



SCHOOL BOARD OF BREVARD COUNTY, FLORIDA  
**School Board Policy Executive Summary**  
 Form D

<b>Policy Number:</b>	7250
<b>Title of Policy:</b>	Commemoration of School Facilities
<b>Cabinet Member:</b>	Susan Hann
<b>Purpose of Revisions:</b>	The purpose of the proposed revision is to create and clarify procedures for naming and renaming school facilities.
<b>Tentative Schedule:</b>	<ul style="list-style-type: none"> <li>• Cabinet – 4/18/22</li> <li>• Work Session – 5/24/22</li> <li>• Rule Development Workshop (Public Hearing) – 6/14/22</li> <li>• School Board Meeting Information – 6/14/22</li> <li>• School Board Meeting Approval – 6/28/22</li> <li>• Effective Date – upon approval</li> </ul>
<b>Summary of Proposed Policy Revisions:</b>	<ul style="list-style-type: none"> <li>• This policy is being revised to create school- and community-based thresholds that must be met prior to the Board’s consideration of renaming a school facility.</li> <li>• The policy revision establishes process for consideration of renaming school facilities.</li> <li>• These proposed revisions are more detailed than the suggested language from NEOLA.</li> </ul>
<b>Specific Authority:</b>	School Board Policy 0710, Chapter 120 Florida Statutes – Administrative Procedures Act.
<b>Next Steps:</b>	<ul style="list-style-type: none"> <li>• Revisions to internal procedures</li> <li>• Training for BPS employees regarding revisions to policy and revised procedures</li> </ul>

**Current  
Version**

## **7250 - COMMEMORATION OF SCHOOL FACILITIES**

The right to name schools, parent thereof, and other District facilities shall be reserved for the Board. 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. The Board may choose to initiate and complete the naming process through the Administrative Procedures Act. If the name is a person, the person may be living or deceased. It is encouraged that the person should have been a former District educator/administrator, local resident, or local civic leader of great prominence whose educational contributions to the District has had significant beneficial effects on the public school system and its students. However, names of inspiring national or international persons are also allowable. If the school is to be named for an individual, the name proposed should be that of an outstanding historical, civic, or educational leader, living or deceased, of local, State, or national prominence and, if living, and also an elected official, shall have left public office for a period of time not less than five (5) years. If the Board does not name the facility, the following process will commence.

The Area Superintendent, with the assistance of individuals in the community and/or community organizations, if any, shall submit [the] proposed name(s) for school(s) to the Superintendent for his/her subsequent recommendation to the Board for final approval. Names for schools shall be considered in accordance with the following procedures:

For the purpose of this policy, the terms "name" and "naming" shall be synonymous with "dedicate" and "dedicated".

- A. Names proposed shall be free from biases, prejudices, and political and religious connotations. The naming shall not discriminate because of sex, race, sexual orientation, creed, or national origin.
- B. If the school is to be named by its location in the community, the name proposed should be descriptive and of reasonable length.
- C. If the name is a person, the person may be living or deceased. It is encouraged that the person should have been a former District educator/administrator, local resident, or local civic leader of great prominence whose educational contributions to the District has had significant beneficial effects on the public school system and its students. However, names of inspiring national or international persons are also allowable.
- D. If the school is to be named for an individual, the name proposed should be that of an outstanding civic or educational leader, living or deceased, of local, State, or national prominence and, if living, and also an elected official, shall have left public office for a period of time not less than five (5) years.
- E. A "Naming" committee shall be established and shall minimally consist of the following:
  1. School principal of the school to be named. If the facility is not a school, the Superintendent will choose his/her designee.
  2. Parent representative (president or president's designee of the schools' parent organization).
  3. Student representatives (president or president's designee of the student council. Should a student council not exist, the student representative shall be chosen by mutual agreement of the school principal, parent group president, and the Superintendent.)

- F. The committee will meet and determine a schedule to invite the students from feeder schools being affected by the new school to participate in the naming of the new school facility. If the facility is not a school, then the Superintendent's designee will convene a District committee.
- G. The committee will submit its recommendation to the Board in writing and be available to discuss its recommendation with the Board at the Board's regularly scheduled Board meeting.
- H. By simple majority vote of Board members present, the Board may accept or reject the request to name the school, part there-of or other District facility.
- I. The name of a new or existing school, once adopted by the Board, shall be considered permanent. However, should the Board subsequently initiate, or be called upon to consider, a name change of an existing, previously named school, then in that event the Board shall allow a period of time not less than eighteen (18) months from said date for community involvement, deliberation, discussion, and debate, prior to its taking action.

