

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

3 Alexandria City Public Schools (ACPS) chooses to name or rename schools in accordance with  
4 our core values and belief that all students and staff should feel a sense of inclusion and belonging.  
5

6 The Alexandria City School Board has the sole authority to name or rename any school, building,  
7 facility, room, field, grounds, or any portions or areas thereof (collectively, “school division  
8 facilities” or “facilities”), used by or in connection with the operation of ACPS). Policy FFA  
9 governs the naming and renaming of schools and school division facilities. There is no payment  
10 or consideration exchanged for non-sponsored naming of schools or school division facilities.  
11

12 The School Board names newly constructed schools and other school-division facilities by using  
13 the Facilities Naming Process described below.  
14

15 **Naming Conventions**

16  
17 ACPS chooses to name or rename schools in accordance with our core values and belief that all  
18 students and staff should feel a sense of inclusion and belonging.  
19

20 Any individuals for whom a new school division facility is to be named may no longer be an active  
21 employee of ACPS. Names that could cause confusion with other public facilities in Alexandria  
22 or with other adjoining jurisdictions and other areas of the Commonwealth should be avoided.  
23

24 **Decision to Name or Rename a School Division Facility**

25  
26 **Newly Constructed Facilities**

27 A facility is considered “newly constructed” if

- 28 • the facility was not in existence for its intended use prior to completion of the  
29 construction, or
- 30 • the facility is not a reconstruction of an existing facility that will continue operating  
31 under the same name following completion of its reconstruction.  
32

33 All newly constructed facilities follow the Facilities Naming Process.  
34

35 **Existing Facilities**

36 All other school division facilities are considered “existing”. Existing facilities may be  
37 considered for renaming if

- 38 • the Board or Superintendent feel it is in the best interest of ACPS to rename the  
39 facility, or
- 40 • the Clerk of the Board receives a request to rename a facility with an accompanying  
41 petition of 100 Alexandria residents who support the request.  
42

43 Proposals to begin the renaming process for existing facilities are presented to the Board  
44 for deliberation. If the Board feels that pursuing renaming is in the best interest of ACPS  
45 they authorize the Superintendent to begin the Facilities Naming Process with the proposed  
46 name being considered as part of the process. The Board’s authorization to begin the  
47 process does not commit the Board to

- renaming the facility or
- using the proposed name.

Such requests may be submitted at any time, provided however, that following the rejection of a request for renaming an existing facility by the Board, the same or substantially the same recommendation may not be considered again until 12 months after such rejection.

All requests must 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.

### **Responsibilities**

The Superintendent develops a timetable and list of tasks required for the naming or renaming of facilities. The timetable allows adequate time for completion of all tasks. This includes robust community engagement, 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 budget for and purchase any signage, equipment and materials requiring a name.

The Clerk of the Board and the Chief of School and Community Relations, or their designees, 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 names for the new 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.

### **Facilities Naming Process**

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. At a reasonable time in advance of the anticipated opening of new facility, or Board authorization to pursue the renaming of an existing facility, the Superintendent will begin the community engagement process to solicit nominations for naming the facility, including, but not limited to, media, community meetings, written surveys and requests for nominations as described 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. For the renaming of an existing facility, the name proposed in the authorization to pursue renaming will be considered.
2. Community meetings, committee meetings, Board Meetings, and Work Sessions are open to the public. Anyone attending such meetings where nominations are being accepted, or that provide for public comment periods, may suggest names for consideration. Any suggested names that comply with the naming conventions will be tabulated, considered

96 for recommendation, and included in the Superintendent’s report on the engagement  
97 process to the Board. Suggested names that do not comply with the naming conventions  
98 will not be considered.  
99

- 100 3. Community polling through a variety of means (i.e., in-person, online and/or written) may  
101 take place at multiple points throughout the engagement process. Similar nominations will  
102 be reviewed to determine if they can be consolidated. At the discretion of ACPS, weighted  
103 nominations and/or polling may be advised to give priority to nearby community members  
104 and residents of the City of Alexandria.  
105
- 106 4. After review of the community’s nominations, the Superintendent will formulate  
107 recommendations to the Board for consideration. The Superintendent’s report to the Board  
108 includes a listing of the most popular choices resulting from the community outreach effort,  
109 but the Superintendent has the authority to distill and prepare options from among the  
110 various data sets of nominations.  
111
- 112 5. A public hearing is held in between the regular Board Meetings at which the  
113 Superintendent’s recommendations are first presented to the Board for information, and  
114 then subsequently for action.  
115  
116

