

## **POLICY AND PROCEDURE FOR NAMING PROPERTIES AND FACILITIES**

The Rochester School Board has a long-standing tradition of naming properties and facilities in honor of persons or entities that have made important contributions to the District. All naming in recognition of an honoree must be consistent with the District's role as a public trust. Accordingly, all such proposals shall be reviewed and approved in accordance with this policy, and with related Board policies and guidelines. The following guidelines shall govern any naming decision.

The Board takes the naming of any public building, field, room or facility seriously. The need for public input and a procedure for the Board to consider request is evident. The procedure listed below is for the Board to follow before choosing the name of any public facility.

### *Programs, and Facilities:*

No commitment regarding naming shall be made prior to approval of the related proposal for naming. Each proposal shall be made in writing in accordance with these guidelines.

Each proposal for naming shall be considered on its merits. In this regard, all due attention shall be given to both the long-term and short-term appropriateness of a naming. No commitment for naming shall be made prior to approval of the proposed name.

When a facility or area is named in recognition of a person that name will generally be effective for the useful life of the facility or the designated use of the area. If a facility must be replaced or substantially renovated, or the use of an area is changed, it may be re-named.

A proposed honoree shall have achieved distinction in one or more of the following ways: while serving the Board in an academic or administrative capacity; the individual has rendered distinguished service which warrants recognition of the individual's exceptional contributions.

Any recommendation for naming shall occur two years after retirement or other separation from the District or from elected or appointed office; or one year after the person's death; and/or upon a two-thirds vote of the full School Board.

### *Procedure:*

The Superintendent or Board Chair shall initiate a request for a name change, or to name a new facility. Any request from the public shall be submitted to the Board from the Superintendent or Board Chair.

The Building Committee, in non-public or public session shall first consider the request. If the Committee supports the public process for naming or renaming a facility, it shall make a recommendation to the Board of the request. The Building Committee's recommendation shall be placed on the Board agenda, allowing public input into the naming of the facility. The Board shall have two readings of the recommendation, prior to approving any request.

It must be understood that the District retains the right to revoke, change or eliminate any facility or program at any time, regardless of whether that facility or program carries a name. While the District always seeks to respect those honored through the naming of a facility or program and will not make changes to named facilities or programs without much consideration, if Board and/or administration of the District deem it necessary to change or eliminate a facility or program, it has the right to do so without the involvement of those for whom these facilities or programs have been named.

**Adopted: June 12, 2008**

Board Review/Approval: December 11, 2014, June 10, 2021