

ADMINISTRATIVE PROCEDURE

GUIDELINES FOR NAMING/RENAMING SCHOOLS AND FACILITIES

3500

Procedure No.

August 1, 2022

Date

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- I. **PURPOSE:** To present procedures and guidelines to be employed when a Board of Education school, other facility, or a component of a school or facility is named or renamed.

 - II. **POLICY:** The naming of schools, facilities or a component of a school or facility should be accomplished through an equitable process, in which community recommendations are considered, and the individuals or organizations that are honored have made an exceptional contribution for the benefit of students and the school system. (Policy 3500)

 - III. **PROCEDURES:**
 - A. Before a new school or existing schools are merged and consolidated into one school, the Chief Executive Officer (CEO) or his/her designee will appoint a committee for the purpose of naming the school:
 1. The committee will consist of a minimum of two (2) citizens who live in the area in which the school is located, two (2) parents of students who attend or will be attending Prince George's County Public Schools (PGCPS); two (2) students who attend or are likely to attend the school, two (2) staff members as designated by the CEO and one (1) Parent Teacher Association (PTA) Board Member. This committee will consist of a minimum of nine (9) members.
 2. The committee shall be charged with the responsibility of proposing three (3) names, in the order of preference, to the principal (if already identified) and CEO.
 3. The committee shall adhere to the requirements listed below concerning the naming of an elementary school, secondary school, facility, auditorium, media center, stadiums, athletic fields, etc.
 4. The committee shall request from the CEO the master list of past names of schools or facilities with historical significance that have been retired.
 5. The CEO will recommend three (3) proposed names, in order of preference, to the Board of Education for final selection and approval of a name. In the event that the CEO recommends the names in a different order of preference, the CEO shall provide a rationale, as well as share the original order of preference provided by the committee.

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6. A brief narrative and/or plaque explaining the name or renaming of the facility should be exhibited in a prominent place within the facility.
7. The Board of Education has the authority to rescind a naming at any time when actions of a private individual or organization, for which a school, facility, or component of a school or facility is named, are deemed by the Board of Education to be inappropriate and/or in conflict with the values of the Board of Education and PGCPS.

B. Elementary Schools

1. Names: An elementary school may be named/renamed after the community, the subdivision, the street or road on which it is located, a historical event, or some other significant or historical landmark which will immediately assist in locating the general area of the school. Elementary schools may also be named after individuals who are deceased and have made exceptional contributions to students and the school system.

Examples:

Community:	Riverdale
Subdivision:	Gaywood, Parklawn
Street:	Gallatin Street
Road:	Ager Road
Significant object:	Fort Foote
Individual:	Charles Herbert Flowers

2. Requirements: In selecting the name for an elementary school, the following considerations must be observed:
 - a. If a community name is selected, it must represent the attendance area served by the school.
 - b. If a subdivision name, street or road name, or significant object name is selected, such name must be distinguishing.
 - c. If a school is named after an individual, the following must be observed:
 - (1) The individual shall exemplify achievements and qualities in which students and communities can take pride.
 - (2) The individual shall have achieved prominence as a resident of Prince George's County, as a citizen of the State of Maryland, the United States or the world.

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- (3) The individual's positions, opinions and/or reputation must be consistent with the mission and vision of the Board of Education and PGCPS.

C. Secondary Schools

1. Names: A secondary school shall be named/renamed after the geographic location of the school or for a prominent person who is deceased and has made a notable contribution in serving Prince George's County, the State of Maryland, the United States or the world.

Examples:

Geographic Location:	Buck Lodge Middle Northwestern High High Point High
Service to Prince George's County or the State of Maryland:	DuVal High Frederick Douglass High
Service to the United States:	Benjamin Stoddert Middle

2. Requirements:
- Geographic locations must be consistent with attendance areas.
 - The individual shall exemplify achievements and qualities in which students and communities can take pride.
 - The individual's positions, opinions and/or reputation must be consistent with the mission and vision of the Board of Education and PGCPS.

D. Facilities

Names: A school system facility shall be named/renamed after the geographic location of the facility or for a prominent person who is deceased and has made a notable contribution in serving Prince George's County, the State of Maryland, or the United States. The name should include the function of the facility. The same requirements for elementary and secondary school naming must also be followed for the naming of facilities.

Examples:

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Oxon Hill Staff Development Center
Bladensburg Instructional Services Center
Bonnie F. Johns Educational Media Center

E. Auditoriums, Media Centers, Stadiums, Athletic Fields, etc.

1. Specific, unique components of a school or school system facility may be named/renamed to honor an individual, living or deceased. The individuals so honored should have an association with the given school or facility or with the function or activity related to the particular component. The individual, if a PGCPS employee, must have been separated from employment for at least three (3) years. Such naming must be endorsed by the school's advisory council or PTA, if one has been formed, and must be submitted to the CEO.
 - a. The committee shall be charged with the responsibility of proposing three (3) names, in the order of preference, to the principal) and CEO. Prior to submitting the names of the three (3) proposed names, the committee must ensure that the names are endorsed by the school's advisory council or PTA. The CEO will make the final selection and approval of a name.

Examples:

Alan I. Chotiner Auditorium (High Point High)
Thelma Shockley Media Center (James Ryder Randall Elementary)
Merricks-Layman Stadium (Crossland High)

F. Placards for New School Buildings and/or Facilities

New school buildings and/or facilities will be adorned with a permanent placard in the front interior of the building with the names of the Board of Education Members and the CEO/Superintendent that were in office during the final approval process to build the new school and/or facility.

IV. COMPLIANCE AND MONITORING:

- A. The CEO is responsible for ensuring that the three names that are submitted to the Board of Education meet the requirements listed above concerning the naming of an elementary school, secondary school, facility, auditorium, media center, stadium, athletic field, etc.

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- B. The CEO shall maintain an updated master list of past names of schools and facilities with historical significance.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE UPDATE AND UPDATE OF THESE PROCEDURES:**
This administrative procedure originates with the Office of the Chief Executive Officer and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This administrative procedure cancels and supersedes Administrative Procedure 3500, dated November 22, 2013.
- VIII. **EFFECTIVE DATE:** July 1, 2022.