

# Regulation 7012

## New Construction

### Naming of New and Existing Schools, Facilities and Fields

The decision to name a component/facility of a school building after an individual will be based upon the Board's assessment of the exceptional service the individual provided. Such recognition requires substantial support and comprehensive review. In addition, the component shall typically be representative of a curricular discipline and the individual shall be recognized as appropriate to that component/facility. The naming of a component/facility after an individual shall be one who:

1. has attained prominence locally; and
2. is an important name in education, science, art, music, government, political science, military achievement, or sports; and
3. is a Waterford Public Schools' former employee or Board of Education Member who served in excess of ten years, and who has made major contributions to the district above and beyond his/her professional obligations and has been separated from compensated service for a minimum of two years.

The process for naming a component/facility of a school building shall be initiated by a presentation to the Board of a petition representing the signatures of at least one hundred (100) registered voters of the Town of Waterford. Once initiated, the Chairperson of the Board of Education shall select a subcommittee for the purpose of reviewing the proposal. The subcommittee shall consist of the following individuals:

- The Chair of the Board of Education (ex-officio)
- The Superintendent of Schools (ex-officio)
- Two (2) members of the Board of Education
- One (1) administrator
- One (1) teacher
- One (1) parent of a student enrolled in the Waterford Public Schools
- Two (2) residents of the community not represented above
- Such other individuals as may be designated by the Chairperson as having special expertise in the curricular or other special area pertinent to the component/facility

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 related to the nominee:

- Evidence of the individual's outstanding achievement
- Resume of the individual's public service
- A Minimum of ten (10) letters of recommendation for naming a component/facility after the individual

The subcommittee shall validate the documentation and meet with any and all individuals or groups it deems appropriate. The Superintendent will conduct a background check through the Waterford Police Department and report the findings to the subcommittee. The subcommittee will present its recommendation to the Board of Education in accordance with Board of Education bylaws and policies.

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#### **Naming of New and Existing Schools, Facilities and Fields (continued)**

Once an individual has been recognized in this manner, renaming of the facility shall not be permitted except as described herein. However, a component/facility may be renamed should substantial evidence be provided that would indicate that such recognition is no longer appropriate. In such event, a subcommittee of similar structure as outlined above would be established by the Board Chairperson for review. Action to remove this recognition would require a two-thirds vote by the entire Board of Education.

Regulation issued: September 26, 2013  
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**WATERFORD PUBLIC SCHOOLS**  
Waterford, Connecticut