Because the schools and the education of its youth are among this community's proudest and most enduring achievements, individuals, or organizations or committees should consider, among other things: (1) the history and traditions of Brevard County including the contributions of various groups and individuals to the life of the county and its public schools; (2) the hopes and aspirations of the Brevard County citizens for the future of the community and its public schools; and (3) the suitability of the proposed name to the educational philosophy and purposes of Brevard County along with the significance of the proposed name to the community at large and to the students and staff who will use the facility.

Revised 2/12/02  
Revised 3/25/03  
Revised 5/30/06

# Neola Template

Book: Florida Policies for Update

Section: Vol. 21, No. 1

Title: REVISED POLICY - VOL. 21, NO. 1 - COMMEMORATION OF SCHOOL FACILITIES

Number: po7250

## 7250 - COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the School Board may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those 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 District, community, State, or nation.

The Superintendent shall submit proposed name(s) for school(s) to the Board for final approval. Names for schools shall be considered in accordance with the following procedures:

If the school(s) is to be named by its location in the community, the name(s) proposed should be descriptive and of reasonable length.

If the school(s) is to be named for an individual, the name(s) proposed should be that of an outstanding civic or educational leader, living or deceased, of local, State, or National prominence and, if living, and also an elected official, shall have left public office for a period of time not less than five (5) years.

The name of a new or existing school(s) once adopted by the Board shall be considered permanent. However, should the Board subsequently initiate, or be called upon to consider, a name change of an existing previously named school(s), then in that event the Board shall allow a period of time of not less than eighteen (18) months from said date for community involvement, deliberation, discussion, and debate, prior to its taking action.

~~Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.~~

# Redline Draft

## **7250 ~~—~~ COMMEMORATION OF SCHOOL FACILITIES**

The right to name or rename schools, ~~parent~~parts thereof, and other District facilities shall be reserved for the Board. ~~From time to time, If the Board may wish to commemorate a school~~does not name the facility, the following process will commence.

### 1. General

For the purpose of this policy, the terms “name,” “naming” and “renaming” shall be synonymous with “dedicate” and “dedicated.”

- A. Names proposed shall be free from biases, prejudices and political and religious connotations. The naming shall not discriminate because of sex, race, sexual orientation, creed or ~~District facility~~ national origin.
- B. If the school is to be named by ~~means of a plaque or naming the facility after a~~ its location in the community, the name proposed should be descriptive and of reasonable length.
- C. ~~If the name is a person. The Board may choose to initiate and complete the naming process through the Administrative Procedures Act. If the name is a person, the person may be living or deceased. It, it~~ is encouraged that the person should have been a former District educator/administrator, local resident, or local civic leader of great prominence whose educational contributions to the District ~~has~~have had significant beneficial effects on the public school system and its students. ~~However, names of inspiring national or international persons are also allowable. If the school is to be named for an individual, the name proposed should be that of an outstanding historical, civic, or educational leader, living or deceased, of local, State, or national prominence and, if living, and also an~~ If the name is a former elected official, the person shall have left public office for a period of time not less than five (5) years. ~~If the Board does not name the facility, the following process will commence~~The Board discourages naming a school or building after a living person.

### 2. Naming a New School:

The ~~Area~~applicable Assistant Superintendent for Elementary or Secondary Leading & Learning, with the assistance of individuals in the community and/or community organizations, if any, shall submit ~~the~~ proposed name(s) for school(s) to the Superintendent for his/her subsequent recommendation to the



Board for final approval. Names for new schools shall be considered in accordance with the following procedures:

~~For the purpose of this policy, the terms "name" and "naming" shall be synonymous with "dedicate" and "dedicated".~~

~~A. Names proposed shall be free from biases, prejudices, and political and religious connotations. The naming shall not discriminate because of sex, race, sexual orientation, creed, or national origin.~~

~~B. If the school is to be named by its location in the community, the name proposed should be descriptive and of reasonable length.~~

~~C. If the name is a person, the person may be living or deceased. It is encouraged that the person should have been a former District educator/administrator, local resident, or local civic leader of great prominence whose educational contributions to the District has had significant beneficial effects on the public school system and its students. However, names of inspiring national or international persons are also allowable.~~

~~D. If the school is to be named for an individual, the name proposed should be that of an outstanding civic or educational leader, living or deceased, of local, State, or national prominence and, if living, and also an elected official, shall have left public office for a period of time not less than five (5) years.~~

E. A. A "Naming" committee shall be established and shall minimally consist of the following:

1. 1. School principal of the school to be named. If the facility is not a school, the Superintendent will choose his/her designee.

2. 2. Parent representative ~~(president or president's designee of the schools' parent organization)~~ chosen by mutual agreement of the school principal and parents of registered students.

