



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

3515.10 - Naming an Area Within or on School Property

Approved on November 3, 2025

Revised October 20, 2025

The Board of Education shall be responsible for the naming or renaming of areas within or on school district property, including schools. When a former student or employee, or a member of the public community has achieved international, national, state or local prominence, or 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.

In order to name or rename a school or area within a school, the President of the Board shall appoint an ad hoc committee consisting of board members, community members, and relevant district personnel. That committee shall be responsible for: a) gathering information regarding the reason for proposed naming or renaming including information about the history of the current name, as well as the history of the proposed name, especially in cases where a suggested name is to honor or recognize an individual, b) holding no fewer than one publicly noticed meeting at which public input regarding any proposed name change shall be sought, and c) making a report to the full Board, including a summary of the committee's work as well as the public input and any recommendation the committee wishes to make.

The Board may then move to name or rename a school, or area within the school district, based on the recommendation of the ad hoc committee and pursuant to applicable City of New Britain ordinances.

For Smaller Items on School Grounds or in Buildings:

For items such as benches, tables, trees, etc. that a member of the community or staff wish to have installed in honor or memory of and individual in the community, the same standards of prominence or contribution shall apply. For these smaller items, the following approval process shall apply:

- The individual wishing to establish the honor/memorial (“Donor”) shall meet with the relevant school principal and the Chief Operating Officer to determine if the proposed item and location are aligned to the educational goals and environment of the school. The Chief Operating Officer shall determine (in consultation with other officials as needed) that the proposed item will not constitute a violation of standards of life safety.
- The Donor will be responsible for donating the item free of charge and the item will subsequently become District property as per Board policy. Depending on the type of donation, the Donor may also be responsible for costs related to installation if such work is beyond the scope that is practicable for District employees.
- The Donor will propose the honor/memorial to the Superintendent in writing after the above

assurances have been received from the school principal and Chief Operating Officer.

- The Superintendent will review the proposal, confer with the donor and request revisions as may be necessary, and then submit the proposed honor/memorial to the Board for approval.
- A simple majority vote of the Board shall be required for approval.

For all implementations of this policy: It is the policy of the Board that District naming facilities and items within facilities and grounds are a forum of government speech, thereby maintaining the distinction between government speech and private speech by students and community members. The Board of Education will not approve a name for any facilities or install any named items that it considers to be inappropriate, offensive, or discriminatory.