
SUBJECT: NAMING OF FACILITIES

The Board of Education has the sole authority to name or rename all school facilities, including, but not limited to, buildings, athletic fields, stadiums, gymnasiums, libraries, fields, tracks, and auditoriums.

All requests for the naming of facilities shall initially be submitted to the Superintendent of Schools. Requests shall include the reasons the facility should be named in a certain manner. If the proposed name is of an individual, the request should include a biography of the individual to receive the recognition, a letter of permission from the individual or family of the individual in the event the individual is deceased, and other information such as plans for signage and the funding of such signage. If the proposed name is associated with an organization, the request should include a history of the organization, a letter of permission from the organization, and other information such as plans for signage and the funding of such signage. If the proposed name is symbolic, the request should include a history of the name, its relevance to the District, and other information such as plans for signage and the funding of such signage.

The Superintendent shall convene a committee to consider the request. Members of the Committee would include appropriate District Office staff, the Principal of the affected building, the Facilities Director, and other staff and students as deemed appropriate. The Committee will make a recommendation as to the proposed name to the Superintendent of Schools after consideration of the following criteria:

1. The individual or organization's connection to the facility, whether real or symbolic;
2. The individual or organization's contribution to education as a whole or to the Elmira City School District schools specifically;
3. Feedback from the District community, including staff, parent organizations, students, District residents;
4. If the name is symbolic, whether any trademark issue or other legal barrier prevents use of the name;
5. Potential public safety implications if a facility is renamed in terms of community awareness and response to emergency calls. Appropriate information should be obtained from first responders, including 911, fire, and police organizations; and/or
6. Financial implications of the name change, including initial signage, cost of informing community about the change, upkeep to the signage, and publications and documents.

After reviewing the Committee's recommendation, the Superintendent of Schools shall make a final recommendation to the Board of Education for its decision.

Adopted: 1/12/1999

Revised: 8/7/2013