

PUBLIC DEDICATION HONORARY NAMING OF NEW AND EXISTING SCHOOL FACILITIES

The School Board has the authority ~~and responsibility~~ to name or rename any new or existing schools, school ~~administration division~~ buildings or facilities, rooms, fields, grounds, or any portions or areas thereof (collectively, "~~School-school Facilities~~"), used by or in connection with the operation of Alexandria City Public Schools. This policy governs the naming/renaming of school facilities to honor individuals, places, or historical events for their contribution to or impact on the community. There is no compensation or consideration exchanged for honorary naming. At its discretion, the School Board may hold a public dedication ceremony following ~~completion of major building projects, or in connection with the~~ honorary naming or renaming of any significant-school facilities facility.

I. Honorary Naming of Newly Constructed School Facilities

Newly constructed school facilities shall be named by the School Board, ~~based upon the recommendations of an ad hoc School Facilities Naming Committee,~~ using the procedure process described in subparagraphs (A.) through (G.) below. A school facility shall be considered "newly constructed" if (i.) it was not in existence for its intended use prior to completion of the construction or (ii.) the school facility is not a reconstruction of an existing school facility that will continue operating under the same name following completion of its reconstruction.

- A. At least ten (10) months Prior to the completion opening of any **newly constructed school**, the Superintendent shall begin the naming process outlined in section I. of this policy, "Honorary Naming of Newly Constructed School Facilities." For new facilities that are not schools, facilities, ~~the School Board shall appoint members of a School Facilities Naming Committee. The Committee shall have the responsibility~~ the School Board shall vote, at least ten (10) months prior to the opening of the facility, whether or not to direct the Superintendent to begin the naming process outlined in section I. of this policy, "Honorary Naming of Newly Constructed School Facilities." ~~to make nominations of proposed names for such new schools or school facilities.~~
- B. ~~Such N~~ew school facilities may be named for, but are not limited to, ~~after~~ Presidents of the United States, Virginia historical figures, or specific persons, ~~business, or corporations~~ that have made a significant and extraordinary contribution to the City of Alexandria in terms of education, public service, or involvement in civic or cultural activities over an extended period of time. Any individuals for whom a new school facility is to be named shall no longer be actively serving Alexandria City Public Schools. Appropriate names may also include places or events in history that are related to the school facility or its location. Names that could cause confusion with other public facilities in Alexandria or with other schools in adjoining jurisdictions and other areas of the Commonwealth should be avoided.

~~The School Facilities Naming Committee shall be chaired by the School Board Vice Chair and the Committee shall be composed of ten other Alexandria citizens to be chosen as follows: each School Board member will nominate one Alexandria citizen to serve on~~

~~the Committee. Additionally, the City Council shall be invited to name an Alexandria citizen to the School Facilities Naming Committee. If the City Council declines to participate in this process, then the additional member shall be an Alexandria citizen appointed by the School Board Chair.~~

C. The Clerk of the School Board and the Director of Communications and Public Relations shall provide staff support and assistance to during the School Facilities Naming Committee process by issuing press releases and written invitations to members of the public, to civic, business, and neighborhood groups, and to other boards, commissions, and organizations in Alexandria, inviting them to nominate persons or places deserving of being honored by the naming of the new school facility. Such nominations, to be made within a specific time period, must be delivered in writing (including email) to the Clerk of the Board, who will compile them for presentation by the Superintendent at the community meeting described in subsection E. below. will forward them to the School Facilities Naming Committee. Additionally, the School Facilities Naming Committee can entertain nominations from Committee members.

D. The School Facilities Naming Committee The Superintendent shall develop a timetable and list of tasks required for the naming of new school facilities. The timetable for naming new school facilities shall allow adequate time for completion of all the various tasks. This includes presentation of the Superintendent's recommendation to the Board far enough in advance of the school/facility opening for Board action to follow the process outlined in this policy. Final Board action must be completed in time to purchase any signage, equipment and materials that require a name. outlined by the Committee, including the issuance of the Committee's recommendations far enough in advance of the opening of any new school facility to enable the School Board to vote on the Committee's recommendations in sufficient time for the school division to order/purchase signage, equipment, and other materials that require a name.

E. The following process and guidelines will be used to determine community naming recommendations and the Superintendent's subsequent recommendation to the School Board:

1. After the attendance zone for a new school has been established and the principal has been appointed, the Superintendent (in conjunction with the principal and the School Board Members representing the voting district in which the new school is located), will schedule a community meeting to discuss recommendations for naming the school. Notice of the meeting shall be given to the media, to parents/guardians of students residing in the school attendance zone, and to the community at large, at least two weeks prior to the meeting date.

For new facilities that are not schools and for which the Board has voted to begin the naming process as outlined in section A. above, the Superintendent (in conjunction with the School Board Members representing the voting district in which the new facility is located), will schedule a community meeting to discuss recommendations for naming the facility. Notice of the meeting shall be given to the media, to parents/guardians of students residing in the attendance zone where

the new facility is located, and the community at large, at least two weeks prior to the meeting date.

