

Category: **STUDENTS**

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Subject: NAMING AND RENAMING A NEW YORK CITY PUBLIC SCHOOL OR A  
PARTICULAR AREA WITHIN A NEW YORK CITY PUBLIC SCHOOL

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## **SUMMARY OF CHANGES**

This regulation supersedes Chancellor's Regulation A-860 dated January 20, 2011.

### Changes:

- The name of the contact office for the regulation has been changed from the Office of Family Information and Action ("OFIA") to the Division of Family and Community Engagement ("FACE").

### ABSTRACT

This regulation provides the rules and procedures that must be followed for the naming and renaming of public schools. It also specifies the rules and procedures to name designated areas of a public school in honor of a donor or grantor or in honor of a deceased person special to the local school community. School facilities, in whole or part, may not be named or renamed under any procedure that deviates from this regulation. Schools may not be named or renamed after living persons. Other than to recognize a grant or donation, particular areas of schools may not be named after living persons.

#### **I. RULES AND PROCEDURES TO NAME OR RENAME A NEW YORK CITY PUBLIC SCHOOL**

- A. The Chancellor shall have ultimate authority over the naming and renaming of all public schools.
- B. The school shall assume any costs associated with the renaming of a school, including, but not limited to, signage.
- C. Schools shall follow the procedures in this regulation and submit a proposed name change for approval by the Chancellor's designee, as specified below, by March 1<sup>st</sup> of the year before the name change is to take effect.
- D. Schools may not be named after living persons.

To the extent practicable, the next of kin of the deceased person should be consulted regarding the proposed naming.

- E. Original naming of a new school

The original naming of a new school shall be proposed by the new school planning team,<sup>1</sup> in consultation with the Division of Portfolio Planning. For schools under the jurisdiction of a community school district, the proposal shall be sent to the Division of Family and Community Engagement ("FACE") for review and approval on behalf of the Chancellor. For high schools, the proposal shall be sent to the Office of Student Enrollment ("OSE") for review and approval on behalf of the Chancellor.

- F. First naming of an existing numbered school and renaming of existing schools

- 1. All proposals for the naming of existing schools shall be submitted to the principal of the school to be named or renamed.
- 2. When an existing school is already named after a deceased person, to the extent practicable, efforts shall be made to inform relatives of the proposed change. Relatives shall be offered an opportunity to express opinions, if any, about the renaming of the school.
- 3. The school principal shall ensure that the proposed name change is presented for discussion and a vote on whether to support the proposal at a meeting of the Parent Association or Parent-Teacher Association ("PA") of the school. The PA's recommendation and vote shall be duly noted in the PA minutes.
- 4. The proposed name change must be approved by both the PA and the principal in order for the name-changing process to proceed.
- 5. The proposed name of a public school shall be published in an appropriate manner to provide general public notice such as, but not limited to, the New York City Department of Education's website using the official public notice entitled, "Public Notice of Proposed Name for a School, Change of Name for an Existing School, or Naming/Renaming of a Particular Area in a School" (see Attachment No. 3).

<sup>1</sup> The new school planning team shall include teachers, parents, students, intermediary representatives (if applicable), community-based partner representatives (if applicable), and the designated school leadership.

