

REGULATION
Naming Facilities Procedures

Descriptor Term: FDC-R(1)
Date: XXXXXX XX, 2024

The Superintendent hereby authorizes the utilization of the following procedures regarding the naming or renaming of a school or facility:

1. During the construction of a new school or facility, the process of consolidating schools, or the re-purposing of a school or facility, the Superintendent will recommend to the Board of Education for Bibb County ("Board") that a committee be appointed to make a recommendation to the Board as to the naming or renaming of the school or facility.
2. The Superintendent will ensure the recommendation for the committee is included on the agenda at a regular or called meeting as an information item.
3. The Board President will appoint the chairperson for the committee. The chairperson will be a Board member.
4. The Superintendent will recommend staff members, community representatives, and individuals with close ties to the school, such as parents and alumni, to serve on the committee for naming or renaming of a school or facility.
5. The committee will be composed of no more than 12 individuals. Committee representation should include the following individuals:
 - a. Deputy Superintendent of Operations or designee
 - b. Appropriate Associate Superintendent
 - c. Site Administrator
 - d. School/Site Staff or Faculty Member
 - e. Parents in the school's existing or proposed attendance zone
 - f. Community representatives with close ties to the school or attendance zone
 - g. School alumni
 - h. The Board member who represents the District where the school or facility is situated
6. The Superintendent will serve as an ex-officio member of the committee, but the Superintendent will have voting powers during the committee meetings.
7. The Superintendent will notify each Board member of the composition of the committee that will make recommendations on the naming or renaming of a school or facility and invite each Board member to suggest names for the school or facility for the committee.
8. The chairperson of the committee, in consultation with the Superintendent, will convene the committee for a meeting or meetings in sufficient time to make a

recommendation to the Board within 60 days after the appointment of the committee.

9. Recommended names will not duplicate or cause confusion with the name of any other existing school or facility located within the District.
10. Upon expiration of the 60 days, the Superintendent will bring the recommendation from the committee before the Board for action. The appropriate Associate Superintendent will draft an Action Memorandum to the Board stating the recommendation of the committee to include the rationale for the selection. The Board will then vote on the matter.
11. The Superintendent or his or her designee will calendar the 60-day expiration period to ensure the recommendation from the committee is brought to the Board in a timely manner for action.
12. After the name has been approved by the Board, the Superintendent or his or her designee will work with the District's Deputy Superintendent of Operations regarding the placement of signage for the school and the selected name. Erecting signage is contingent upon funding availability and structural considerations.