



Special Education Advisory Committee

Draft Policy 6510 NAMING SCHOOL FACILITIES

Recommendations Summary

October 12, 2022

Prepared For:
SEAC Membership
Special Education Community
Loudoun County School Board

Overview: Draft Policy 6510

NAMING SCHOOL FACILITIES

Loudoun County School Board has the authority to name public school facilities.

SEAC has reviewed the draft policy and determined that it does not reflect the needs of persons with disabilities.

Concerns and Recommendations

Concern 1: Update for consistency across policies to include guardians.

Recommendation 1: Line 16, after parents, ADD “guardians”

16 school staff, parents, **guardians**, **students**, and interested **citizens who appropriately reflect**

SEAC Membership Vote

SEAC Membership Vote on Recommendations

Quorum: 14 of 16 SEAC Members present – Quorum Established

Motion: Melissa Waugh made a motion to vote on the proposed recommendations as a slate. Rozeena Khattak, seconded the motion.

Vote Summary: Unanimous

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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. ~~The~~ 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 ~~appointment 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.

5. ~~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.

- a. ~~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.

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- 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 shall~~ 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.

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

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- 90 a. The current school principal or assistant principal;
- 91
- 92 b. A minimum of two (2) parents who currently have students enrolled
93 at the school;
- 94
- 95 c. For secondary schools, at least one (1) parent from each respective
96 feeder school;
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- 98 d. A minimum of two (2) staff members employed in the school;
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- 100 e. For secondary schools, a minimum of two (2) student
101 representatives;
- 102
- 103 f. A minimum of two (2) community members who do not currently
104 have children attending the school but reside within the school's
105 current attendance area; and
- 106
- 107 g. When practicable, school alumni.
- 108

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

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

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

121

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

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127 8. Facility renaming considerations must be consistent with the School
128 Board's adopted vision, mission, goals, and values. The renaming committee may

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consider but is not limited to geographic, historical, or other names as outlined in Section A, Item 5.

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 and~~ 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.

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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.

[Former Policies 2-17, 2-33]

Adopted: 9/12/17

Current Revision: 11/10/20

Draft Revision: 9/21/22