

NAMING OF FACILITIES

- 1.0 **NEW SCHOOLS.** The name and mascot selection process for a newly-constructed or newly-purchased school shall include a wide range of the attendance area community associated with the school, including students, staff, parents, and community members.
 - 1.1 The central office administrator with supervisory responsibility for the new school shall work with the school's principal, if identified, to develop a process in which members of the school community can suggest, discuss, and vote upon recommended names and mascots for the school. The central office administrator shall submit a list of not less than three recommended names to the Superintendent based upon feedback gathered during the process.
 - 1.2 The Superintendent shall approve a name and mascot for the school after reviewing the forwarded recommendations and consulting others as he or she deems appropriate.
- 2.0 **Existing Schools.** A request to change the name and/or mascot of a school may be initiated as follows:
 - 2.1 By the building principal;
 - 2.2 By written request of at least five (5) percent of the school's student population;
 - 2.3 By a majority vote of the school's faculty advisory council;
 - 2.4 By a majority vote of the school's parent teacher organization, if applicable; or
 - 2.5 By request of the Superintendent.
 - 2.6 The change request shall be forwarded to the building principal and the central office administrator with supervisory authority for the school. They shall develop a community process in which interested parties can engage in dialogue concerning positions in support of and opposed to the proposed name and/or mascot change, as well as proposed replacement names and mascots. The central office administrator shall forward a recommendation regarding action concerning the proposed change, and the Superintendent shall make a decision in the same manner described in Section 1.2. The foregoing process shall be completed within 12 months unless a longer period is approved by the Superintendent.
- 3.0 **Prohibited Names.** Facility names for school buildings, and mascot names, shall not be:
 - 3.1 The name of a community, city or subdivision within which the facility is located;
 - 3.2 The same name as another public school in the metro-Denver area;
 - 3.3 The name of an individual, whether deceased or now living, except for facilities named for an individual prior to adoption of this policy;
 - 3.4 Named after a group of people, including but not limited to American Indian symbols, imagery, and personalities or a specific tribe in particular.
- 4.0 **Non-School Facilities.** Naming of non-school facilities, or portions of a school or non-school facility (e.g., gymnasium, auditorium, classroom, etc.), shall proceed in such manner deemed appropriate by the Superintendent, including but not limited to the naming process for corporate sponsors described in District Policy 3350; a community-based process; or naming by the Superintendent.