

## **PUBLIC DEDICATION OF FACILITIES**

The School Board has the authority and responsibility to name or rename any new or existing schools, school administration buildings, rooms, fields, grounds, or any portions or areas thereof (collectively, “School Facilities”) used by or in connection with the operation of Alexandria City Public Schools. At its discretion, the School Board may hold a public dedication ceremony following completion of major building projects, or in connection with the naming or renaming of any significant school facilities.

### **I. 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 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. Prior to completion of any newly constructed school facilities, the School Board shall appoint members of a School Facilities Naming Committee. The Committee shall have the responsibility to make nominations of proposed names for such new schools or school facilities.
- B. Such new school facilities may be named 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. 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.
- C. 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.
- D. The Clerk of the School Board and the Director of Communications and Public Relations shall provide support and assistance to the School Facilities Naming Committee 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 forward them to the School Facilities Naming Committee. Additionally, the School Facilities Naming Committee can entertain nominations from Committee members.

- E. The School Facilities Naming Committee shall develop a timetable and list of tasks required for the naming of school facilities. The timetable for naming new school facilities shall allow adequate time for completion of the various tasks 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.
- F. 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.
- G. The final selection of a name for a new school facility shall be the responsibility of the School Board.

## **II. Naming or Renaming of Existing Schools or School Facilities**

The following procedure shall be followed to rename any existing school facilities, or to name existing school facilities that do 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, or community groups to name or rename any existing school facilities. Existing school facilities may be so named or renamed in honor of 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.

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

- A. The School Board shall 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. 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. Such effort shall include, at the discretion of the School Board, issuance of one or more press releases to the local media, publication on the ACPS website or ACPS 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.

- D. 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) rationale for the request; and (4) a petition of 100 Alexandria City residents. The Superintendent will prepare forms that can be used for the purpose of petitioning for a naming or renaming of existing facilities and for gathering the required signatures.
- E. The School Board ad hoc committee shall have the prerogative to solicit additional nominations related to a particular 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 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

Cross Ref.: FF-R Request for Name Change of a School Facilities Area or Building

Legal Ref.: Code of Virginia, Section [22.1-78](#)