

3023.1 Naming of Schools

The purpose of this policy is to establish an equitable process by which the Upper St. Clair School District (“District”) can assume its responsibility for the naming or renaming of schools.

It is the responsibility of the Upper St. Clair School District Board of Education (“School Board”) to select names of all schools. In fulfilling this responsibility, the School Board shall carefully consider and respect community recommendations in the naming process. The names of persons actively serving the District shall not be considered. Schools may not be named after a living person.

**New Schools**

Before a new school is opened, the Superintendent shall recommend the appointment of a committee for the purpose of naming a school in the District.

- a. The committee shall be charged with the responsibility of proposing school name(s) to be presented to the School Board, who will make the decision.
- b. The committee membership shall consist of a minimum of three (3) lay people who live in the area in which the site is located, two (2) staff members as designated by the Superintendent, and one (1) member of the Historical Society of Upper St. Clair.
- c. A brief narrative explaining the naming of schools should be exhibited in a prominent place within the school.

**Existing Schools**

The renaming of schools shall follow the same requirements of New Schools above. The naming or renaming of schools on district campuses or on properties owned by the District must follow state and District guidelines.

ADOPTED: May 23, 2011