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

II. **BACKGROUND:** Names of schools and educational facilities serve as points of reference for students, neighborhoods, and communities. Names also can be used to honor individuals whose accomplishments set them apart. Because students identify with their schools, care should be exercised in selecting names. Names should respect the multi-ethnic character of Prince George’s County and should not be seen as divisive. No school or facility name shall be seen as promoting any specific denomination or religious creed.

III. **PROCEDURES:**

A. Before a new school or existing schools are merged and consolidated into one school, the 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 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) 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 CEO will recommend three (3) proposed names, in order of preference, to the Board of Education for final selection and approval of a name.
5. A brief narrative and/or plaque explaining the name or renaming of the facility should be exhibited in a prominent place within the facility.
6. The Board of Education has the 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.

B. Elementary Schools
1. **Names**: An elementary school may be named 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 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.
      (3) The individual’s positions, opinions and/or reputation must be consistent with the mission and vision of the Board of Education and PGCPS.
      (4) The individual, if a PGCPS employee, must be separated from employment for at least three (3) years.

C. **Secondary Schools**
1. **Names**: A secondary school shall be named after the geographic location of the school or for a prominent person who 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**:
   
   a. Geographic locations must be consistent with attendance areas.
   b. The individual shall exemplify achievements and qualities in which students and communities can take pride.
   c. The individual’s positions, opinions and/or reputation must be consistent with the mission and vision of the Board of Education and PGCPS.
   d. The individual, if a PGCPS employee, must be separated from employment for at least three (3) years.

D. **Facilities**

   **Names**: A school system facility shall be named after the geographic location of the facility or for a prominent person who 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**:

   - Oxon Hill Staff Development Center
   - Bladensburg Instructional Services Center
   - Bonnie F. Johns Educational Media Center
E. Auditoriums, Media Centers, Stadiums, Athletic Fields, etc.

Specific components of a school or school system facility may be named 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. Such naming must be endorsed by the school’s advisory council or PTA, if one have been formed, and must be submitted to the CEO.

1. 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. 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)

IV. RELATED PROCEDURES: None.

V. 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.

VI. CANCELLATIONS AND SUPERSEDURES: This Administrative Procedure cancels and supersedes Administrative Procedure 3500, dated May 1, 2003.

VII. EFFECTIVE DATE: November 22, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10