

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: PROPERTY  
TITLE: Naming of School District  
Properties  
ADOPTED: February 22, 1994  
REVISED: April 6, 2017

## 712 NAMING OF SCHOOL DISTRICT PROPERTIES

### **Purpose**

The Board of Education recognizes the desire of students, graduates, staff, parents and community to honor distinguished citizens by naming School District properties in their memory. This policy provides guidelines for such action.

### **Guidelines**

#### *Buildings*

1. No building shall be named for a living person.
2. The Superintendent shall review all requests for the naming or renaming of a school building and make recommendations to the Board of Education "School Naming" Committee.
3. These recommendations shall be supported by evidence of effort to 1) inform students, staff, parents, graduates and community of the property involved and 2) obtain their opinion of the desirability of the recommendation.
4. The Committee shall review the recommendations of the Superintendent and make its selection known to the Board of Education for final decision.

#### *Portions of Buildings*

1. The Honoree may be living.
2. Requests for naming or renaming such facilities as classrooms, libraries, laboratories, auditoriums, and gymnasiums shall have the endorsement of the Principal who shall

present evidence of such factors as the honoree's contribution to education, exemplary character, and the effect of the naming upon school and community.

3. The Principal shall submit the request with appropriate rationale to the Regional Superintendent who, if in agreement, shall submit the request to the Superintendent.
4. The Superintendent, if in agreement with the request of the Regional Superintendent, shall submit a resolution to the Board of Education for final approval.

**Legal References:**

1. Board of Education By-laws Handbook 1906-07 P. 154