

*BLUE TEXT REFLECTS REVISION PRESENTED AT THE 6/21/18 BOARD MEETING.

*ORANGE TEXT REFLECTS BOARD MEMBER FEEDBACK FROM THE 6/21/18 BOARD MEETING.

REGULATIONS FOR NON-SPONSORED NAMING AND RENAMING OF SCHOOLS AND SCHOOL DIVISION FACILITIES

The School Board has the authority to name or rename any school, or any building, facility, room, field, grounds, or any portions or areas thereof (collectively, “school division facilities”), used by or in connection with the operation of Alexandria City Public Schools. Policy FF governs the naming and renaming of schools and school division facilities to honor individuals or to recognize places or historical events for their contribution to the community or their impact on it. There is no payment or consideration exchanged for non-sponsored naming of schools or school division facilities.

I. NON-SPONSORED NAMING OF NEWLY CONSTRUCTED SCHOOLS

The School Board shall name newly constructed schools by using the process described in subparagraphs (A.) through (D.) below. A school 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 is not a reconstruction of an existing school that will continue operating under the same name following completion of its reconstruction.

- A. Newly constructed schools may be named for, but are not limited to, Presidents of the United States, Virginia historical figures, or specific individuals 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 is to be named shall no longer be an active employee of 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.

- B. The Clerk of the School Board and the Director of Communications shall provide staff support and assistance during the naming process by issuing press releases and written invitations to students, staff, alumni, members of the public, civic, business, and neighborhood groups, and to other boards, commissions, and organizations in Alexandria, inviting them to nominate persons, places or events deserving of being honored by the naming of the new school. Such nominations, to be made within a specific time period, must be delivered in writing (including surveys, online forms, email, etc.) to the Clerk of the Board, who will compile them for tabulation and consideration.
- C. The Superintendent shall develop a timetable and list of tasks required for the naming of new schools. The timetable shall allow adequate time for completion of all tasks. This includes robust community engagement, and presentation of the Superintendent’s

subsequent report and recommendations to the Board far enough in advance of the new school opening for Board action to follow regular order and the process outlined in this policy. Final Board action must be completed in time to purchase any signage, equipment and materials requiring a name.

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

1. Upon the funding for a new school, the Superintendent will begin the community engagement process to solicit nominations for naming the school, including, but not limited to, media, community meetings, written surveys and requests for nominations as described in § I.B. above, use of ACPS social media platforms, online surveys, polls and nomination forms, email, opportunities for student and staff nominations and participation, and other means.
2. Community meetings, committee meetings, School Board Meetings and Work Sessions are open to the public. Anyone attending such meetings in which nominations are being accepted or which provide for public comment periods may suggest names for consideration. Any suggested names will be tabulated and considered for recommendation, and included in the Superintendent's report on the engagement process to the School Board.
3. Community voting through a variety of means (i.e., in-person, online and/or written) may take place at multiple points throughout the engagement process. Similar nominations will be reviewed to determine if they can be consolidated. At the discretion of ACPS, weighted nominations and/or voting may be advised to give priority to nearby community members and residents of the City of Alexandria.
4. After review of the community's nominations, the Superintendent will formulate recommendations to the School Board for consideration. The Superintendent's report to the Board shall include a listing of the most popular choices resulting from the community outreach effort, but the Superintendent has the authority to distill and prepare options from among the various data sets of nominations.

A public hearing shall be held in between the regular Board Meetings at which the Superintendent's recommendations are first presented to the Board for information, and then subsequently for action.

II. NON-SPONSORED NAMING OF NEWLY CONSTRUCTED SCHOOL DIVISION FACILITIES

The School Board may, at its discretion, name newly constructed school division facilities that are not schools. Upon the funding of any newly constructed school division facility, the School Board may vote on whether or not to have the Superintendent follow the naming process as outlined in Section I above.

A school division 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 division facility is not a reconstruction of an existing school division facility that will continue operating under the same name following completion of its reconstruction.

- A. In accordance with the guidelines in Section I. A. above, newly constructed school division facilities may be named for, but are not limited to, Presidents of the United States, Virginia historical figures, or specific persons 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 division facility is to be named shall no longer be an active employee of 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 in adjoining jurisdictions and other areas of the Commonwealth should be avoided.

III. NON-SPONSORED RENAMING OF EXISTING SCHOOLS

The School Board may, at its discretion, consider requests to rename an existing school. The following procedure shall be followed when renaming an existing school to honor individuals or to recognize places or historical events for their contribution to the community or their impact on it.

As outlined in Appendix A, such requests must be submitted to the Clerk of the Board with an accompanying petition of 100 Alexandria residents who support the request. In addition, the following procedures shall be followed:

- A. Existing schools may be renamed for, but are not limited to, individuals who have made an exceptional and extraordinary contribution to a particular school, school program, or to the school division as a whole; provided, however, that any individuals for whom an existing school is to be renamed shall no longer be an active employee of Alexandria City Public Schools. Existing schools may also be 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 in adjoining jurisdictions and other areas of the Commonwealth should be avoided.

