

## **NEW CONSTRUCTION**

### **Naming of New Canaan Public School Facilities**

#### **Introduction**

The Board of Education is responsible for the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes.

#### **I. Purpose**

This policy establishes a process and criteria for the consideration of requests to the NCPS Board of Education for the naming/renaming of district facilities, including, but not limited to, the buildings, lands, apparatus or other property of the Board of Education, or parts thereof, including rooms or small clusters of rooms, wings, other parts of the buildings, grounds and athletic facilities. The Superintendent will maintain a record of all requests and naming actions undertaken by the Board.

#### **II. Responsibilities of the NCPS Board of Education**

It shall be the responsibility of the NCPS Board of Education to select names for all facilities and to authorize naming of school facilities and grounds to honor individuals or groups. The Board will solicit input from the community prior to naming facilities; however, final decisions on the naming of grounds, facilities and areas within facilities lies entirely with the NCPS Board of Education.

#### **III. General Criteria**

Facility naming shall be considered in cases when it has been recommended to honor a person or organization providing exemplary services or contributions to the New Canaan Public Schools.

#### **IV. Specific Criteria**

Recommendations must meet the following specific criteria:

The individual(s) or group(s) recommended must have:

1. Significantly enhanced the experience of New Canaan Public Schools students in one or more area(s), such as Academics, the Arts and/or Athletics.
2. Made outstanding contributions to the heritage of the New Canaan Public Schools.

3. Made contributions which will remain memorable long beyond the lifetime of those who propose the name.
4. Significant community support.

Historical perspective should be exercised before proposing name(s). Nominations whose claims are parochial, of recent date and untested by the passage of time, or based on personal enthusiasm should be avoided.

## **V. Naming of Facilities**

Requests to attach a name to any aspect of the NCPS facility shall be made in writing to the Superintendent of Schools. Requests must include the following:

1. Rationale for the request with documentation supporting IV above.
2. Specific aspect of the facility to be named  

Requests should be consistent with an individual's contribution to NCPS. For example, if the outstanding individual had been an exemplary science teacher, an appropriate request may relate to the Board's science facilities.
3. The name of the requesting individual or entity (for purpose of obtaining any additional information or documentation that may be required).
4. All information related to compensation, donation(s), or other financial benefits that may be related to the request for naming.

Upon receipt of a completed request, the Superintendent will contact an existing family member or an appropriate contact to discuss the request.

The Superintendent may consult, in his or her sole discretion, with appropriate members of the faculty and community to ascertain the level of support for the naming request.

If he/she determines the request is qualified, the Superintendent of Schools will make the determination whether to bring the request to an existing BOE committee for consideration, or to recommend that the request be considered by the Board as a committee of the whole at a regular meeting. If brought to a BOE committee, it is within the sole discretion of the BOE committee to determine if the request should be recommended to the Board of Education for consideration.

## **VI. Board of Education Consideration**

In cases where a BOE committee makes such recommendation, or if brought directly to the BOE as a committee of the whole, the Board will consider the recommendation during no

less than two public meetings in order to provide sufficient notice to the community of their consideration.

If the Board acts favorably upon the recommendation, the facility naming will be enacted by the Superintendent with a naming ceremony, including placement of a plaque identifying the individual's or group's unique contribution to NCPS if the Superintendent deems it appropriate.

The Board of Education shall retain its authority to name or rename a facility of the school district notwithstanding any action or lack thereof of the BOE committee.

## **VII. Renaming of Facilities**

In most instances, naming approved by the Board of Education will remain in existence during the useful life of the facility. The Board has no obligation to continue a name in cases where there has been demolition or movement of a named facility. New naming requests would be open in such cases.

In the sole discretion of the Board, it may consider a request to rename a facility. There may also be instances when requests are made to name individual units within named facilities. For example, the media center may be named for an individual who met criteria outlined in IV above, but an appropriate request may be made to name a smaller unit within the center. If criteria outlined in IV above are met, the Superintendent would follow all steps outlined in V above before bringing such a request to the appropriate committee, or to the Board as a whole, for consideration.

In cases of renaming or naming of units within already-named facilities, if approved by the Board of Education, the Superintendent will enact the naming with a ceremony, including placement of a plaque identifying the individual's or group's unique contribution to NCPS if he/she deems it appropriate.

References: Policy on Naming of Facilities and other Assets of the University of Tennessee rev. 2/27/2009

Policy for Naming Facilities University of Nebraska — Lincoln 10/1/1990

Policy for Naming, Dedication, Sponsorship of City Facilities and Acceptance of Donations, City of Vacaville, CA  
1/27/2009

Naming Public School Facilities, Northampton, Massachusetts Public Schools

Naming of School Facilities and Dedicating Areas of School Facilities or Grounds, Fairfax County Public Schools

Policy adopted: 11/4/19

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REQUEST TO NAME/RENAME

\*\*\*PLEASE PRINT\*\*\*

Name of person/group making request: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*Last* *First*

Contact Number(s): Business \_\_\_\_\_ Cell \_\_\_\_\_

Name Request: \_\_\_\_\_

Significant contributions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(use additional sheet if more space is required)*

Rationale for request (based on criteria in section IV of Policy #7551 (Naming of New Canaan Public Schools Facilities): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(use additional sheet is more space required)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Superintendent's Office: \_\_\_\_\_

Board Action:  Approved  Not Approved Date: \_\_\_\_\_