6. If approved by the PA and the principal, the principal shall forward the proposed name change to the appropriate superintendent, indicating his/her approval and shall submit a copy of the PA minutes reflecting its approval and vote.
  7. Paragraphs I.F.7, I.F.8, and I.F.9 apply only to schools under the jurisdiction of a community school district. For all other schools, proceed directly to paragraph I.D.10 below. For schools under the jurisdiction of a community school district, the community superintendent must make a recommendation with respect to the proposed name change.
  8. The community superintendent shall present the proposed name change, along with his/her recommendation, at a public meeting of the appropriate Community Education Council ("CEC"). The CEC must accept public comment in response to the proposed name change and vote on whether to support the proposed name change. The CEC's vote and resulting recommendation shall be duly noted in its minutes of the public meeting.
  9. The appropriate superintendent shall submit the proposed name change and the CEC's recommendation to FACE for review and approval by the Chancellor or his designee. The superintendent shall use the form entitled "Request to Name a School or to Change the Name of an Existing School" for this purpose (see Attachment No. 1). The request shall: a) indicate the principal's approval; b) include a copy of the minutes indicating the PA's approval and vote; c) indicate the superintendent's recommendation; and d) include a copy of the CEC public meeting minutes indicating its recommendation and vote. **Note:** schools must follow the foregoing steps and submit a proposed name to FACE for the Chancellor's approval by March 1<sup>st</sup> of the year before the proposed name change is to take effect (for example, a name change for September 2011 must be submitted by March 1, 2010).
  10. For schools not under the jurisdiction of a community school district, the appropriate superintendent shall submit a proposed name change to OSE for review and approval by the Chancellor or his designee. The superintendent shall use the form entitled "Request to Name a School or to Change the Name of an Existing School" for this purpose (see Attachment No. 1). The request shall: a) indicate the principal's approval; b) include a copy of the minutes indicating the approval and vote of the PA; and c) indicate the superintendent's recommendation. **Note:** schools must follow the foregoing steps and submit a proposed name to OSE for the Chancellor's approval by March 1<sup>st</sup> of the year before the proposed name change is to take effect (for example, a name change for September 2011 must be submitted by March 1, 2010).
  11. The Chancellor or his designee must give final approval to the name change. If the proposed name is approved, the Chancellor's designee will communicate the approval to the principal. The school shall not start using the new name in any context before receiving notification of approval.
- G. A school name, once selected, shall not be changed within ten years of naming. In the event that a school's new name includes the name of a partner organization and the partnership is dissolved before the ten-year period expires, the Chancellor or his designee shall change the name of the school to remove the partner.
- H. Within any borough, no primary, elementary, middle, intermediate, or junior high school may be assigned a name duplicating the name assigned to any other such school. No high school may be assigned a name duplicating the name assigned to any other high school in the New York City School District. No special education school may be assigned a name duplicating the name of any other special education school in the New York City School District.

**II. NAMING A PARTICULAR AREA OF A PUBLIC SCHOOL IN HONOR OF A DONOR OR GRANTOR**

- A. The Chancellor shall have authority over the assignment of names and designated areas of any public school including, but not limited to, playgrounds, fields, gymnasiums, stadiums, swimming pools, libraries, cafeterias, classrooms, laboratories, extensions or annexes ("Specialized Areas") in recognition of donors or grantors. For proposals to name or rename an entire school in honor of a grantor/donor, the procedures in Section I shall apply.
- B. Specialized Areas may be named only in recognition of donations or grants. The honorific naming may be under the individual, partnership, corporate, or foundation names of donors or grantors.
- C. Procedures for Naming Specialized Areas
1. In the naming of a Specialized Area under this section, advance determinations must be made that the acceptance and use of affected gifts or grants as well as the naming of the Specialized Area are appropriate and in the best interests of the New York City public school system. The principal of each affected school shall approve the proposed name and shall ensure that the proposal is presented at a meeting of the school's PA for discussion and a vote on whether to support the proposal. The PA's approval and vote shall be duly noted in the PA minutes.
  2. After acceptance by the principal and the PA, the proposed name of a Specialized Area of any public school shall be published in an appropriate manner to provide general public notice such as, but not limited to, the New York City Department of Education's website using the form entitled, "Public Notice of Proposed Name for a School, Change of Name for an Existing School, or Naming/Renaming of a Particular Area in a School" (see Attachment No. 3).
  3. All requests for the approval of a name for a Specialized Area of any public school in recognition of a donor(s) or grantor(s) shall be addressed as follows:

New York City Department of Education  
Office of Strategic Partnerships  
Attn: Naming Committee  
52 Chambers St. - Room 305  
New York, NY 10007

The Office of Strategic Partnerships Naming Committee ("Naming Committee") may adopt operational rules and procedures, as necessary. All approval requests submitted to the Naming Committee must use the form entitled, "Request to Name a Designated Area of a School for a Donor or Grantor" (see Attachment No. 2). The request shall indicate the principal's approval and shall include a copy of the PA's minutes reflecting the PA's vote and approval.

- D. The Department shall not be obligated to retain an honorary naming in excess of a period of five years. The Department reserves the right to rename an area named in recognition of a donor or grantor in the event of any illegal or immoral activity by the grantor that would be inconsistent with or damaging to the Department or the City's name or reputation.

**III. NAMING A PARTICULAR AREA OF A PUBLIC SCHOOL TO HONOR A DECEASED PERSON PARTICULARLY SPECIAL TO AN INDIVIDUAL SCHOOL**

- A. Naming of Non-specialized, General Classrooms or Offices

The school principal shall have authority to approve the naming of non-specialized, general classrooms or offices in honor of deceased persons who are found to have made extraordinary, long-lasting educational or other contributions to the school. Non-specialized, general classrooms or offices may not be named after living persons.

