NAMING SCHOOL FACILITIES

The Loudoun County School Board has sole authority to name or rename any public school facility, or portions or facilities and to authorize the naming of areas of any public school facilities, grounds, and/or programs in honor or recognition of a significant educational contribution to either Loudoun County Public Schools or an individual public school.

A. Naming New School Facilities.

1. The School Board will initiate the procedure for the naming of a school facility or building will be initiated by the School Board following approval of funds for the construction of a new school facility’s construction.

2. The School Board will appoint a committee will be appointed by the School Board to suggest possible names for the new school facility. This naming committee will be facilitated by Department of Support Services staff and may include school staff, parents, students, and interested citizens who appropriately reflect Loudoun County Public Schools’ diversity. Committee appointees should be residents of Loudoun County, employed within Loudoun County, or affiliated with a Loudoun County-based community organization citizenry, and students, as deemed appropriate.

3. The Superintendent or designee, in consultation with identified school principals, will nominate naming committee members for consideration and approval by the School Board. Each School Board member may nominate an additional member to the committee. The School Board Chair may designate the chair of the naming committee.

4. The School Board encourages name suggestions from the public. Name suggestions submitted for the naming committee and/or School Board consideration must be in writing, state the name of the person or group suggesting making the suggestion, and provide supporting documentation. Facility name considerations must be consistent with the School Board’s adopted vision, mission, goals, and values. The naming committee may consider, but is not limited to, geographic or historical names.

5. School Facilities may be named to honor deceased individuals who significantly contributed to improving life in Loudoun County Public Schools, Loudoun County, the Commonwealth of Virginia, and/or the United States of America. The School Board will not consider naming a school facility for any individual unless the individual has been deceased for at least five (5) years.
b. Facilities may be named in recognition of places with geographic or historical significance to Loudoun County, including the facility’s location.

c. Facility names may reflect general aspirations or the school’s instructional focus. Names should consider the diverse community that the school will serve.

d. Proposed names should endeavor to avoid duplicating names of other schools in the region to prevent possible confusion with those schools.

6. The school naming committee will submit its preferred name recommendation, along with at least two alternatives, to the School Board for consideration.

7. An independent third-party source will research all person and place name recommendations submitted to the School Board by the school naming committee and their report will become part of the submission materials practice.

8. The committee’s name recommendations will be presented to the School Board as an Information Item. The School Board will first review the recommendation as an information item and then take action on the naming committee’s recommendation at the next meeting. In its selection, the School Board will not be bound by the naming committee’s recommendations.

B. Renaming School Facilities.

1. When a school facility is identified for a new purpose or function, the School Board may rename that facility.

2. The School Board may initiate or consider requests to rename an existing school facility, at its discretion. A renaming request must be submitted in writing to the Superintendent or designee and must be in consultation with a representing School Board member(s). The request must state the name of the person or group making the recommendation and provide rationale supporting the renaming request.

3. Upon direction from the School Board, the Superintendent or designee will nominate renaming committee members for consideration and appointment. In appointing the renaming committee, each School Board member may nominate an additional member. The School Board Chair may designate the chair of the renaming committee.
NAMING SCHOOL FACILITIES

4. The renaming committee will be facilitated by Department of Support Services staff and will reflect Loudoun County Public Schools’ diversity and include, at a minimum, the following representatives:

   a. The current school principal or assistant principal;

   b. A minimum of two (2) parents who currently have students enrolled at the school;

   c. For secondary schools, at least one (1) parent from each respective feeder school;

   d. A minimum of two (2) staff members employed in the school;

   e. For secondary schools, a minimum of two (2) student representatives;

   f. A minimum of two (2) community members who do not currently have children attending the school but reside within the school’s current attendance area; and

   g. When practicable, school alumni.

   If the school is located within an incorporated town, one (1) representative from the governing board of the identified town may also be included.

5. The renaming committee will begin its review of the school’s name by providing an opportunity for public engagement consisting of at least, but not limited to, initiation of a community-wide survey to elicit potential new names (with rationale) for the school. The survey will include information about the current school name. Survey results will be made public on the Loudoun County Public Schools website.

6. If the facility is currently named after an individual, a reasonable effort will be made to inform relatives of the individual of the proposed change. Relatives will be offered an opportunity to address the committee about the renaming of the facility.

7. Following community engagement, the renaming committee will meet to review and consider its received input. Based on that information and its research, the renaming committee will submit its preferred name recommendation, along with at least two alternatives, to the School Board for consideration.

8. Facility renaming considerations must be consistent with the School Board’s adopted vision, mission, goals, and values. The renaming committee may
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9. An independent third-party source will research all person and place renaming recommendations submitted to the School Board by the renaming committee and the report will become part of the submission materials.

10. The renaming committee’s name recommendations will be presented to the School Board as an Information Item. A School Board public hearing will be scheduled to receive comments and input on the proposed facility name change. The School Board may take action on the renaming committee’s recommendation at the next meeting. The public hearing may be held at the same meeting the School Board is scheduled to act on the facility name change recommendation. In its selection, the School Board will not be bound by the renaming committee’s recommendations.

11. Nothing precludes the School Board from initiating and conducting more than one school renaming process, for more than one facility, at the same time.

12. To avoid recurrent facility renaming processes, subsequent renaming requests should not ordinarily be considered within ten (10) years of when the prior renaming process was completed for a specific facility. However, if, in its discretion, the School Board finds good cause, it may otherwise consider a subsequent renaming request that is made within ten (10) years of when the prior naming process was completed for a specific facility.

C. Naming Portions or Areas of School Facilities, Grounds, or Programs.

1. A significant contribution to Loudoun County Public Schools or an individual school, or the Commonwealth of Virginia, may be recognized by naming or dedicating an appropriate area of a school facility, grounds, or program. Areas of school facilities such as gymnasiums, stadiums, libraries, tracks, fields, laboratories, and/or programs may be named by the Loudoun County School Board for a term certain in recognition of a significant local and/or state contribution.

2. Such name suggestions must be submitted in writing to the Superintendent and in consultation with a representing School Board member(s). Also, written suggestions must state the name of the person or group making the recommendation and provide reasons supporting the name or dedication suggestion.

3. A resolution will be presented to the Finance and Operations Committee for approval and recommendation for adoption by the School Board. If approved, the resolution will be presented for adoption by the School Board and include: the name of the contributing honoree; the identified area of a school facility, grounds, or program; and as well as the duration and conditions of the dedication or naming.
4. An independent third-party source will research the name suggestions submitted to the Finance and Operations Committee and their report will become part of the submission materials package.

5. The decision regarding the dedication or naming of an area of a school facility, grounds, or program will be made by the School Board and will be memorialized through its adoption of a resolution.

D. Renaming Portions or Areas of School Facilities, Grounds, or Programs.

The School Board may rename portions or areas of school facilities, grounds, or programs upon a determination that it is appropriate to do so. The procedure for renaming a portion or area of school facilities, grounds, or programs will be the same as the procedure outlined in Section C for the initial naming of such areas.

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