

## 7250 – REQUEST TO CHANGE SCHOOL MASCOT OR SCHOOL COLORS PROCEDURES

- A. Request changes to an existing school mascot or school colors.
1. If a member of a school community (“requestor”) request a change of a school mascot or school colors, the school principal shall:
    - a. Ask the requestor to submit in writing the reason(s) for the request. The written request must include at minimal:
      - i. the rationale for “why” the current school mascot or colors should be changed;
      - ii. how the change will or will not affect the school and/or community;
    - b. Upon receipt of the written request, the request will be time-stamped and the process for consideration will commence.
  2. The school principal will meet with the requestor within ten (10) school days from the receipt date of the written request to review the request and to provide further details about the process.
  3. The school principal will develop a *School Review Committee* (“*Committee*”) for the review of the request within forty-five (45) school days of the principal’s meeting with the requestor.
    - a. The Committee shall consist of diverse members from the schools’ community, including, but not limited to student representatives, faculty members, parents and community members. **The Committee shall not include voting members of the School Advisory Council.**
    - b. All Committee meetings shall be held in accordance with Sunshine law.
    - c. The Committee must review the District’s prevailing non-discrimination policy, *Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity*, as part of their meeting(s) to consider the change is reflective of that policy.
    - d. The Committee must identify any and all costs that may be associated with the requested change.
    - e. The Committee must schedule a final meeting within the forty-five (45) day period to have a final meeting, see No. 3, above. During the final meeting the Committee shall vote on whether the request should move forward in the consideration process.
    - f. The voting results from the final meeting shall be provided to the school principal immediately.
  4. The School Principal shall share the voting results with the Assistant Superintendent of Student Services and the Assistant Superintendent of Leading and Learning within ten (10) school days of the Committees’ final vote.
  5. The Assistant Superintendent of Student Services and the Assistant Superintendent of Leading and Learning shall validate procedures and shall:
    - a. Recommend to the Superintendent that the request be closed; or

- b. Recommend further review by the School Advisory Council.
6. If the request is closed, the School Principal shall provide notification to the requestor within five (5) school days of being notified of the Assistant Superintendent's or the Superintendent's recommendation.
7. If the request is referred to the School Advisory Council ("Council") for consideration, a ninety (90) day information gathering period will commence, prior to the request being considered at a publicly noticed Council meeting.
8. The ninety (90) day information gathered period will consist of:
  - a. Review of the previous Committee process.
  - b. Review of the Assistant Superintendent and the Superintendent's recommendation.
  - c. Completion of staff, parent, student, and public (alumni and community) surveys, as deemed necessary.
9. Before the ninth (90<sup>th</sup>) day of the information gathering period ends; the Council shall provide notice to the public of a public comment meeting prior to the Council's final voting meeting. The Council's public comment meeting must be properly noticed as required by law.
10. The Council shall have its final voting meeting, subsequent to the public comment meeting.
11. Results of the Council's final vote shall be shared with the Assistant Superintendent of Student Services and the Assistant Superintendent of Leading and Learning within ten (10) school days of the final vote.
12. The Assistant Superintendent of Student Services and the Assistant Superintendent of Leading and Learning shall validate procedures and shall recommend to the Superintendent that the request be **closed** or **affirmed**.
  - a. **If the request is closed**, the school principal shall provide notification to the requestor within five (5) school days of being notified of the Superintendent's recommendation.
  - b. **If the request is affirmed**, the request will be presented under information without consent to the School Board at a subsequent school board meeting.

Adopted \_\_\_\_\_