use by the staff.
- B. All changes to established names of school programs must be approved by the Superintendent prior to publication or general use by the staff.
- C. The site council of a school may propose a change of name of the building or of the school program.
 1. Unless the name of the District owned building is being suggested for change, the suggested changes to a program name must include the name of the district building in the resulting changed name.
 2. If the name change is suggested for the building where two or more programs are located, the site councils, or governance body of all co-located schools must join in the recommendation to the Superintendent.
- D. Recommendations from a site council must be based on appropriate input from the, parents, students, staff and community of the program(s) and the District Facilities department.
- E. Recommendations for name change of a building received from a site council must include information on how the site plans on providing for appropriate signage and paying for any change in current signage required by the name change.
- F. Recommendations for name change must be passed by a vote of two-thirds of the site council members.
- G. The principal or site administrator shall forward the recommendation to the Superintendent of Schools.



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- H. The Superintendent shall review the proposed building name recommendation to the Board of Directors and approve or disapprove the recommendation. Approved recommendations shall be submitted to the Board of Directors for action and shall include the rationale and evidence of support offered by the site council. Disapproved recommendations shall be returned to the submitting party with reasons given for its disapproval. The submitting party or parties may resubmit the recommendation if the reasons for disapproval have been addressed and resolved.
- I. The Superintendent shall review the proposed program name recommendation and approve or disapprove the recommendation. Approved recommendations shall be reported to the Board of Directors. Disapproved recommendations shall be returned to the submitting party with reasons given for its disapproval. The submitting party or parties may resubmit the recommendation if the reasons for disapproval have been addressed and resolved.
- J. All submissions for name changes must include assurances from the principal or site administrator that the procedures required under district policy and regulations have been followed, and shall be ready to provide documentation to support the assurances.
1. The Superintendent or Superintendent's designee may provide a checklist for principals or site administrators to submit as evidence of the required assurances.
 2. The Superintendent or Superintendent's designee may require submission of documentation supporting the checklist.
- K. All recommendations forwarded to the Board of Education for action must include the legal address of the building being changed. Applicants shall work with the necessary public and municipal bodies charged with establishing legal addresses in the City of Minneapolis to obtain the legal address for this purpose.
- L. Autonomous schools shall include adherence to these Regulations as part of their agreement with the District when the autonomous school is located at a District property.

III. RESPONSIBILITY

- A. In the event that the recommendation is approved by the Board of Directors the Superintendent shall direct district departments to make the appropriate



changes in publications and records and designations or codes used to identify the school program or District building.