CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

3515.10 - Naming an Area Within or on School Property

Approved on March 1, 2004

The Board of Education shall be responsible for the naming or renaming of areas within or on school district property. Name recommendations shall be made in accordance with guidelines established by the Superintendent. It is not the intention of this policy to initiate the naming or areas within existing facilities. However, when a former student or employee, or a member of the public community has been deceased for more than two years and has (a) achieved international, national, state or local prominence, or (b) has made a significant contribution to the community or to the educational process in New Britain, the Board may name an area within a school or other facility after that individual.

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure

3515.10 - Naming an Area Within or on School Property

Approved on March 1, 2004

The following procedures are to be followed with regard to the naming or renaming of areas within a school district building.

A. Employees or members of the community may nominate a name for a specific area within a school or other facility to the building Principal. The nomination must include background information and significance to the educational process.

B. The Principal will form a committee at the site to advise on the naming or renaming of an area within that building. The committee shall compile a list of name recommendations and establish the criteria for selecting the names in accordance with Board Policy 10-4. The committee shall consider the following categories from which to obtain potential names:

   a. Arts and Science
   b. Business/Industry
   c. Education
   d. Government
   e. Humanitarian
   f. Inventions
   g. Labor
   h. Military Services
   i. Philanthropy
   j. Service to the School District

C. The committee will make its recommendation to the Principal, and will provide a list of other names that were proposed by committee members. The Principal will submit his or her recommendation to the Board of Education through the Superintendent.

D. The Superintendent shall maintain a list of previously suggested names.