



Superintendent's Circular

School Year 2011-2012

NUMBER:
SUP-4

DATE:
September 1, 2011

SCHOOL NAMING POLICY AND PROCEDURE

BACKGROUND

On September 16, 1998, the Boston School Committee adopted a policy for the naming or renaming of any Boston Public School or notable area therein (e.g., library, auditorium, gymnasium, conference room). This policy is designed to ensure that school staff, parents and the surrounding community have opportunities to suggest and review names before they are submitted to the Superintendent and School Committee for final approval.

Upon approval of a new school to be opened, the School Committee may approve a temporary name which will remain in effect until the school community is formed and the principal/headmaster undertakes the school naming process detailed herein.

NOMINATIONS

When a school community undertakes the naming or renaming process, it is the responsibility of the principal or headmaster to ensure that all affected parties are kept informed of the process and afforded opportunities to participate.

Suggestions for the name of a school may be submitted to the principal by any one of three sources:

- a. School Committee Members
- b. School Site Councils, Parent Councils, Parents
- c. Community Members or Community Groups

PUBLIC HEARING

Upon receipt of suggestions for new school names, the principal and school site council must schedule and conduct a public hearing. A notice of the hearing (including date, time, location and agenda) must be posted with the office of the City Clerk, submitted to the local newspaper, distributed to staff, and sent home to all parents.

The purpose of the hearing is to offer those who submitted suggestions an opportunity to provide a rationale for their request and to respond to questions. The hearing also provides the principal and school site council with an opportunity to hear comments from the school community and other affected parties. Additional suggestions may be submitted at the time of the hearing.

CRITERIA AND GUIDELINES

The following criteria should be considered in recommending and adopting official names for school facilities:

1. Names of facilities might honor a person who has made a significant contribution or given outstanding service to the school, the school system, the nation, or society.

2. Names of facilities might recognize the geographic section of the city in which the school is located (as is the case with many of the district high schools).
3. Names of facilities might recognize the academic theme of the school.
4. Names of facilities might combine the name of a person who has made a significant contribution to the school, the school system or the community and that of an academic theme.

Names of special rooms or areas of school buildings might honor a person who has made a significant contribution or given outstanding service to the school or community.

RECOMMENDATIONS

The principal/headmaster and school site council may opt to vote on the suggestion(s) for a new school name or may submit several suggestions to the Superintendent and School Committee for their review and decision. If the school site council chooses to vote on the suggestion(s), the meeting at which the vote takes place must be widely publicized, as in the hearing above, or may take place at the hearing itself.

Upon completion of this process, the principal/headmaster must submit the following to the Superintendent:

1. option(s) or recommendation(s) for school names on behalf of the school site council;
2. a copy of the public hearing notice and account of its distribution; and
3. minutes of the meeting (if any) at which a vote was taken.

The Superintendent shall present the recommendation(s) to the School Committee for discussion and action at one of its regular public meetings.

For more information about this circular, contact:

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| Name: | Tim Nicolette, Chief of Staff |
| Department: | Superintendent's Office |
| Mailing Address: | 26 Court Street, Boston, MA 02108 |
| Phone: | 617-635-9055 |
| Fax: | 617-635-9059 |
| E-mail: | tnicolette@boston.k12.ma.us |

Carol R. Johnson, Superintendent