

FACILITIES DEVELOPMENT

Naming of School Facilities and Buildings

I. Purpose

To establish procedures for the recommendations of names for school facilities and buildings, and for the renaming of existing school facilities.

II. Definition

Names for school facilities and buildings in this regulation refer to names for the overall school facility. The naming of school facility components is addressed in Regulation 854-2.

III. Procedure

- A. Following Prince William County School Board approval of funds for construction of a new school, or approval to initiate a school renaming process, a School Board Naming Committee shall convene to receive community input and prepare naming or renaming recommendations to the full School Board.
- B. The Naming Committee shall be facilitated by the Office of Facilities Services.
- C. The Naming Committee shall be composed of the following representatives:
 - 1. The Chairman of the Prince William County School Board;
 - 2. The School Board member in whose district the as yet unnamed, or the to-be renamed school facility is located; and
 - 3. A School Board member whose district boundaries overlap the boundaries of the attendance area of the as yet unnamed, or the to-be renamed school facility.
- D. Office of Facilities Services staff will contact the Chairman of the Prince William County Historical Commission so that a member of the Commission may provide appropriate input to the Naming Committee.
- E. Public comment regarding the naming of a school facility or building shall be solicited from the community through electronic submissions to the Office of Facilities Services, and a community meeting. The date and location of the community meeting shall be publicized.

- F. In preparing recommendations to the full School Board, the Naming Committee shall consider, but not be limited to:
1. Identifiable existing geographic considerations;
 2. Historical considerations; and
 3. Names of deceased or living person(s) who have made local, state, or national service contributions. Selection preference shall be given to those individuals who have made significant contributions to the field of education, especially within Prince William County.
- G. The Naming Committee shall present its recommendation(s) to the full School Board for the naming or renaming of school facilities and buildings.
- H. The Superintendent may make recommendations to the School Board for the naming of non-educational support buildings, in order to allow for the efficient and expeditious conduct of the business of the School Division. These recommendations shall adhere to the guidelines as specified in item F. above. The School Board may consider these recommendations for approval as appropriate.
- I. The final selection of a name for a school facility or building shall be the responsibility of the Prince William County School Board.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this regulation in 2019.