



Adopted: 3/19/12

Reviewed: 6/16/25

DISTRICT POLICY NO. 101.2

ALBERT LEA AREA SCHOOLS

DISTRICT 241

NAMING OF A SCHOOL DISTRICT FACILITY

I. PURPOSE

The naming and renaming of any school building, facility, or piece of property, in whole or part, is the sole responsibility of the Board.

II. GENERAL STATEMENT OF POLICY

The following guiding principles will be applied when considering the naming of any school property:

1. In general, the name shall:
 - a. Encourage unification among community stakeholders
 - b. Be clearly identifying, widely known and recognized for an extended period of time.
 - c. Support the Mission of the school district
 - d. Not be limited to educators and/or individuals formerly employed by the school district.
2. When naming school property after any individual, that person must:
 - a. Character
 - i. Be a positive role model for students.
 - ii. Exhibit behavior worthy of student emulation and imitation.
 - iii. Demonstrate character which exemplifies and is consistent with the Mission of the District.
 - b. Contributions
 - i. Have made significant contribution, above and beyond, which supports the education of students through the District's Mission, and impacts numerous

- youth, the school district, the greater Albert Lea community, the state of Minnesota, and/or nation;
- ii. Have brought significant acclaim and positive recognition to numerous youth, the school district, the greater Albert Lea community, the state of Minnesota, and/or nation;
- c. Financial Consideration: To be considered for a request, a significant financial contribution (as determined by the board) must accompany the request.
- d. Employment Status (if applicable)
 - i. Not be a current Albert Lea Area Schools employee
- 3. The process to be used when the Board receives a request to consider renaming district property shall be as follows:
 - a. The requester(s) must make a request in writing and submit it to the Superintendent.
 - b. The Superintendent will validate the funding source for the donation.
 - c. The Superintendent, will present the request, and the accompanying donation to the school board for their approval.
- 4. Upon naming of the facility, the district will accept the funds donated to be used at the sole discretion of the school district.
- 5. If the board does not approve the naming of the property as described in this process, the donated funds will be returned to the individuals who submitted the naming request.