

**NAMING A SCHOOL OR CHANGING THE
NAME OF A SCHOOL**

Once a decision is reached by the Board of Education to seek a new name for a school or name a new school facility, this procedure shall be followed:

1. Any interested individual or interested group(s), including an advisory council(s) for the respective school, may submit a letter to the Superintendent giving the name(s) which they prefer for the facility and the reason for the preference.
2. The Superintendent shall review all requests and will make a recommendation to the Board of Education for naming the school or facility.
3. The Board of Education shall review the Superintendent's request and approve or disapprove the recommendation.