

ADOPTED: 8/25/21 REVISED: 12/12/22

**NAMING/RENAMING OF SCHOOL BUILDINGS, COMPONENTS OF BUILDINGS,
AND/OR SCHOOL GROUNDS**

It is the responsibility of the Board of Education to name school buildings, components of buildings and school grounds. It shall be the prerogative of the Board of Education to establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school. When the need has been determined, 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 the community. Such recognition requires substantial support and comprehensive review.

In the naming of a previously unnamed building, the Board shall establish a subcommittee 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 Board of Education for an extended period, usually in excess of ten years, with the name being submitted after separation from compensated service for a minimum period of five (5) years; or be a non-employee of the Board of Education who has made an exceptional contribution to the children of the Berlin Public Schools for an extended period. Particular attention shall be given to local candidates.

The Board of Education will determine when a component of a building is of sufficient nature to be assigned a name. 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 process shall be initiated by action of the Board of Education or by presentation to the Board of a petition representing the signatures of 100 registered voters of the Town. Once initiated, the president of the Board of Education shall select a subcommittee for the purpose of reviewing the proposal. The subcommittee 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 Finance & Operations Committee
- (1) Administrator
- (1) Teacher
- (1) Parent of a student enrolled in the Berlin Public Schools
- (2) Residents of the community not represented above