#### 117 **Guidelines Applicable to Naming and Renaming Facilities**

118

- 119 • At any time prior to its final approval of a name, the Board may expand the scope of  
120 community engagement beyond the process outlined in this policy, through either  
121 additional community meetings, additional distribution of surveys or use of online  
122 platforms, formation of an ad hoc committee, or any other mechanism requested via a  
123 majority vote of the Board.  
124
- 125 • The effective date of any naming or renaming of a school or school division facility (i.e.,  
126 immediately upon approval, or beginning the following school year), will be determined  
127 by a majority vote of the Board at the time of approval.  
128
- 129 • The final decision to name or rename a school or school division facility is solely at the  
130 discretion of, and is the responsibility of, the School Board. The Board shall have the  
131 prerogative to solicit additional names related to a particular request, community  
132 nomination or Superintendent’s recommendation, as well as to revise or adapt any  
133 nominated, recommended or requested name.  
134
- 135 • Formal School Board approval must precede any arrangements for dedications,  
136 monuments, plaques, ceremonies, or the like to recognize the approved naming or  
137 renaming of any school or school division facility.  
138
- 139 • The School Board reserves the right to rescind the naming or renaming of any school or  
140 school division facility.  
141

142 Adopted: October 24, 1996

143 Amended: December 13, 1998

144 Amended: April 20, 2006  
145 Amended: December 20, 2012  
146 Amended: June 18, 2015  
147 Amended: October 1, 2015  
148 Amended: September 13, 2018  
149  
150

151 Legal Ref.: Code of Virginia, § 22.1-78.  
152

153 Cross Ref.: FFA Non-Sponsored Naming and Renaming of Schools and School  
154 Division Facilities  
155

DRAFT

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

Commented [MS1]: This regulation has been reorganized to create a much easier to read document.

Alexandria City Public Schools (ACPS) chooses to name or rename schools in accordance with our core values and belief that all students and staff should feel a sense of inclusion and belonging.

The Alexandria City School Board has the sole authority to name or rename any school, ~~or any~~ building, facility, room, field, grounds, or any portions or areas thereof (collectively, “school division facilities” or “facilities”), used by or in connection with the operation of ~~Alexandria City Public Schools~~ ACPS). Policy FFA 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.

The School Board names newly constructed schools and other school-division facilities by using the Facilities Naming Process described below.

**Naming Conventions**

ACPS chooses to name or rename schools in accordance with our core values and belief that all students and staff should feel a sense of inclusion and belonging.

Any individuals for whom a new school division facility is to be named may no longer be an active employee of ACPS. Names that could cause confusion with other public facilities in Alexandria or with other adjoining jurisdictions and other areas of the Commonwealth should be avoided.

**Decision to Name or Rename a School Division Facility**

**Newly Constructed Facilities**

A facility is considered “newly constructed” if

- the facility was not in existence for its intended use prior to completion of the construction, or
- the facility is not a reconstruction of an existing facility that will continue operating under the same name following completion of its reconstruction.

All newly constructed facilities follow the Facilities Naming Process.

**Existing Facilities**

All other school division facilities are considered “existing”. Existing facilities may be considered for renaming if

- the Board or Superintendent feel it is in the best interest of ACPS to rename the facility, or
- the Clerk of the Board receives a request to rename a facility with an accompanying petition of 100 Alexandria residents who support the request.

Proposals to begin the renaming process for existing facilities are presented to the Board for deliberation. If the Board feels that pursuing renaming is in the best interest of ACPS

48 they authorize the Superintendent to begin the Facilities Naming Process with the proposed  
49 name being considered as part of the process. The Board’s authorization to begin the  
50 process does not commit the Board to

- 51 • renaming the facility or
- 52 • using the proposed name.

