

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

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4 Alexandria City Public Schools (ACPS) chooses to name or rename schools in accordance with
5 our core values and belief that all students and staff should feel a sense of inclusion and belonging.
6

7 The Alexandria City School Board has the sole authority to name or rename any school, building,
8 facility, room, field, grounds, or any portions or areas thereof (collectively, “school division
9 facilities” or “facilities”), used by or in connection with the operation of ACPS). Policy FFA
10 governs the naming and renaming of schools and school division facilities. There is no payment
11 or consideration exchanged for non-sponsored naming of schools or school division facilities.
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13 The School Board names newly constructed schools and other school-division facilities by using
14 the Facilities Naming Process described below.
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16 **Naming Conventions**

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18 ACPS chooses to name or rename schools in accordance with our core values and belief that all
19 students and staff should feel a sense of inclusion and belonging.
20

21 Any individuals for whom a new school division facility is to be named may no longer be an active
22 employee of ACPS.

23 Names that could cause confusion with other public facilities in Alexandria or with other adjoining
24 jurisdictions and other areas of the Commonwealth should be avoided.
25

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

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28 **Newly Constructed Facilities**

29 A facility is considered “newly constructed” if

- 30 • the facility was not in existence for its intended use prior to completion of the
31 construction, or
- 32 • the facility is not a reconstruction of an existing facility that will continue operating
33 under the same name following completion of its reconstruction.
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35 All newly constructed facilities follow the Facilities Naming Process.
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37 **Existing Facilities**

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

- 40 • the Board or Superintendent feel it is in the best interest of ACPS to rename the
41 facility, or
- 42 • the Clerk of the Board receives a request to rename a facility with an accompanying
43 petition of 100 Alexandria residents who support the request.
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45 Proposals to begin the renaming process for existing facilities are presented to the Board
46 for deliberation. If the Board feels that pursuing renaming is in the best interest of ACPS
47 they authorize the Superintendent to begin the Facilities Naming Process with the proposed
48 name being considered as part of the process. The Board’s authorization to begin the

49 process does not commit the Board to

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

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

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

60 Appendix A contains the forms to be used for such requests.

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62 **Responsibilities**

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64 The Superintendent develops a timetable and list of tasks required for the naming or renaming of
65 facilities. The timetable allows adequate time for completion of all tasks. This includes robust
66 community engagement, presentation of the Superintendent’s subsequent report, and
67 recommendations to the Board far enough in advance of the new school opening for Board action
68 to follow regular order and the process outlined in this policy. Final Board action must be
69 completed in time to budget for and purchase any signage, equipment and materials requiring a
70 name.

71

72 The Clerk of the Board and the Chief of School and Community Relations, or their designees,
73 provide staff support and assistance during the naming process by issuing press releases and
74 written invitations to students, staff, alumni, members of the public, civic, business, and
75 neighborhood groups, and to other boards, commissions, and organizations in Alexandria, inviting
76 them to nominate names for the new facility. Such nominations, to be made within a specific time
77 period, must be delivered in writing (including surveys, online forms, email, etc.) to the Clerk of
78 the Board, who will compile them for tabulation and consideration.

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80 **Facilities Naming Process**

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82 The following naming process and guidelines will be used to determine community nominations
83 and the Superintendent’s subsequent report and recommendations to the School Board:

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85 1. At a reasonable time in advance of the anticipated opening of new facility, or Board
86 authorization to pursue the renaming of an existing facility, the Superintendent will begin
87 the community engagement process to solicit nominations for naming the facility,
88 including, but not limited to, media, community meetings, written surveys and requests for
89 nominations as described above, use of ACPS social media platforms, online surveys, polls
90 and nomination forms, email, opportunities for student and staff nominations and
91 participation, and other means. For the renaming of an existing facility, the name proposed
92 in the authorization to pursue renaming will be considered.

93

94 2. Community meetings, committee meetings, Board Meetings, and Work Sessions are open
95 to the public. Anyone attending such meetings where nominations are being accepted, or
96 that provide for public comment periods, may suggest names for consideration. Any

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

- 101
- 102 3. Community polling through a variety of means (i.e., in-person, online and/or written) may
103 take place at multiple points throughout the engagement process. Similar nominations will
104 be reviewed to determine if they can be consolidated. At the discretion of ACPS, weighted
105 nominations and/or polling may be advised to give priority to nearby community members
106 and residents of the City of Alexandria.
- 107
- 108 4. After review of the community's nominations, the Superintendent will formulate
109 recommendations to the Board for consideration. The Superintendent's report to the Board
110 includes a listing of the most popular choices resulting from the community outreach effort,
111 but the Superintendent has the authority to distill and prepare options from among the
112 various data sets of nominations.
- 113
- 114 5. A public hearing is held in between the regular Board Meetings at which the
115 Superintendent's recommendations are first presented to the Board for information, and
116 then subsequently for action.
- 117
- 118

119 **Guidelines Applicable to Naming and Renaming Facilities**

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- 121 • At any time prior to its final approval of a name, the Board may expand the scope of
122 community engagement beyond the process outlined in this policy, through either
123 additional community meetings, additional distribution of surveys or use of online
124 platforms, formation of an ad hoc committee, or any other mechanism requested via a
125 majority vote of the Board.
 - 126
 - 127 • The effective date of any naming or renaming of a school or school division facility (i.e.,
128 immediately upon approval, or beginning the following school year), will be determined
129 by a majority vote of the Board at the time of approval.
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 - 131 • The final decision to name or rename a school or school division facility is solely at the
132 discretion of, and is the responsibility of, the School Board. The Board shall have the
133 prerogative to solicit additional names related to a particular request, community
134 nomination or Superintendent's recommendation, as well as to revise or adapt any
135 nominated, recommended or requested name.
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 - 137 • Formal School Board approval must precede any arrangements for dedications,
138 monuments, plaques, ceremonies, or the like to recognize the approved naming or
139 renaming of any school or school division facility.
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 - 141 • The School Board reserves the right to rescind the naming or renaming of any school or
142 school division facility.
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144 Adopted: October 24, 1996

145 Amended: December 13, 1998
146 Amended: April 20, 2006
147 Amended: December 20, 2012
148 Amended: June 18, 2015
149 Amended: October 1, 2015
150 Amended: September 13, 2018
151 Amended: March 30, 2023

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

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156 Cross Ref.: FFA Non-Sponsored Naming and Renaming of Schools and School
157 Division Facilities