

## NAMING SCHOOLS AND SCHOOL FACILITIES

It is the responsibility of the Essex County School Board to determine the name of schools and school facilities in the division. The Board will solicit and accept input from the public regarding the names of schools and school facilities but reserves the right to make the final decision regarding the name of any school or school facility.

- I. Process for submitting suggestions regarding the name of a school or school facility
  - must be in writing,
  - must state the name of the person or group suggesting,
  - must state the reasons supporting the suggestion, and
  - must be accompanied by a signed petition (500 signatures for renaming a school) and (250 signatures for renaming a facility).
    - The petition must include the person's name, current address and a signature.
    - The petition is a one-time submission and not required each time a person or group submits an application for nomination.
- II. All submissions will be made in writing only, using the nomination form for Naming a School Facility which provides the appropriate biographical data, education, civic, or humanitarian contributions of the nominee; and the site location the nominator is requesting.
- III. Nomination forms shall be accepted annually during the month of September.
  - The completed form shall be submitted to the attention of the Superintendent and received each year between September 1st and September 30th.
  - The School Board Chair and Superintendent/designee have ten business days, from when the superintendent received the nomination form, to review the nomination form.
  - Incomplete forms will be returned and will not be accepted for consideration.
  - All nominators will be informed via letter of the review outcome at the end of the ten business days.
- IV. Accepted nominations by the School Board Chair and Superintendent will be shared with the entire School Board at the next Regular school board meeting or next Work Session meeting, depending on which meeting occurs first.
- V. The next day following the School Board meeting, the accepted nominations will move forward to public comment for two weeks from the date following the School Board meeting. This information will be shared on the district/school websites in the form of an electronic survey.
  - The purpose of the survey is to obtain input from the community pertaining to the proposed name change of a school or facility. Each person will have the opportunity to submit one response to the survey.
- VI. After the two-week period, the School Board Chair and Superintendent/designee will have five days to organize the Naming Facility Committee comprised of at least five (5) community representative(s) and division employees.
  - The purpose of the Naming Facility Committee is to review the renaming request nomination and evaluate the public comments from the survey.
  - Once the nomination committee is formed, they will have ten business days to meet.

- The committee shall carefully review all of the information received and give their recommendation to the School Board.
  - Discuss the nomination,
  - Review the nomination form,
  - Analyze public comments from the surveys,
  - and make a recommendation to the School Board
    - The survey results should be used to gauge the opinions of the community about the name change. The survey results should not be the only information used to recommend the name request change to the School Board.
    - The survey results are only used for the purpose listed above. The amount of survey participates in favor of a name change does not necessarily mean the name change will occur. The school board makes the ultimate decision.

VII. The Superintendent shall place the request/recommendation on the School Board Agenda of a regular board meeting for discussion and consideration.

- A majority vote by the School Board is required to approve the naming.
- A letter will be sent to the nominator within 5 business days of the meeting with notification of the School Board's decision.
  - If the School Board rejects the proposal to name a facility, the Superintendent will notify the petitioner(s) that the name has been rejected, and no further action will be taken.
  - If the School Board concurs with the name proposal, the Superintendent shall move forward with the planning stages.
    - The nominator will be responsible for 50% of the cost associated with the renaming process.
    - The Building Principal and Superintendent will work together to determine the location and size of plaques placed in a facility after renaming.

### Nomination Form

#### Section A: Identify the portion of an ECPS facility to be named

1. Facility to be named:
2. Name for Consideration:

#### Section B: Pertinent information on nominee

1. Biographical Data to Support Nomination:
2. Significant educational, athletic, civic, or humanitarian contributions:

3. Brief narrative explaining why the facility should be named as requested:

4. Permission granted by nominee or family contact as follows (include date of contact and contact information):

Printed Name of Submitter: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Adopted: July 10, 2019  
Revised: August 10, 2020

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-79.

Cross Ref.: BCE School Board Committees  
FF Public Dedication of New Facilities