



Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION OF SCHOOL AND DISTRICT FACILITIES
Code	po7250
Status	Active
Adopted	July 17, 2007
Last Revised	October 20, 2020

7250 - **COMMEMORATION OF SCHOOL AND DISTRICT FACILITIES**

A. General Provisions

1. From time-to-time, the Board may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person.
2. New schools normally shall be named for the local area unless the Board wishes to retain a name from a previously closed school.
3. The name of a new or existing school, once adopted by the Board, shall be considered permanent. However, upon receipt of requests sufficient to indicate community interest in considering a name change of an existing, previously-named facility, the Board shall initiate the procedures below and allow sufficient time for community involvement, deliberation, discussion, and debate prior to taking action.
4. If the school or District facility is to be renamed by its location in the community, the names proposed should be descriptive of the geographical area in which the facility is located, and be of reasonable length.
5. If the school or District facility is to be named or renamed in honor of a person, the name proposed should be reserved only for deceased individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the local, national, or international community.
6. Upon the Superintendent's recommendation to make minor changes or corrections to the name of an existing school, the Board by majority vote may waive the committee process. The renaming process may only be waived if the proposed name change would not significantly modify the existing name to the extent that the school is no longer recognized or identified with the name of the school prior to it being renamed.
7. The Board is responsible for the final determination of what name will be assigned to a school or other district facility and whether a facility will be renamed.

B. Ad Hoc Committees

A School Facilities Naming or Renaming Committee shall be convened to consider community input and allow public participation as follows:

1. **Citizen Input.** Before the School Facilities Naming or Renaming Committee (committee) is convened, input from the community shall be solicited. The following steps must be followed:

- a. At least two (2) publicly-noticed meetings with members of the public and other interested persons must be held in order to obtain public input in this process. At least one of these meetings shall be held at the school or a nearby facility, if possible. Committee members will be notified of these meetings so that they can attend if they so choose.
- b. Citizens may also submit suggestions in writing, and the Superintendent, or designee, will provide citizens with the opportunity to provide suggestions electronically as well.
- c. The citizen input process will remain open for forty-five (45) days, unless the Board specifically determines that a shorter time-period is necessary.
- d. The Superintendent, or designee, shall act as the facilitator for these meetings and the citizen input process, including scheduling and providing notice for the community input sessions and establishing the process for electronic submissions.
- e. Individual committee members may also submit recommended names.
- f. Consistent with the criteria set forth in this policy, all names recommended to the committee must be accompanied with the appropriate background information and documented support for the suggested names, including any letters of recommendation. However, each individual does not need to submit a separate biography in support of a person's name if one has already been submitted. The Superintendent, or designee, shall maintain a website that includes a list of names for which a biography has been presented already.
- g. A complete list of all names suggested by the public through this public input process shall be forwarded to the committee.
- h. All names obtained through the public input process must be provided to the members of the committee at least a week before the committee is convened.

2. Convening the Committee

- a. The Superintendent, or designee, shall be responsible for convening the committee at the conclusion of the public input process and serve as the Coordinator of the activities of the committee.
- b. The Coordinator shall ensure that the committee has a place to meet and shall provide appropriate public notice of the meetings.

3. Committee Members

a. Renaming Committee

In the event that a facility is to be renamed, the committee shall be comprised of the following voting members:

1. Ten (10) Alachua County residents, with two selected by each of the Board members.
2. A current parent at the school, as selected by the school PTA or PTO.
3. A current member of the School Advisory Council (SAC), as selected by the SAC.
4. Two (2) current teachers at the school, one selected by the Alachua County Education Association (ACEA) and one selected at large.
5. Two (2) current education support professionals at the school, one selected by the ACEA and one (1) selected at large.
6. A local historian may offer their services to serve on the committee, and one will be selected by the Superintendent.
7. An Alachua County resident, as selected by the Alachua County Branch of the NAACP.
8. The principal or principal's designee.

b. New Schools

When a new school is to be named, the Board will determine whether it will be named for the local area or retain a name from a previously closed school. If the school is to be named for the local area, the Superintendent will consult with local experts familiar with the geographical area of the school and provide the Board with appropriate names from which to choose. If the Board decides to depart from the normal process and consider naming the new school after a person whose name was not used for a previously closed school, a committee shall be formed and comprised of the following members:

1. Ten (10) Alachua County residents, with two selected by each of the Board members.
2. A current parent who resides within the new school's attendance zone, if established, as selected by the ACCPTA.
3. A current member of the District Advisory Council (DAC), as selected by the DAC.
4. A current teacher within the district, as selected by the ACEA.
5. A current education support professional, as selected by the ACEA.
6. A local historian or expert familiar with the geographical area in which the facility is located may offer their services to serve on the Committee, and one will be selected by the Superintendent.
7. An Alachua County resident, as selected by the Alachua County Branch of the NAACP.
8. The principal of the new school, if selected.

c. Committee Procedures

1. All meetings of the committee shall comply with Florida's Sunshine Law and public records laws. The Superintendent will provide the appropriate Sunshine Law training for the Committee, and the Coordinator will ensure that public notice and other provisions necessary to comply with Florida Law are made.
2. Only the voting members listed above and assigned to the committee in accordance with this policy will be allowed to vote.
3. Proxy, absentee, and email votes will not be allowed. The presence of fifty-percent (50%) or more of the voting members of the committee will constitute a quorum.
4. The committee will select a Chairperson and Co-Chairperson.
5. The Coordinator will serve in a non-voting role as the Secretary, including keeping minutes and maintaining all public records of the committee.
6. The committee will decide the methodology for how it will arrive at its final recommendation, which may include straight voting, ranking systems, or other democratic processes that will allow the committee to come to a final recommendation.

4. Committee Recommendation

- a. The committee's recommendation, whether it be a single name, a ranking of names, or a list of names from which to choose, shall be submitted to the Superintendent for inclusion on an upcoming Board meeting agenda.
- b. All of the names submitted for consideration through the public input process shall be provided to the Board as well.
- c. The Board may, after considering the names presented, request that the committee provide additional proposed names for the Board's consideration.

C. Individual Buildings, Rooms, or Other Areas at a Facility

1. From time to time, a school community may wish to recognize an individual's significant contribution to a school by naming a classroom, building, or other part of a school after this person.
2. These decisions will be made at the school level by the principal in consultation with the SAC at a publicly noticed meeting pursuant to Florida Sunshine law.
3. Any decision to recognize an individual in this way will be shared with the Superintendent and Board as soon as it occurs.

Revised 10/20/20

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Legal	F.S. 1001.32
	F.S. 1001.41
	F.S. 1001.42
	F.S. 1001.43

Last Modified by Tammy R Shroyer on December 28, 2021