1. A request to name or rename a general classroom or office must be presented to the PA for discussion and vote.
2. The proposed name shall be approved by both the principal and the PA.

**B. Naming of Specialized Areas**

Only the Chancellor or his designee(s) may name or rename specialized areas - school playgrounds, fields, gymnasiums, stadiums, swimming pools, libraries, cafeterias, laboratories, extensions, annexes, or public areas of schools.

1. A request to name such a specialized area must be approved by the principal and presented to the PA for discussion and vote. The PA's approval and vote shall be duly noted in the PA minutes.
2. Upon approval by both the principal and the PA, the name of a Specialized Area of any public school shall be published in an appropriate manner to provide general public notice such as, but not limited to, the New York City Department of Education's website using the official public notice entitled, "Public Notice of Proposed Name for a School, Change of Name for an Existing School, or Naming/Renaming of a Particular Area in a School" (see Attachment No. 3).
3. The PA shall submit the proposed naming to FACE for review and approval on behalf of the Chancellor. The request shall indicate the principal's approval and shall include a copy of the PA's minutes reflecting its vote and approval.

**IV. WAIVER**

In exceptional circumstances and in the best interests of the school system, the Chancellor or his designee may waive part or all of this regulation.

**V. INQUIRIES**

Inquiries pertaining to this regulation should be addressed to:

<b>Inquiries about Sections I, III, and IV:</b>		
<u>Telephone:</u>	<i>Division of Family and Community Engagement</i>	<u>Fax:</u>
212-374-2323	N.Y.C. Department of Education 49 Chambers Street – Room 503 New York, NY 10007	212-374-0076
212-374-5426	<i>Office of Student Enrollment</i> N.Y.C. Department of Education 52 Chambers Street – Room 415 New York, NY 10007	212-374-5568
<b>Inquiries about Section II:</b>		
212-374-2874	<i>Office of Strategic Partnerships</i> <i>Attn: Naming Committee</i> N.Y.C. Department of Education 52 Chambers Street – Room 305 New York, NY 10007	212-374-5571

**REQUEST TO NAME A SCHOOL OR TO CHANGE THE NAME OF AN EXISTING SCHOOL**

PLEASE TYPE OR PRINT LEGIBLY

**Region, District, or Program Designation:** \_\_\_\_\_

**INSTRUCTIONS:** For schools under the jurisdiction of a community school district, please complete and submit this form to the Division of Family and Community Engagement (FACE), NYC Department of Education, 49 Chambers Street, Room 503, New York, NY 10007 (fax 212-374-0076). For schools not under the jurisdiction of a community school district, please complete and submit this form to the Office of Student Enrollment (OSE), NYC Department of Education, 52 Chambers Street, Room 415, New York, NY 10007 (fax 212-374-5568).

After consultation with the Parent Association or Parent-Teacher Association, we hereby submit a request that \_\_\_\_\_ be officially named \_\_\_\_\_  
(school number)

This request is for **one** of the following (check appropriate box):

- A new school located at: \_\_\_\_\_  
\_\_\_\_\_
- An existing school which had not been named previously.
- The remaining of an existing school. Please complete the following:  
(a) What was the prior official name? \_\_\_\_\_  
(b) In what year did the school receive its previous name? \_\_\_\_\_
- A specialized area in a school such as the playground, fields, or gymnasium.  
Identify the area: \_\_\_\_\_

***Please attach the following:***

1. If a school is to be named for a deceased person, attach written permission from the next of kin. If a name change request involves a school already named after a deceased person, attach comments received from the next of kin of the name to be replaced. If no comments have been received, attach a statement of the efforts made to contact the next of kin.
2. A brief statement describing how the deceased person whose name is being submitted is identified with the school or the area in which the school is located.
3. For schools under the jurisdiction of the community school district, please: a) include a copy of the minutes indicating the PA's approval and vote; b) indicate the superintendent's recommendation; and c) include a certified copy of community education council minutes reflecting a vote on whether to support the proposed name.
4. For schools not under the jurisdiction of a community school district, please: a) indicate the principal's approval; b) include a copy of the minutes indicating the approval and vote of the PA; and c) indicate the superintendent's recommendation.

