BOARD OF EDUCATION POLICY

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Naming of School District Facilities, Dedicating Areas of School District Facilities or Grounds and Erecting Monuments

Policy Statement

It is the responsibility of the Board of Education to select names of all schools and facilities. In fulfilling this responsibility, the Board of Education shall carefully consider and respect community recommendations in the naming process. The Board of Education shall also have the responsibility to authorize the naming of portions of school facilities and erecting monuments in order to provide recognition to individuals or organizations that make an exceptional contribution for the benefit of students and the school system. However, the names of persons actively serving PGCPS shall not be considered.

Purpose

The purpose of this Policy is to establish an equitable process by which the Board of Education can name or rename schools and other facilities, or the naming of areas of facilities or grounds or erecting monuments to honor individuals or organizations that make an exceptional contribution for the benefit of students and the school system.

New Schools/Consolidated Schools

Before a new school or existing schools are merged and consolidated into one school, the Chief Executive Officer shall ensure the appointment of a committee for the purpose of naming the school:

1. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the school principal;
2. The committee membership shall 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 PGCPS schools; two (2) students who attend or are likely to attend the school, two (2) staff members as designated by the CEO, and one (1) PTA Board Member;
3. The committee is encouraged in the naming of schools to use historical figures, the history, general location or features of the area, or goals of the school. Names of existing schools or combinations thereof shall not be used except in those cases where existing schools are being closed and/or merged or discontinued as public schools;

4. The committee shall submit the three proposed names to the school principal or the Chief Executive Officer designee. The principal or the Chief Executive Officer designee shall submit the three proposed names to the Chief Executive Officer, who shall recommend the three proposed names in order of preference to the Board of Education for final selection and approval of a name; and

5. A brief narrative and/or plaque explaining the naming or renaming of the facility should be exhibited in a prominent place within the facility.

Existing Schools and Related School Facilities/Grounds

The naming or renaming of schools on PGCPS campuses or on other properties owned by the Board of Education must follow Board Policy guidelines. The Board of Education may name or rename a school and other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the school system by providing for a dedication or naming of appropriate areas of a PGCPS facility in honor of such individuals or organizations making exceptional contributions to students and the school system.

The renaming of schools shall follow the same requirements as for naming new schools/consolidated schools stated above.

Components of Facilities/Monuments

Building components, including classrooms, media centers, athletic fields, conference rooms, common areas and other components which are part of a building or site may be named in honor of a person, living or deceased. In addition, placement of monuments on school grounds to honor a person, living or deceased may be considered. Such naming must be endorsed by the school’s advisory council or PTA, if one has been formed, and submitted by the Chief Executive Officer to the Board of Education for final approval.

Limitations on Naming Facilities

No facility or grounds shall be named after an individual whose positions, opinions and/or reputation is inconsistent with the mission and vision of the Board of Education and PGCPS.

No facility or grounds shall be named after employees of PGCPS unless they have been separated from employment for at least three (3) years.

The Board of Education shall have discretionary authority to rescind a naming at any time based on an action by a private individual or organization that is deemed by the Board of Education to be inappropriate and/or in conflict with the values of the Board of Education and PGCPS.
Repository of Names

The CEO shall maintain an updated master list of past names of schools with historically significant names that have been retired. Retired names shall be reserved for future consideration when school facilities are renamed or when new school facilities are opened. The pool of historic names will be populated with names of school facilities that have been closed or renamed since 2000. Committees should consider the list of past names in determining the recommended names for new schools or renaming schools.

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