

STRATFORD PUBLIC SCHOOLS

NAMING/RENAMING OF SCHOOL FACILITIES POLICY

It is the responsibility of the Stratford Board of Education to name school buildings, components of buildings, and school grounds. The decision will be based upon its assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Stratford. Such recognition requires substantial support and comprehensive review.

In the naming of a previously unnamed building, the Board shall establish a sub-committee as described below to receive community input and to make a recommendation. The names of buildings that are not regularly used by students shall be generic (i.e. Maintenance Building) and shall be the sole responsibility of the Board of Education.

Individuals to be considered shall have served in the continuous employ of the Stratford Board of Education for an extended period, usually in excess of ten (10) years, with the name being submitted after separation from compensated service for a minimum period of one (1) year; or be a non-employee of the Stratford Board of Education who has made an exceptional contribution to the children of Stratford for an extended period. Particular attention shall be given to local candidates.

The majority of the Board of Education will determine when a component of a building is of sufficient nature to be assigned a name (i.e. auditorium, multipurpose room, etc.) A proposal to name a component of a building shall meet additional criteria: the component shall be representative of a curricular discipline and the individual shall be recognized as appropriate to that component.

The Board will accept names in nomination for such honor from any citizen or group of citizens in Stratford. Nominations shall be accompanied by a written statement detailing the rationale for the nomination, and any other documentation in support of the nomination. The sub committee shall consist of the following minimum representation:

- The Chair of the Board of Education (ex officio)
- The Superintendent of Schools (ex officio)
- (1) member of the Plant/Planning Committee
- (1) administrator
- (1) teacher
- (1) parent of a student enrolled in the Stratford Public Schools
- (2) residents of the community not represented above

NAMING/RENAMING OF SCHOOL FACILITIES POLICY (continued)

The Board of Education shall make public notice of the formation of the subcommittee and its charge for the purpose of encouraging representative communication. The initiator of the request shall bring before the subcommittee the following documentation/exhibits.

For an individual:

- evidence of outstanding achievement
- resume of public service
- ten (10) letters of recommendation

For a name other than that of an individual:

- a written presentation of the special significance of the name

The sub-committee shall validate the documentation and meet with any and all individuals or groups it deems appropriate. It shall present its recommendation to the Board of Education in accordance with Board of Education bylaws and policies. For approval, an unanimous vote of the Board of Education is required.

It will be the policy of the Board not to rename facilities already named. Should substantial evidence be provided that would indicate that such recognition is no longer appropriate, a subcommittee of similar structure as outlined above would be established for review. Action to remove this recognition would require a minimum of seven affirmative votes of the membership of the Board of Education.