- B. If, after receipt of the request and supporting petition, the Board decides votes to pursue a request to rename an existing school, the Superintendent will follow the naming process as outlined in Section I above.
- C. Such requests may be submitted at any time, provided however, that following the rejection of a request for renaming an existing school 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

request; (2) biographical/historical data concerning the proposed name; (3) the rationale for the request; and (4) a petition of 100 Alexandria City residents in support of the request. Appendix A contains the forms to be used for such requests.

IV. NON-SPONSORED NAMING OR RENAMING OF EXISTING SCHOOL DIVISION FACILITIES

The School Board may, at its discretion, consider requests from a Board Member, residents of the City of Alexandria, staff members, or community groups to honor individuals or recognize places or historical events for their contribution to the community or their impact on it, by naming or renaming an existing school division facility that is not a school.

As outlined in Appendix A, such requests must be submitted to the Clerk of the Board with an accompanying petition of 100 Alexandria residents who support the request. In addition, the following procedures shall be followed:

- A. Existing school division facilities may be named or renamed for, but are not limited to, individuals that has have made an exceptional and extraordinary contribution to a particular school, school program, or to the school division as a whole; provided, however, that any individuals for whom an existing school division facility is to be named or renamed, shall no longer be an active employee of the Alexandria City Public Schools. Existing school division 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 in adjoining jurisdictions and other areas of the Commonwealth should be avoided.

- B. If the Board decides to pursue a request to name or rename an existing school division facility:
1. After receipt of the request and supporting petition, the School Board leadership, in consultation with the Superintendent, shall schedule the request on a Board agenda (for information) to consider and review the merits of the request.
 2. The School Board 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, such effort may include, at the discretion of the Board, issuance of one or more press releases to the local media, publication on the ACPS website, social media platforms and ACPS-TV, 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 [division](#) 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 [request](#); (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. [Appendix A](#) contains the forms to be used for such requests.

V. GUIDELINES APPLICABLE TO NAMING AND RENAMING OF ALL SCHOOLS AND SCHOOL DIVISION FACILITIES

- A. 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, [additional](#) distribution of surveys [or use of online platforms](#), formation of an ad hoc committee, or any other mechanism requested via a majority vote of the Board.
- B. The effective date of any naming or renaming of ~~an existing a~~ school [or school division](#) facility (i.e., immediately upon approval, or beginning the following school year), will be determined by majority vote [of the Board](#) at the time of approval.
- C. The final decision to name or rename [a school or school division](#) facility is solely at the discretion of, and is the responsibility of the School Board. The Board shall have the prerogative to solicit additional [names](#) related to a [particular request, community nomination or Superintendent's recommendation](#), as well as to revise or adapt any [nominated, recommended or requested name](#).
- D. Formal School Board approval must precede any arrangements for dedications, monuments, plaques, [ceremonies](#) or the like to recognize the approved [naming or renaming](#) of [any](#) school [or school division](#) facility.
- E. The School Board reserves the right to rescind the naming [or](#) renaming of any [school or school division](#) facility.

Adopted: October 24, 1996
Amended: December 13, 1998
Amended: April 20, 2006
Amended: December 20, 2012
Amended: June 18, 2015
Amended: October 1, 2015
Amended:

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

Cross Ref.: [FF](#) [Non-Sponsored Naming and Renaming of Schools and School Division Facilities](#)



**REQUEST FOR ~~NAME HONORARY NON-SPONSORED NAMING OR RENAMING CHANGE OF AN EXISTING SCHOOL FACILITIES~~
~~DIVISION FACILITY AREA OR BUILDING~~**

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 Division Facilities”), used by or in connection with the operation of the Alexandria City Public Schools, as defined in Policy FF. Once this form and petition are completed, mail to Alexandria City School Board, c/o Board Clerk, 1340 Braddock Place, Alexandria, VA 22314, or email to boardclerk@acps.k12.va.us. You will be contacted as to the status of the application by the ~~clerk’s~~ Clerk’s office.

Your Name: _____

Current ~~Building or School Division Facilityies Area~~: _____

Proposed Name Change: _____

Rationale for ~~the~~ Request: (Attach additional pages if necessary.) _____

Please attach petition pages with the signatures and contact information for at least 100 Alexandria City residents.



REQUEST FOR ~~NAME HONORARY~~ NON-SPONSORED NAMING OR RENAMING CHANGE OF AN EXISTING SCHOOL FACILITIES-DIVISION FACILITY AREA OR BUILDING

I certify that I am a resident of Alexandria City. By signing this petition, I am asking the School Board to ~~convene an ad hoc committee to discuss the~~ consider naming or renaming of the _____ to _____ pursuant to School Board Policy FF: Public Dedication Honorary Non-Sponsored Naming and Renaming of New and Existing School Division Facilities.

	Printed Name	Street Address	Zip	Phone Number	Signature	Date
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Please attach petition pages with the signatures and contact information for at least 100 Alexandria City residents.