53  
54 Such requests may be submitted at any time, provided however, that following the rejection  
55 of a request for renaming an existing facility by the Board, the same or substantially the  
56 same recommendation may not be considered again until 12 months after such rejection.

57  
58 All requests must include: (1) the name(s) of the individual and/or group(s) making the  
59 request; (2) biographical/historical data concerning the proposed name; (3) the rationale  
60 for the request; and (4) a petition of 100 Alexandria City residents in support of the request.  
61 Appendix A contains the forms to be used for such requests.

62  
63 ~~**I. NON SPONSORED NAMING OF FACILITIES NEWLY CONSTRUCTED SCHOOLS**~~  
64 ~~**AND OTHER SCHOOL DIVISION FACILITIES**~~

65  
66 ~~The School Board shall name newly constructed schools and other school division facilities~~  
67 ~~(facilities) by using the process described in subparagraphs (A.) through (D.) below.~~

68  
69 ~~A facility school shall be is considered “newly constructed” if (i.) it was not in existence for its~~  
70 ~~intended use prior to completion of the construction or (ii.) the facility school is not a~~  
71 ~~reconstruction of an existing facility school that will continue operating under the same name~~  
72 ~~following completion of its reconstruction. All other facilities are considered “existing”.~~

73  
74 ~~A. Newly constructed and existing facilities schools may be named for, but are not limited to,~~  
75 ~~Presidents of the United States, Virginia historical figures, or specific individuals that have made~~  
76 ~~a significant and extraordinary contribution to the City of Alexandria in terms of education, public~~  
77 ~~service, or involvement in civic or cultural activities over an extended period of time. Any~~  
78 ~~individuals for whom a new facility school is to be named shall no longer be an active employee~~  
79 ~~of ACPS Alexandria City Public Schools. Appropriate names may also include places or events in~~  
80 ~~history that are related to the school facility or its location.~~

81  
82 ~~Names that could cause confusion with other public facilities in Alexandria or with other adjoining~~  
83 ~~jurisdictions and other areas of the Commonwealth should be avoided.~~

84 ~~**Responsibilities**~~

85  
86 ~~The Superintendent develops a timetable and list of tasks required for the naming or renaming of~~  
87 ~~facilities. The timetable allows adequate time for completion of all tasks. This includes robust~~  
88 ~~community engagement, presentation of the Superintendent’s subsequent report, and~~  
89 ~~recommendations to the Board far enough in advance of the new school opening for Board action~~  
90 ~~to follow regular order and the process outlined in this policy. Final Board action must be~~  
91 ~~completed in time to budget for and purchase any signage, equipment and materials requiring a~~  
92 ~~name.~~

93  
94 ~~B. The Clerk of the School Board and the Chief of School and Community Relations, or their~~  
95 ~~designees, shall provide staff support and assistance during the naming process by issuing press~~

**Commented [MS2]:** New process. The current process is silent on exactly what happens when a proposal to rename a facility is received.

96 releases and written invitations to students, staff, alumni, members of the public, civic, business,  
97 and neighborhood groups, and to other boards, commissions, and organizations in Alexandria,  
98 inviting them to nominate names for the new facility~~school~~. Such nominations, to be made within  
99 a specific time period, must be delivered in writing (including surveys, online forms, email, etc.)  
100 to the Clerk of the Board, who will compile them for tabulation and consideration.

102 ~~C. — The Superintendent shall develop a timetable and list of tasks required for the naming of  
103 new facilities/schools. The timetable shall allow adequate time for completion of all tasks. This  
104 includes robust community engagement, and presentation of the Superintendent's subsequent  
105 report and recommendations to the Board far enough in advance of the new school opening for  
106 Board action to follow regular order and the process outlined in this policy. Final Board action  
107 must be completed in time to purchase any signage, equipment and materials requiring a name.~~

### 109 Facilities Naming Process

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

113 ~~D.~~

114 1. ~~At a reasonable time in advance of the~~ Upon the anticipated opening of new facility, or  
115 Board authorization to pursue the renaming of an existing facility~~school~~, the  
116 Superintendent will begin the community engagement process to solicit nominations for  
117 naming the facility~~school~~, including, but not limited to, media, community meetings,  
118 written surveys and requests for nominations as described ~~in § I.B.~~ above, use of ACPS  
119 social media platforms, online surveys, polls and nomination forms, email, opportunities  
120 for student and staff nominations and participation, and other means. For the renaming of  
121 an existing facility, the name proposed in the authorization to pursue renaming will be  
122 considered.

