

\*BLUE TEXT REFLECTS REVISION PRESENTED AT THE 5/31/18 WORK SESSION.

\*ORANGE TEXT REFLECTS FEEDBACK FROM THE 5/31/18 WORK SESSION.

**PUBLIC DEDICATION HONORARY REGULATIONS FOR NON-SPONSORED NAMING AND RENAMING OF NEW AND EXISTING SCHOOLS AND SCHOOL DIVISION 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 Facilitiesfacilities”), 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 facilitiesfacility.~~

The School Board has the authority to name or rename any ~~new or existing~~ school, ~~or any~~ building, ~~or~~ 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. HONORARY NON-SPONSORED NAMING OF NEWLY CONSTRUCTED SCHOOLS FACILITIES**

~~Newly constructed schools facilities shall be named by the School Board, based upon the recommendations of an ad hoc School Facilities Naming Committee.~~  
The School Board shall name newly constructed schools by using the ~~procedure process~~ described in subparagraphs (A.) through (GD.) 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.

~~At least ten (10) months prior to the 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, 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.”~~

- A. ~~Such new~~ Newly constructed schools ~~facilities~~ may be named for, but are not limited to, ~~after~~ Presidents of the United States, Virginia historical figures, or specific individuals ~~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 is to be named shall no longer be actively serving 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.

~~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.~~

B. 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 naming process by issuing press releases and written invitations to students, staff, alumni, 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 or events 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 surveys, online forms, email, etc.) to the Clerk of the Board, who will compile them for tabulation and consideration.

~~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.~~

H.C. ~~The School Facilities Naming Committee~~ The Superintendent shall develop a timetable and list of tasks required for the naming of new schools facilities. The timetable ~~for naming new school facilities~~ shall allow adequate time for completion of all the various 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 facility 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 that require requiring 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.~~

D. The following naming process and guidelines will be used to determine community naming recommendations 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.

Notice of any community meetings shall be given to the media and to the community at large at least two weeks prior to the meeting date.

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, committee meetings, School Board Meetings and Work Sessions are open to the public. Anyone attending the such meetings in which nominations are being accepted or which provide for public comment periods 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 tabulated and considered for recommendation, and included in the presented by the Superintendent's report on the engagement process to the School Board, 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.

- 2.3. The Community voting through a variety of means (i.e., in-person, online and/or written) vote will take place at may take place at multiple points throughout the engagement process, 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. 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.

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.

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.

3.4. 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.

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

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.

## **III-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.

#### **IV-III. NON-SPONSORED RENAMING OF EXISTING SCHOOLS**

The School Board may, at its discretion, ~~entertain~~ **consider** requests ~~from one or more a Board Member, members of the School Board residents of the City of Alexandria, staff members or community groups~~ to rename an existing school. The following procedure shall be followed when renaming an existing school to honor a person individuals or to recognize places or historical events for their contribution to the community or their impact on it.

- A. Existing schools may be ~~so or~~ renamed in honor of for, but are not limited to, any person, business, or corporation individuals that has 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 ~~person or persons~~ for whom an existing ~~school or school facility~~ is to be renamed shall no longer be actively serving an active employee of Alexandria City Public Schools. Existing schools ~~facilities~~ 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 with other schools in adjoining jurisdictions and other areas of the Commonwealth should be avoided.

- B. If the Board decides to pursue a request to rename an existing school, the following procedures will be: the Superintendent will follow the naming process as outlined in Section I above.

#### **IV. HONORARY-NON-SPONSORED NAMING OR RENAMING OF EXISTING SCHOOLS AND SCHOOL DIVISION FACILITIES**

The School Board may, at its discretion, ~~entertain~~ **consider** requests from ~~one or more members of the School a Board Member, residents of the City of Alexandria, staff members, or community groups~~ to honor a person individuals or recognize places or historical events for their contribution to the community or their impact on it, by rename naming or renaming any existing school division facility that is not a school. ~~or to by name naming an existing school facilities that does not already have a name.~~

As outlined in Regulation FF-R-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 ~~so or~~ named or renamed in honor of for, but



are not limited to, ~~any person -business, or corporation-~~ 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 individual ~~s person or persons~~ for whom an existing ~~school or-~~ school division facility is to be named or renamed, shall no longer be ~~actively serving 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 with other schools 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: ~~the following procedure will be used~~:

1. ~~Upon~~ After 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.~~

~~A. 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.~~

2. 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, ~~s~~Such 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 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 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 Appendix A contains~~

~~the forms that can~~ be used for ~~the purpose of petitioning for a naming or renaming of existing facilities and for gathering the required signatures~~ 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, the 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 Board 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 School Board ad hoc committee shall have the prerogative to solicit additional nominations names related to a particular request, community nomination or Superintendent's recommendation, as well as to revise or adapt any request nominated, recommended or requested name.~~
- D. Formal School Board approval must precede any arrangements for dedications, monuments, plaques, ceremonies or the like to ~~reflect or~~ recognize the ~~existing or~~ approved ~~name~~ naming or renaming of any school or school division facility.
- E. The School Board reserves the right to rescind the honorary naming or renaming of any existing school or school division facility. ~~should circumstances warrant~~

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 Facilities Area: \_\_\_\_\_

Proposed Name Change: \_\_\_\_\_

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

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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 FACILITES~~  
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.