3. 3. Student ~~representatives (president or president's designee of the student council. Should a student council not exist, the student representative shall be chosen~~ by mutual agreement of the school principal, ~~parent group president,~~ parents of registered students and the ~~Superintendent.)~~ Superintendent's designee.

F. B. The committee will meet and determine a schedule to invite the students from feeder schools being affected by the new school to participate in the naming of the new school facility. If the facility is not a school, then the ~~Superintendent's~~ Superintendent's designee will convene a District committee.

G. C. The committee will submit its recommendation to the Board in writing and be available to discuss its recommendation with the Board at the ~~Board's~~ Board's regularly scheduled Board meeting.

H. D. \_\_\_\_\_ By simple majority vote of Board members present, the Board may accept or reject the request to name the school, part ~~there of~~thereof or other District facility.

E. \_\_\_\_\_ The name of a new ~~or existing~~ school, once adopted by the Board, shall be considered permanent. ~~However, should the Board subsequently initiate, or be called upon to consider, a name change of an existing, previously named school, then in that event the Board shall allow a for a period of time not no less than eighteen (18) months from said date for community involvement, deliberation, discussion,~~ five (5) years.

I. 3. Renaming an Existing School and ~~debate, prior to its taking action.~~ Naming or Renaming School Buildings and Ancillary School Facilities:

~~Because the schools and the education of its youth are among this community's proudest and most enduring achievements, individuals, or organizations or committees should consider, among other things: (1) the history and traditions of Brevard County including the contributions of various groups and individuals to the life of the county and its public schools; (2) the hopes and aspirations of the Brevard County citizens for the future of the community and its public schools; and (3) the suitability of the proposed name to the educational philosophy and purposes of Brevard County along with the significance of the proposed name to the community at large and to the students and staff who will use the facility.~~

A. An initiating entity named below, may submit a written request to the Assistant Superintendent of Facilities Services through the School's Principal requesting the Board rename an existing school or name or rename a school building or ancillary school facility. An "initiating entity" is defined as any of the following:

1. School Advisory Committee of the school, evidenced by a majority vote of the membership.
2. PTA or other parent-based organization of the school, evidenced by a majority vote of its board.
3. At least 75% of the school's students.
4. Alumni of the school (the minimum number of which is at least 75% of the school's current student body population, as evidenced by a signed petition indicating the graduate's name and graduation year).\*
5. Community members within the school's attendance zone (the minimum number of which is at least 75% of the school's current student body population, as evidenced by a signed petition indicating the community member's name and address within the attendance zone).\*

\*Note: The District has no obligation to verify the accuracy of the petitions presented.

B. A maximum of three (3) schools at a time may be considered for renaming as set forth in this section.

C. Schools that complete the renaming process under this section may not be considered for renaming for at least five (5) calendar years following the Board action to rename the school.

D. Following receipt of the written request described in subsection 2.A above the Superintendent, or designee, shall prepare the request for School Board consideration including the planned procedures and protocols for soliciting input.

E. The School Board shall decide by majority vote of the Board whether to accept the written request for consideration.

F. If the School Board accepts the written request, then within sixty (60) calendar days, the Superintendent shall initiate the administrative procedures and protocols for renaming the school.

G. The administrative procedures and/or protocols shall include the following minimum requirements:

1. Community Meetings: The Superintendent or designee shall host up to three (3) open community meetings. Third party facilitators or designated District administrators should be utilized to facilitate the community meetings.

2. Community Input: The Superintendent or designee shall solicit input from eligible stakeholders through the use of a survey or other like instrument. Community input will be solicited from the following:

a. SAC of the school;

b. PTA or other parent-based organization of the school;

c. Students of the school;

d. Parents or Legal Guardians of students attending the school;

e. Community members within the school's attendance zone;

f. Members of the school's faculty and staff;

g. Alumni of the school and

h. Members of the public

3. Student engagement strategies to include age-appropriate dialogue.

4. Communication strategies for increasing public awareness of the renaming process.

H. Within 180 calendar days of the vote of the Board to accept the renaming request, the Superintendent shall offer to the School Board for its decision (by a vote of the Board), either a proposed new name or recommend no change to the school's existing name. In the event of extenuating circumstances that warrant additional time, including, but not limited to,

assessment calendars, natural disasters or extended school breaks, the Superintendent may present the matter to the Board and offer an alternative timeline for consideration.

Revised-\_\_\_\_\_2/12/02

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Revised-\_\_\_\_\_3/25/03

Revised 5/30/06

# **Clean Version**

## 7250 – COMMEMORATION OF SCHOOL FACILITIES

The right to name **or rename** schools, parts thereof, and other District facilities shall be reserved for the Board. If the Board does not name the facility, the following process will commence.

