

# POLICY

Non-Instructional/  
Business Operations

5635  
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Adopted 10.10.2017

## **SUBJECT: RECOGNITION, MEMORIALS & NAMING OF FACILITIES**

The Board of Education recognizes the importance and benefit of publicly recognizing the outstanding performance and contributions of people associated with the school district. The district has, in the past, established forms of recognition which include designated plaques, signage, and displays. Going forward, the Board of Education shall approve any and all forms of recognition. The Board of Education will also designate areas for the installation of plaques, signage, and/or displays.

District employees or residents of the district may nominate a person or persons for recognition by requesting a form from the district clerk.

The recognition should be for a person or persons who have provided significant benefit to the district either in the course of his or her employment or volunteer efforts on behalf of the district or who have attained substantial national, state, or local prominence.

The Board of Education reserves the right, at its sole discretion, to change, modify, rename, or remove any recognition or memorial.

### **Recognition and Memorials**

The Board of Education shall, by a majority vote of the full Board, approve any forms of recognition to be displayed or placed on, in, or affixed to, district property. The Board of Education shall designate areas for the installation of memorial plaques and other items of recognition.

District employees or residents of the district may nominate a person or persons for recognition by requesting a form from the district clerk. The completed form must be returned to the district clerk. The form must include clear justification for the recognition, a specific description of the recognition proposed, recommended wording of any inscriptions, the material to be used to prepare the recognition, and how the recognition is to be funded.

Priority will be given to the uniformity of style and size in relation to other materials previously erected. The Board of Education reserves the right to accept, alter, or reject the proposal.

In its deliberations, the Board of Education will consider the views of the district community including residents, staff and students. If the recognition is in memoriam, there will be a waiting period of at least one year from the date of death before a form will be accepted for consideration.

The Board, in consultation with the Superintendent, will make the final determination about materials, design, and wording of all forms of recognition and will ensure that items are crafted so they are as maintenance free as possible, of high quality, and consistent in style, material and workmanship so as to be suitable for the intended location.

Continued

## **SUBJECT: RECOGNITION, MEMORIALS & NAMING OF FACILITIES USE (Cont'd.)**

### **Naming and Dedicating School District Property**

The Board of Education of Education is responsible for naming any new facility. 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 of Education 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 buildings plaques or other memorials may be authorized by the Board.

#### **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: 1) not presently named or dedicated in honor of an individual, and 2) not presently named for the Westhill Central School District. One or more of the following conditions must exist for the property to qualify (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.

##### **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 substantial non-enclosed facility not directly adjacent to a school district building and not in Category 1 (e.g. athletic track or field not within a stadium, a sports stadium and the associated track 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 or garden).

##### **Category 4- All Other Property**

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

## **SUBJECT: RECOGNITION, MEMORIALS & NAMING OF FACILITIES USE (Cont'd.)**

### II. Qualifying Individuals

For an individual to qualify, he or she must meet the following criteria:

Category 1- for the naming of school district property in Category 1, the individual must be recognized nationally or internationally for significant and far-reaching positive contributions in his or her lifetime that have lasting and enduring value to the community in one or more of the areas of Education, the Arts, Science, Medicine, History, Government, Law, Human Rights or Civil rights.

Category 2- For the naming of school district property in Category 2, the individual must be recognized city-wide, state-wide, nationally or internationally, for significant positive contributions in his or her lifetime or in service to the school district that have lasting and enduring value to the community in one or more areas of Education, the arts, Science, Medicine, History, Government, Law, Human Rights, Civil Rights or Sports.

Category 3-For the naming of school district property in Category 3, the individual must be recognized community wide for significant positive contributions in service to the subject or the school district.

### III. Procedures

1. A written request for the naming must be submitted to the district clerk, accompanied by supporting documentation and narrative to illustrate compliance with the above criteria. The request will be forwarded to an ad hoc facilities committee created by the Superintendent for an initial determination of compliance with the above criteria.
2. For the naming of school district property falling into Categories 1-3, the committee shall report their fact finding of the proposal to the Board of Education. If further action is recommended by the Board of Education, it shall be presented for a Public Hearing prior to the Board's final action.
3. The President of the Board of Education shall communicate in writing a response to the proposed naming to the requesting party.
4. The plaque commemorating the naming of property category 2-4 shall be appropriately worded and approved by the Board of Education and shall be permanently affixed by the district at, in, or near the property dedicated, as it deems appropriate.