

City of Boston

In School Committee

September 16, 1998

SCHOOL-NAMING PROCESS

ORDERED, that the School Committee hereby approves the following procedures and criteria to name school facilities:

1. **Suggestions may be accepted from any one of three sources:**
 - a. School Committee Members
 - b. School Site Councils, Parent Councils, Parents
 - c. Community Members or Community Groups

When requests are received, all parties should be informed and a copy of the process and criteria forwarded to them.

2. **Hearing**

The second step in the process should require that a public hearing be conducted by the principal and school site council of the school. The purpose of the hearing should be to present the request and to provide proponents with an opportunity to provide a rationale for their request and to respond to questions. It would also provide the principal and school site council with an opportunity to hear comments from the school community. The public hearing also would provide an opportunity for all interested and affected parties to be heard. The school site council should then forward the suggestions for naming the school or special area of the school with their comments to the School Committee.

The School Committee would schedule the naming of the school for discussion and action at one of its regular public meetings.

3. **Criteria**

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

1. Action on a school facility name proposal should come only after a public hearing is held at the school by the principal and school site council.
2. 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.

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School-Naming Process (Continuation)

3. Names of facilities might recognize the geographic section of the city in which the school is located (as is the case with many of our district high schools).
4. Names of facilities might recognize the academic theme of the school.
5. 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, areas or fields of school buildings might honor a person who has made a significant contribution or given outstanding service to the school or community.

The order was approved by unanimous consent.

Attest:



Christopher M. Horan
Executive Secretary