124 ~~2.~~ Community meetings, committee meetings, Board Meetings, and Work Sessions are open  
125 to the public. Anyone attending such meetings where nominations are being accepted, or  
126 that provide for public comment periods, may suggest names for consideration. Any  
127 suggested names that comply with the naming conventions will be tabulated, and  
128 considered for recommendation, and included in the Superintendent's report on the  
129 engagement process to the School Board. Suggested names that do not comply with the  
130 naming conventions will not be considered.

132 ~~2.3.~~ Community polling voting through a variety of means (i.e., in-person, online and/or  
133 written) may take place at multiple points throughout the engagement process. Similar  
134 nominations will be reviewed to determine if they can be consolidated. At the discretion  
135 of ACPS, weighted nominations and/or polling voting may be advised to give priority to  
136 nearby community members and residents of the City of Alexandria.

138 ~~3.4.~~ After review of the community's nominations, the Superintendent will formulate  
139 recommendations to the School Board for consideration. The Superintendent's report to  
140 the Board shall include a listing of the most popular choices resulting from the community  
141 outreach effort, but the Superintendent has the authority to distill and prepare options from  
142 among the various data sets of nominations.

**Commented [3]:** I think we should say In anticipation of opening a new facility within two years where the program and use is defined

**Commented [4R3]:** Adjusted to say at a reasonable time in advance of the anticipated opening.... That gives flexibility. I assume that the naming process would know the facility is swing space and would select an appropriate name.

**Commented [MS5]:** Added so ACPS is not required to report on names that are not aligned with the division's core values and beliefs.

144 4.5.A public hearing ~~shall be~~ is held in between the regular Board Meetings at which the  
145 Superintendent’s recommendations are first presented to the Board for information, and  
146 then subsequently for action.

147  
148 ~~NON SPONSORED NAMING OF NEWLY CONSTRUCTED SCHOOL DIVISION~~  
149 ~~FACILITIES~~

150  
151 ~~The School Board may, at its discretion, name newly constructed school division facilities that are~~  
152 ~~not schools. Upon the funding of any newly constructed school division facility, the School Board~~  
153 ~~may vote on whether or not to have the Superintendent follow the naming process as outlined in~~  
154 ~~Section I. above.~~

155  
156 ~~A school division facility shall be considered “newly constructed” if (i.) it was not in existence for~~  
157 ~~its intended use prior to completion of the construction or (ii.) the school division facility is not a~~  
158 ~~reconstruction of an existing school division facility that will continue operating under the same~~  
159 ~~name following completion of its reconstruction.~~

160  
161 ~~A. In accordance with the guidelines in Section I.A. above, newly constructed school division~~  
162 ~~facilities may be named for, but are not limited to, Presidents of the United States, Virginia~~  
163 ~~historical figures, or specific persons that have made a significant and extraordinary contribution~~  
164 ~~to the City of Alexandria in terms of education, public service, or involvement in civic or cultural~~  
165 ~~activities over an extended period of time. Any individuals for whom a new school division facility~~  
166 ~~is to be named shall no longer be an active employee of Alexandria City Public Schools.~~  
167 ~~Appropriate names may also include places or events in history that are related to the school facility~~  
168 ~~or its location.~~

169  
170 ~~Names that could cause confusion with other public facilities in Alexandria, or in adjoining~~  
171 ~~jurisdictions and other areas of the Commonwealth should be avoided.~~

Commented [6]: Merged with the section above so there is one process for all facilities.

