SUBJECT: **NAMING OF SCHOOLS POLICY AND PROCEDURE**

Supersedes: April 13, 2006
Effective: September 1, 2008
Page: 1 of 4
Approved by: Detroit Board of Education

1.0 Policy

To outline the policy and procedures representatives of a school must follow in order for the school to be considered for naming or re-naming.

A school community or persons with an interest in a school including parents, community organization, employees and students may petition the General Superintendent or designee to have a school named or renamed under the following conditions.

- The school is newly built.
- The school has been consolidated with another school and given no name.
- The school community is of the opinion that the current name does not reflect the current culture or current population of the geographic area in which the school is situated.

A school community **may not** petition the General Superintendent or designee to have a school named or renamed if the following conditions exist.

- An existing school has the name desired by the petitioning school community;
- There are deed restrictions or restricted covenants with respect to the name of the school;
- The AYP status of a school is Phase 5 or 6;
- The naming or renaming of schools that have been reconfigured or consolidated may be subject to the guidelines established by the Michigan Department of Education.

The name selected may reflect the following:

- Significance for the students who will attend the school or the community that will use the school;
- The name of the street on which the school is located; or
- Other factors significant to the school community.

When naming a school after a person, the following criteria must be noted:

- A school may be named or re-named for staff or community members after one year following the person's leaving the district through retirement or the person's death;
- A school may be named or re-named for a former or current board member;
- The person shall be (or shall have been) of exemplary moral character;
- The person has made an outstanding/significant contribution to the community, humanity or to the field of education, is a deceased United States president, deceased governor of the state or deceased justice of either the United States or Michigan Supreme Court;
- The person shall have displayed outstanding leadership; or
- The person shall be of historical significance.

2.0 Procedure for Submitting a Petition Application

- Petition application may be submitted from March 1st through May 1st of any given year.
- A school naming committee consisting of an administrator, teacher, student representative, parent representative and a member of each community partner must be formed by the petitioning school community. The school naming committee is responsible for the completion and timely submission of the petition application.
- The petition application must be signed and dated by each member of the school naming committee.
- The school naming committee may submit for consideration a maximum of three (3) names ranked in the order of preference.
- For each name submitted, the petition application must contain research documenting the contributions of the person(s) for whom the school is to be named. This may include a background check, an internet search, legal ads, input from relatives, newspaper article, letters of support, etc.

3.0 Approval Process

- The General Superintendent or designee must review the documentation and recommend the Board approval of a petition for a name no later than June 1st.
- Approval by the Board, if given, shall be given in writing and an announcement made through a press release is published by the Office of Community Communications.
- A dedication ceremony may be conducted at the discretion of the school community or school naming committee.
- If approval is not recommended to the Board, the school community/school naming committee shall be informed in writing. This communication will outline the reasons for the denial. If the petition is denied, the school community may submit another petition during the next application period.

Attachments to Policy 3.35 Naming of Schools Petition Application

See also: None

Legal References: None

Labor Contract References: None

Naming of Schools Petition Application
Application Period—March 1st-May 1st

Current Name of School_____

Rationale for Consideration

Please indicate the reasons for the petition of the school community for consideration of a school name change.

School Names for Consideration

First Choice:_____

Second Choice:_____

Third Choice:_____

Documentation

Please attach research documentation that supports the policy criteria for consideration. Documentation must be submitted for each of the names listed above.

Consensus Statement

The signatures below indicate that the School Naming Committee has come to consensus regarding the name(s) submitted for consideration.

School Naming Committee

Committee Members	Signatures	Date
Administrative Representative		
Teacher Representative or other Employee		
LSCO Parent Representative		
Student Representative		
Community Partner Representative		
Community Partner Representative		

Note: Petition application and documentation must be submitted to the Executive Director of Accountability for Student Achievement assigned to the school no later than May 1st.