

NAMING (OR RENAMING) FACILITIES**General**

It is the policy of the Board of Education to name city schools, wherever practicable, after worthy and well-known persons or to symbolize a cherished value or ideal. The Board of Education desires that the School District solicit input from the community in order to name, or rename a new school or other facility. The Board of Education recognizes that it is important that students and the public know the historical significance of their school's name and that this knowledge be conveyed to students through classroom discussions and projects related to the name of their school.

Based on the guidelines below, the Superintendent may recommend to the Board names for the naming or renaming of the District schools or other facilities. At the Board of Education's discretion, schools and other facilities may be named or re-named by the Board of Education for various reasons, including, but not limited to the following:

1. a new school or facility has been constructed or developed;
2. schools previously named have been consolidated;
3. a significant programmatic change, such as the establishment of a magnet school program, has occurred; or
4. a petition has been presented to the Superintendent by City of Rochester residents to change the existing name of school.
 - a. The suggestion for a name change shall be supported by at least 350 community members who are City of Rochester residents.
 - i. At least 40% of the petitioners must be affiliated with the school community for which the renaming is being suggested with a requirement of at least 25% of the petitioners including current students and/or parents/legal guardians.
 - 1) School community is defined as current students and parents/legal guardians of the identified school, current staff of the identified school who resides in the City of Rochester, and alumni of the identified school who resides in the City of Rochester.
 - 2) Alumni are defined as students who previously attended the current school.
 - 3) New schools slated to open would not have current students, parents or guardians, school staff, or alumni.
 - b. Petitions for renaming must be received between July 1st September 30th. If approved, the naming or renaming will take effect in the following school year.
 - c. The submission of a petition shall not serve to automatically change a school name but will trigger the procedures established herein only if there is a determination that naming or renaming is in the school district's best interest.

Procedure

The procedures are as follows:

1. The Superintendent of Schools, or their designee, shall notify the petitioner if their petition has been rejected or will follow the procedures in bullets 2 through 6 below.

2. The Superintendent of Schools, or their designee, shall, upon initial receipt of the petitions, review and make a determination regarding whether naming or renaming of a facility is in the school district's best interest.
 - a. If the Superintendent's determination is that naming or renaming is **not** in the school district's best interest, the process ends.
 - i. The Superintendent will notify the Board of their decision.
 - ii. If the Board decides to continue with the process, then the Board will confirm via a resolution to trigger the process of naming and renaming of a facility.
 - b. If the Superintendent's determination is that naming or renaming is in the school district's best interest and the Board agrees, the Superintendent will develop and communicate a timeline for review and potentially recommend a name to the Board. Board agreement will be confirmed via a resolution.
3. If there is a decision to proceed pursuant to the foregoing, the Superintendent of Schools, or designee, shall thereafter hold one or more community forums to explain the purpose and mission of the new school or facility, consolidation, programmatic change or petition proposing the change in school name. One forum shall occur the first week of December following the submission of a petition, unless exigent circumstances require it to be held at a different time. The District shall inform the public and media about the community forum(s) to discuss the proposal to name or rename a school or facility. At the community forum(s), the Superintendent shall solicit names from the public for the new or renamed school or facility.
4. The Superintendent may recommend to the Board of Education up to three (3) name options for the new or renamed school or facility to be considered at a public meeting of the Board. The resolution shall be considered by the Board no later than November 30th.
5. Schools shall not be named after living individuals. Recommendations from petitions, community forums, and elsewhere do not obligate the Superintendent to ultimately select from those names submitted. Notwithstanding the procedures for community input in naming of facilities, the Superintendent and Board may advance names they believe are in the best interest of the school district. The Superintendent may also, in their discretion, decide after the forum(s) not to make any name change recommendation at all. The Board of Education will, thereafter, based on the Superintendent's recommendation, or per their discretion, either act to name the school or facility, or elect not to.
6. The State Education Department shall be notified when a school name has been changed pursuant to the State's requirement.

Waiting Period

There will be a three-year waiting period after the facility is named before the facility is considered for renaming again. This shall not apply if the Board, for legal or exigent reasons, explicitly waives this waiting period.

NYSSBA Ref: Naming Facilities (7500) – Recommended Policy

Ref: 8 NYCRR §100.21

Notes: Adopted August 1998; Amended July 22, 2010 pursuant to Resolution No. 2010-11:75; Amended April 28, 2022 pursuant to Resolution No. 2021-22: 576; Amended

October 24, 2024 pursuant to Resolution No. 2024-25: 316; Amended August 27,
2026 pursuant to Resolution No. 2026-27: 182

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