

Administrative Procedures Draft – Requests to Change School Mascot or School Colors

If a member of a school community requests the change of a school mascot or school colors, the principal shall:

1. Ask the requestor to submit in writing the reason for the request. Once the written request is received, the request will be time-stamped and the process for consideration will commence.
2. The principal will convene a preliminary committee to review the request within 45 days of the written request.
 - a. The committee must be scheduled in the sunshine and be inclusive of diverse members of the school community to include student representatives, faculty members, parents, and community members. The committee should not include voting members of the School Advisory Council.
 - b. The committee must review the district's prevailing non-discrimination policy as part of the meeting and consider if the change is reflective of that policy.
 - c. The committee must also identify costs that may be associated with the requested change.
 - d. The committee must be scheduled for a subsequent meeting to vote on whether the request should move forward in the process for consideration. That meeting should be scheduled 30 – 45 days after the initial meeting.
 - e. Results of the preliminary committee should be shared by the principal with the Assistant Superintendent of Student Services and the Assistant Superintendent for Leading and Learning within 10 days of the vote. The Assistant Superintendents will validate procedures and either recommend to the Superintendent that the request be closed or moved to the School Advisory Council.
3. If the request is moved to the School Advisory Council for consideration, a 90 day period of information gathering will commence prior to the matter being considered at a publicly noticed School Advisory Council meeting. Information gathering will consist of: Faculty and Staff Survey; Parent Survey; Student Survey and Public Survey for alumni and community members
4. After the 90 day period of information gathering, the School Advisory Council will allow for public speakers and will be given all available information for consideration.
5. A vote by the School Advisory Council will occur at a subsequent meeting.
6. Results of the vote will be reviewed by the Assistant Superintendent of Students Services and the Assistant Superintendent for Leading and Learning within 10 days of the vote. They will validate procedures and either recommend to the Superintendent that the request be closed or affirmed. If affirmed, it will be presented under information without consent at a subsequent board meeting.