



Naming Facilities and Fixtures at Schools

Scope of Policy

CTECS considers naming of school facilities and fixtures to be a significant endeavor because the name can reflect upon the students, staff, school system and community. Schools are named by the Connecticut General Assembly. Therefore, the following types of infrastructure shall not be subject to this naming policy as they are considered essential elements of the school which has already been named: athletic facilities, media centers, auditoriums, specific educational buildings, wings, hallways and shop-related enterprises.

This policy applies to the naming of small fixtures and areas such as: gardens, benches, scoreboards, flagpoles, trees, walkway pavers, nature walks, pathways, access roads, driveways and distinct sections or areas of a shop.

School facilities and fixtures that have been named prior to the adoption of this policy will not be reviewed or changed solely as a result of the adoption of this policy.

Procedures for Naming a Fixture

1. Requests from the Public

Any Connecticut resident may propose a name for a school fixture by submitting a written proposal to the Executive Director, outlining the reasons for the proposed name and their affiliation with the school community. Applicants shall use the naming criteria in this policy when submitting their request.

The Executive Director shall review the request and determine whether the application satisfies the requirements of this policy.

The Executive Director, in conjunction with the CTECS Board Chair, shall appoint and convene a Fixture Naming Committee. The school principal or designee shall be a member of the committee. The committee will review the application, hold at least one public hearing and determine whether or not to move forward with the request.

If the committee determines that the request should not forward, the Executive Director will communicate with the appropriate group or individual applicant describing the committee's rationale for not continuing the process.

If the committee determines that the request may move forward, CTECS' Executive Director may:

- a. Approve the recommendation
- b. Reject the recommendation

- c. Table the recommendation in order to obtain additional information

The Executive Director's decision is final and not subject to appeal.

2. Educational Grants or Gifts from Charitable Organizations

The Executive Director may agree to name a fixture in recognition of CTECS' receipt of an educational grant or gift from a charitable organization.

The naming of such fixture shall comply with the naming criteria established in this policy and any applicable law or regulation.

When a fixture is named in recognition of an educational grant or gift in excess of two hundred and fifty thousand dollars of value and approved by the Executive Director, the Executive Director shall promptly notify the Board at the next regular public meeting of the Board.

Naming criteria

1. Fixtures shall not be named after:

- a. Current employees
- b. A commercial entity or business

2. Fixture names may be chosen from the following (consistent with Section 1 above):

- a. Individuals or family names
- b. Names of charitable foundations or nonprofit organizations, including foundations or organizations established by a commercial entity or business
- c. Geographical or historical relationships
 - Names of places in the neighboring community or Connecticut
 - Emphasis should be placed on selecting names of landmarks or places that have historic or geographic significance to the school community's history and the site;
- d. Aspirations of the educational outcomes for CTECS' students
- e. Reflect the instructional focus of the school
- f. Consider the whole community that they serve

3. Costs associated with naming a fixture

- a. Anticipated costs associated with naming and maintaining a fixture (including dedication ceremony, if any) shall be considered
- b. Requests to name a fixture shall identify the source of funding

Alternatives to Naming Fixtures

CTECS recognizes that many staff members and volunteers make a variety of extraordinary contributions. Therefore, in lieu of naming fixtures, the following may also be recommended by the Naming Committee and/or Executive Director:

- a. Establishing a scholarship for students
- b. Establishing a special purpose fund with a foundation or booster club or other organization to benefit a program
- c. Ceremony or special event
- d. Temporary installments, signs in recognition of donation or contribution

Review of Policy

This policy shall be periodically reviewed and revised by the Executive Director in consultation with the Technical Education and Career System Board.

Policy Adopted: February 15, 2023

Policy Revised: November 15, 2023