2. Community meetings are open to the public. Anyone attending the meeting may suggest names for consideration. At the discretion of the School Board, suggestions may also be solicited from individual students, staff members, and community members prior to the meeting, through surveys or other means. Any such suggested names will be presented by the Superintendent at the community meeting. At the conclusion of the name suggestion presentations, time will be allotted for questions and audience discussion. However, subsequent voting for the school name will be limited to participants residing in the attendance zone where the new school facility is located.
 3. The vote will take place at a second community meeting, which will be scheduled, publicized and held within two weeks of the first meeting. Similar name suggestions will be reviewed with participants to determine if they can be consolidated into one name. Suggested names may not be consolidated after a vote takes place.
 4. Although there is no age limit to vote, each household (of a student) in the attendance zone will be allowed only one vote for the first, one vote for the second, and one vote for the third choice names.
 5. A weighted point system will be used to determine the top three choices. First choice will be awarded three points, second choice two points, and third choice one point. This system may also be used to reduce the number of suggested names to an agreed upon number before taking the final vote.
 6. After review of the community's recommendations derived from the process used at the community meetings, the Superintendent will formulate a recommendation consisting of one or more of the five most popular choices according to the vote. The Superintendent shall then transmit the recommendation to the School Board for consideration. A public hearing shall be held in between the regular Board meetings at which the Superintendent's recommendation is presented to the Board for information, and subsequently for action.
- F. At any time prior to its final approval of a name, the Board may expand the scope of community engagement beyond the process outlined in this policy, through either additional community meetings, the distribution of surveys, formation of an ad hoc committee, or any other mechanism requested via a majority vote of the Board.
- G. The name for a new school facility becomes effective upon the Board's approval.
- ~~E. After review of the community's recommendations, the School Facilities Naming Committee will formulate a recommendation consisting of at least three name choices to be forwarded to the School Board for consideration.~~
- H. The final selection of a name for a new school facility shall be solely at the discretion

of, and is the responsibility of the School Board. The Board shall have the prerogative to solicit additional nominations related to a particular recommendation, as well as to revise or adapt any recommendation.

I. The School Board reserves the right to rescind the honorary naming of any new school facility should circumstances warrant.

II. Honorary Naming or Renaming of Existing Schools or School Facilities

The following procedure shall be followed to honor a person, place or event by ~~rename~~ renaming any existing school facilityies, or ~~to by name~~ naming an existing school facilityies that does not already have a name.

The School Board may, at its discretion, entertain requests from one or more members of the School Board, residents of the City of Alexandria, staff members or community groups to name or rename any existing school ~~facilities~~facility. As outlined in Regulation FF-R, such requests must be submitted to the Clerk of the Board with a petition of 100 Alexandria residents who support the request.

Existing school facilities may be ~~so named/ or renamed in honor of~~ for, but are not limited to, any person, ~~business, or corporation~~ that has made an exceptional and extraordinary contribution to a particular school, school program, or to the school division as a whole; provided, however, that any individual person or persons for whom an existing ~~school or~~ school facility is to be named or renamed shall no longer be actively serving Alexandria City Public Schools. Existing school facilities may also be named or renamed in recognition of a place or event of historical significance related to the school facility itself. Names that could cause confusion with other public facilities in Alexandria or with other schools in adjoining jurisdictions and other areas of the Commonwealth should be avoided.

If the Board decides to pursue a request to name or rename an existing school facility, the following procedure will be used:

A. Upon receipt of the request and supporting petition, ~~t~~The School Board leadership, in consultation with the Superintendent, shall schedule the request on a Board agenda (for information) appoint an ad hoc School Facilities Naming Committee to consider, discuss, and review the merits of the request. ~~The makeup of the ad hoc committee should include significant representation from residents of the attendance zone for the facility being considered for renaming.~~

B. The ad hoc School Facilities Naming Committee shall forward its recommendation with appropriate documentation through the Superintendent to the full School Board for consideration and action.

C. B. The School Board, ~~which has final responsibility for acting upon any such recommendation,~~ shall take any action it deems appropriate in accordance with this policy; provided, however, that before voting to approve or disapprove any such recommendation, the School Board shall make a reasonable effort to apprise the community of the matters under consideration. In addition to following regular order and

holding a public hearing prior to the vote, sSuch effort shall may include, at the discretion of the ~~School~~ Board, issuance of one or more press releases to the local media, publication on the ACPS website, social media platforms and or ACPS-TV, television, email notices to subscribers of any ACPS email group or listserv which may then exist, and/or any other measures reasonably calculated to provide notice to the community.

C. Requests in accordance with the foregoing procedure may be submitted at any time; provided, however, that following the rejection of a request for naming or renaming an existing school facility by the School Board, the same or substantially the same recommendation may not be considered again until 12 months after such rejection. All requests shall include: (1) the name(s) of the individual and/or group(s) making the suggested name change; (2) biographical/historical data concerning the name; (3) the rationale for the request; and (4) a petition of 100 Alexandria City residents in support of the request. The Superintendent will prepare Regulation FF-R contains the forms that can to be used for the purpose of petitioning for a naming or renaming of existing facilities and for gathering the required signatures such requests.

F.D. The effective date of any naming or renaming of an existing school facility (i.e., immediately upon approval, or beginning the following school year), will be determined by majority vote at the time of Board approval.

C.E. The final decision to name or rename an existing school facility is solely at the discretion of, and is the responsibility of the School Board. The ~~School~~ Board ~~ad hoc committee~~ shall have the prerogative to solicit additional nominations related to a particular request, as well as to revise or adapt any request.

F. Formal School Board approval must precede any arrangements for dedications, monuments, plaques, or the like to reflect or recognize the existing or approved name of any ~~School~~ school Facility facility.

G. The School Board reserves the right to rescind the honorary naming/renaming of any existing school facility should circumstances warrant.

Adopted: October 24, 1996
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Amended:

Legal Ref.: Code of Virginia, § 22.1-78.

Cross Ref.: FF-R _____ Request for Name Honorary Naming/Renaming Change of an Existing School Facilities Facility Area or Building