### 1. General

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- A. Names proposed shall be free from biases, prejudices and political and religious connotations. The naming shall not discriminate because of sex, race, sexual orientation, creed or national origin.
- B. If the school is to be named by its location in the community, the name proposed should be descriptive and of reasonable length.
- C. If the name is a person, it is encouraged that the person should have been a former District educator/administrator, local resident or local civic leader of great prominence whose educational contributions to the District have had significant beneficial effects on the public school system and its students. However, names of inspiring national or international persons are also allowable. If the name is a former elected official, the person shall have left public office for a period of time not less than five (5) years. The Board discourages naming a school or building after a living person.

### 2. Naming a New School:

The applicable Assistant Superintendent for Elementary or Secondary Leading & Learning, with the assistance of individuals in the community and/or community organizations, if any, shall submit the proposed name(s) for school(s) to the Superintendent for his/her subsequent recommendation to the Board for final approval. Names for new schools shall be considered in accordance with the following procedures:

- A. A “Naming” committee shall be established and shall minimally consist of the following:
  1. School principal of the school to be named. If the facility is not a school, the Superintendent will choose his/her designee.
  2. Parent representative chosen by mutual agreement of the school principal and parents of registered students.

3. Student representative chosen by mutual agreement of the school principal, parents of registered students and the Superintendent's designee.
- B. The committee will meet and determine a schedule to invite the students from feeder schools being affected by the new school to participate in the naming of the new school facility. If the facility is not a school, then the Superintendent's designee will convene a District committee.
- C. The committee will submit its recommendation to the Board in writing and be available to discuss its recommendation with the Board at the Board's regularly scheduled Board meeting.
- D. By simple majority vote of Board members present, the Board may accept or reject the request to name the school, part thereof or other District facility.
- E. The name of a new school, once adopted by the Board, shall be considered permanent for a period no less than **five (5)** years.

### 3. Renaming an Existing School and Naming or Renaming School Buildings and Ancillary School Facilities:

- A. **An initiating entity named below**, may submit a written request to the **Assistant Superintendent of Facilities Services through the School's Principal** requesting the Board rename an existing school or name or rename a school building or ancillary school facility. An "initiating entity" is defined as any of the following:
  1. School Advisory Committee of the school, evidenced by a majority vote of the membership.
  2. PTA or other parent-based organization of the school, evidenced by a majority vote of its board.
  3. At least 75% of the school's students.
  4. Alumni of the school (the minimum number of which is at least 75% of the school's current student body population, as evidenced by a signed petition indicating the graduate's name and graduation year).\*
  5. Community members within the school's attendance zone (the minimum number of which is at least 75% of the school's current student body population, as evidenced by a signed petition indicating the community member's name and address within the attendance zone).\*

\*Note: The District has no obligation to verify the accuracy of the petitions presented.

- B. A maximum of three (3) schools at a time may be considered for renaming as set forth in this section.
- C. Schools that complete the renaming process under this section may not be considered for renaming for at least **five (5)** calendar years following the Board action to rename the school.
- D. **Following receipt of the written request described in subsection 2.A above the Superintendent, or designee, shall prepare the request for School Board consideration including the planned procedures and protocols for soliciting input.**
- E. **The School Board shall decide by majority vote of the Board whether to accept the written request for consideration.**
- F. If the School Board accepts the written request, then within sixty (60) calendar days, the Superintendent shall initiate the administrative procedures and protocols for renaming the school.
- G. The administrative procedures and/or protocols shall include the following minimum requirements:
  - 1. Community Meetings: The Superintendent or designee shall host up to three (3) open community meetings. Third party facilitators or designated District administrators should be utilized to facilitate the community meetings.
  - 2. Community Input: The Superintendent or designee shall solicit input from eligible stakeholders through the use of a survey or other like instrument. Community input will be solicited from the following:
    - a. SAC of the school;
    - b. PTA or other parent-based organization of the school;
    - c. Students of the school;
    - d. Parents or Legal Guardians of students attending the school;
    - e. Community members within the school's attendance zone;
    - f. Members of the school's faculty and staff;
    - g. Alumni of the school and
    - h. Members of the public
  - 3. Student engagement strategies to include age-appropriate dialogue.
  - 4. Communication strategies for increasing public awareness of the renaming process.
- H. Within 180 calendar days of the vote of the Board to accept the renaming request, the Superintendent shall offer to the School Board for its decision (by a vote of the Board), either a



proposed new name or recommend no change to the school's existing name. In the event of extenuating circumstances that warrant additional time, including, but not limited to, assessment calendars, natural disasters or extended school breaks, the Superintendent may present the matter to the Board and offer an alternative timeline for consideration.

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