***Submitted by:***

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

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**APPROVAL:** \_\_\_\_\_  
Director, OSE or FACE

\_\_\_\_\_  
Date

**APPROVAL:** \_\_\_\_\_  
(for the) Chancellor

\_\_\_\_\_  
Date

**REQUEST TO NAME A DESIGNATED AREA OF A SCHOOL FOR A DONOR OR GRANTOR**

PLEASE TYPE OR PRINT LEGIBLY

**Region, District, or Program Designation:** \_\_\_\_\_

**INSTRUCTIONS:** Please complete and submit this form to the Office of Strategic Partnerships, Attn: Naming Committee, NYC Department of Education, 52 Chambers Street, Room 305, New York, NY 10007 (fax 212-374-5571).

After consultation with the Parent Association or Parent-Teacher Association, we hereby submit a request that \_\_\_\_\_  
(designated area of the school)

be named the \_\_\_\_\_  
(honorific name of designated area)

Name and Address of School: \_\_\_\_\_  
\_\_\_\_\_

This request is for **one** of the following (mark appropriate box):

- A new designated area of a  new or  existing school (mark appropriate box).
- An existing designated area which had not been previously named in an existing school.
- The renaming of a designated area of an existing school. Please complete the following:
  - (a) What was the prior name? \_\_\_\_\_
  - (b) In what year did the designated area receive its previous name? \_\_\_\_\_

***Please attach the following:***

1. A written statement describing the following: (a) the nature and amount of the grant/donation; (b) the name(s) and address(es) of the source(s) of the grant/donation; and (c) the nature and extent of improvement(s) to a designated area and/or other portion(s) of the school.
2. Copies of the following: (a) minutes of the meeting of the Parents Association or Parent-Teacher Association at which the proposed naming or renaming was discussed; (b) comments received from the local community; and (c) a statement about the publication of the naming.

***Submitted by:***

\_\_\_\_\_  
Signature of Superintendent \_\_\_\_\_  
Date

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**APPROVAL:** \_\_\_\_\_  
Office of Strategic Partnerships \_\_\_\_\_  
Date

**APPROVAL:** \_\_\_\_\_  
(for the) Chancellor \_\_\_\_\_  
Date

**PUBLIC NOTICE OF PROPOSED NAME FOR A SCHOOL, CHANGE OF NAME FOR AN EXISTING SCHOOL, OR NAMING/RENAMING OF A PARTICULAR AREA IN A SCHOOL**

PLEASE TYPE OR PRINT LEGIBLY

**Region, District or Program Designation:** \_\_\_\_\_

**INSTRUCTIONS:** For schools under the jurisdiction of a community school district, please complete and send this form to the Division of Family and Community Engagement (FACE), NYC Department of Education, 49 Chambers Street, Room 503, New York, NY 10007 (fax 212-374-0076). For schools not under the jurisdiction of a community school district, please complete and send this form to the Office of Student Enrollment (OSE), NYC Department of Education, 52 Chambers Street, Room 415, New York, NY 10007 (fax 212-374-5568).

**PLEASE TAKE NOTICE** that after consultation with the Parent Association or Parent-Teacher Association, the following is hereby proposed (mark the appropriate box and enter information in that box **only**):

A new school      or       An existing school which has had a number but no previous name.

The renaming of an existing school. Please complete the following:

(a) What was the prior official name? \_\_\_\_\_

(b) In what year did the school receive its previous name? \_\_\_\_\_

(c) School address: \_\_\_\_\_

(d) School type: \_\_\_\_\_  
(primary, elementary, middle, intermediate, junior/senior high, special ed, etc.)

The naming or renaming of a particular area in a school. Please complete the following:

(a) Is the naming/renaming of a particular area for a  grantor/donor?

(b) Is the naming/renaming for a  deceased person who has been found to have made extraordinary, long-lasting contributions to the school?

(c) What was the prior official name? (N/A ) \_\_\_\_\_

(d) In what year did the area receive its previous name? (N/A ) \_\_\_\_\_

**Please attach the following:**

- Naming for Deceased Person:** (a) written permission from next of kin. If the name change request involves a prior name of a deceased person, attach comments received from the next of kin. If no comments have been received, attach statement of efforts made to contact next of kin; (b) brief statement describing how deceased person whose name is being submitted is identified with the school or the community in which the school is located; (c) minutes of the Parents Association or Parent-Teacher Association meeting at which proposed naming or renaming was discussed; (d) if proposed name is for entire school, a certified copy of Community Education Council minutes reflecting a vote on whether to support the proposed name for schools under a community district's jurisdiction.

2. **Naming in Honor of Grantor/Donor:** (a) minutes of the PA or PTA meeting at which the proposed naming or renaming was discussed.

***Submitted by:***

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Signature of Superintendent

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Date

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Signature of Principal

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Date