172  
173 ~~NON SPONSORED RENAMING OF EXISTING SCHOOLS~~

174  
175 ~~The School Board may, at its discretion, consider requests to rename an existing school. The~~  
176 ~~following procedure shall be followed when renaming an existing school to honor individuals or~~  
177 ~~to recognize places or historical events for their contribution to the community or their impact on~~  
178 ~~it.~~

179  
180 ~~As outlined in Appendix A, such requests must be submitted to the Clerk of the Board with an~~  
181 ~~accompanying petition of 100 Alexandria residents who support the request. In addition, the~~  
182 ~~following procedures shall be followed:~~

183  
184 ~~A. Existing schools may be renamed for, but are not limited to, individuals who have made an~~  
185 ~~exceptional and extraordinary contribution to a particular school, school program, or to the school~~  
186 ~~division as a whole; provided, however, that any individuals for whom an existing school is to be~~  
187 ~~renamed shall no longer be an active employee of Alexandria City Public Schools. Existing schools~~  
188 ~~may also be renamed in recognition of a place or event of historical significance related to the~~  
189 ~~school facility itself.~~

190  
191 ~~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 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.~~

~~**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 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~~

240 consideration.

241  
242 ~~In addition to following regular order and holding a public hearing prior to the vote, such effort~~  
243 ~~may include, at the discretion of the Board, issuance of one or more press releases to the local~~  
244 ~~media, publication on the ACPS website, social media platforms and ACPS TV, email notices to~~  
245 ~~subscribers of any ACPS email group or listserv which may then exist, and/or any other measures~~  
246 ~~reasonably calculated to provide notice to the community.~~

247  
248 ~~C. Requests in accordance with the foregoing procedure may be submitted at any time; provided,~~  
249 ~~however, that following the rejection of a request for naming or renaming an existing school~~  
250 ~~division facility by the School Board, the same or substantially the same recommendation may not~~  
251 ~~be considered again until 12 months after such rejection.~~

252  
253 ~~All requests shall include: (1) the name(s) of the individual and/or group(s) making the request;~~  
254 ~~(2) biographical/historical data concerning the name; (3) the rationale for the request; and (4) a~~  
255 ~~petition of 100 Alexandria City residents in support of the request. Appendix A contains the forms~~  
256 ~~to be used for such requests.~~

257  
258 ~~V. Guidelines Applicable to Naming and Renaming Facilities~~**GUIDELINES**  
259 **APPLICABLE TO NAMING AND RENAMING OF ALL SCHOOLS AND SCHOOL**  
260 **DIVISION FACILITIES**

261  
262 ~~A. At any time prior to its final approval of a name, the Board may expand the scope of~~  
263 ~~community engagement beyond the process outlined in this policy, through either~~  
264 ~~additional community meetings, additional distribution of surveys or use of online~~  
265 ~~platforms, formation of an ad hoc committee, or any other mechanism requested via a~~  
266 ~~majority vote of the Board.~~

267  
268 ~~B. The effective date of any naming or renaming of a school or school division facility (i.e.,~~  
269 ~~immediately upon approval, or beginning the following school year), will be determined~~  
270 ~~by a majority vote of the Board at the time of approval.~~

271  
272 ~~C. The final decision to name or rename a school or school division facility is solely at the~~  
273 ~~discretion of, and is the responsibility of, the School Board. The Board shall have the~~  
274 ~~prerogative to solicit additional names related to a particular request, community~~  
275 ~~nomination or Superintendent’s recommendation, as well as to revise or adapt any~~  
276 ~~nominated, recommended or requested name.~~

277  
278 ~~D. Formal School Board approval must precede any arrangements for dedications,~~  
279 ~~monuments, plaques, ~~ceremonies~~ceremonies, or the like to recognize the approved naming~~  
280 ~~or renaming of any school or school division facility.~~

281  
282 ~~E. The School Board reserves the right to rescind the naming or renaming of any school or~~  
283 ~~school division facility.~~

284  
285 Adopted: October 24, 1996  
286 Amended: December 13, 1998

287 Amended: April 20, 2006  
288 Amended: December 20, 2012  
289 Amended: June 18, 2015  
290 Amended: October 1, 2015  
291 Amended: September 13, 2018

292  
293  
294 Legal Ref.: Code of Virginia, § 22.1-78.

295  
296 Cross Ref.: [FFA](#) Non-Sponsored Naming and Renaming of Schools and School  
297 Division Facilities  
298

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