

## NAMING AND DEDICATING SCHOOL DISTRICT PROPERTY

The Board of Education is responsible for naming any school district property. The Board, in its discretion, may establish procedures for the naming of any building or other district property. In selecting a name for any facility, the Board may take into account those persons who have been involved in the planning, construction or renovation of the facility, or any other relevant considerations. Suitable building plaques or other memorials may be authorized by the Board. The Board shall adhere to all federal, state and local laws, including but not limited to New York State Department of Education guidelines for renaming public property.

### Naming and Dedicating School District Property in Honor of Individuals

#### I. Qualifying School District Property

A portion of the school district property can be named, renamed, dedicated or rededicated (collectively referred to as naming). If the property is presently named or dedicated in honor of an individual, the school district will use reasonable efforts to notify the individual's next of kin that the property will be renamed. One or more of the following conditions must exist for the property to qualify for naming (the naming shall apply only to that portion of the district's property as described in each of the four categories):

##### Category 1 – Major Enclosed Buildings and Facilities

- Construction or acquisition of a new school district building.
- Refurbishment of an existing school district building or consolidation of multiple existing school district buildings for alternative use.
- An existing school district building.

##### Category 2 – Major Support Facilities and Outdoor Athletic Facilities

- Significant major addition to, or major construction of, a special use area in an existing school district building (e.g. gymnasium, library).
- Construction, reconstruction or extensive refurbishment of a major open area outside and contiguous with a school district building, or a substantially non-enclosed facility not directly adjacent to a school district building and not in Category 1 (e.g. athletic track and/or field not within a stadium, a sports stadium and the associated track and/or field).

##### Category 3 – All Other Outdoor Facilities

- Construction, reconstruction or extensive refurbishment of an ancillary facility outside a school district building and not in Category 1 or 2 (e.g. playground).

##### Category 4 – All Other Property

- All other minor school district property not in Categories 1-3 (e.g. a newly planted tree on school district property for the specific purpose of dedication as a memorial to an individual).

## II. Procedures

1. After consultation with all involved stakeholders, the Superintendent will recommend a proposed name for a property listed in Categories 1-4 above to the Board. The recommendation will be in writing and will include a narrative explaining the rationale for the recommendation.
2. A resolution shall be prepared for review by the Board, and if acceptable to the Board, placed on the public agenda for Board action at a School Board meeting.
3. If the proposed naming is in recognition of a living or deceased individual, permission shall be obtained from the individual or the decedent's next of kin.
4. Any plaque commemorating the naming of property shall be appropriately worded, approved by the Board of Education, and shall be affixed by the school district at, in, or near the property dedicated, as it deems appropriate. If the cost of the plaque is to be borne by the district it shall be of nominal value. Notwithstanding the affixing of the plaque, the Board of Education shall retain the right to rename the property in its discretion.

C. ref: 2300, School Board Meeting

Adoption date: May 8, 2007

Revised: November 17, 2021