

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

---

**Related Entries:** FFA  
**Responsible Office:** Deputy Superintendent of Schools  
School Performance  
Facilities Management

## Naming School Facilities

### I. PURPOSE

Montgomery County Public Schools (MCPS)-owned school facilities are identified by names that represent a person or a location in the county. This regulation sets forth the guidelines for identifying and deciding the name for an MCPS school facility or for the naming of a portion of the school facility.

### II. GUIDELINES

#### A. Guidelines for Naming New or Reopened Schools, Renaming Schools or Portions of School Facilities

##### 1. Names of Distinguished Persons

It is preferred that school facilities be named for distinguished persons, no longer active in their careers, who have made an outstanding contribution to the community, county, state, or nation. The Board of Education (Board) will give strong consideration to names of women and minorities so that these groups are equitably represented among county school names. No school or portion of a school facility may be named after a person currently employed by MCPS.

##### 2. Geographic Names

Geographic names also may be considered for new school facilities. These names should be clearly identifying, widely known, and recognized.

#### B. New/Reopened Schools

##### 1. The Office of the Board of Education will maintain a list of distinguished persons, no longer active in their careers, who have made an outstanding

contribution to the community, county, state, or nation. Staff of the Board of Education will research and develop background information on the distinguished person's accomplishments and contributions to the community, county, state, or nation.

2. Upon the appointment of a principal, but no later than six months before a new school facility is scheduled to open, the deputy superintendent of schools will assign the new school's principal or another administrator to chair a name-recommendation committee. The deputy superintendent or designee will notify the Board's chief of staff that a school naming committee is being formed, and request that the Board of Education identify up to four names for the committee to consider.
  - a) The committee will be comprised of Parent Teacher Association (PTA) representatives from the attendance area that the new school will serve.
  - b) The committee will solicit input from neighborhood associations, other parent organizations, and relevant county agencies and organizations.
  - c) After careful deliberation, the committee will recommend, in priority order, its preference from among the listing of names provided by the Board and up to two additional names recommended by the committee.
  - d) The committee chair will notify the Office of School Performance of the committee's recommendation, who will convey that recommendation to the deputy superintendent of schools.
  - e) The superintendent of schools will forward the committee's recommendation to the Board.
3. The Board will make the final decision on naming the new school facility.

**C. Renaming Schools**

1. If there is strong support within a community, the Board will consider a petition to rename existing school facilities.
2. The principal will be responsible for documenting that there is considerable support to rename the existing school facility by providing the Office of School Performance with a petition signed by a majority of

the school parents and residents within the community. The Office of School Performance will provide the superintendent of schools with the proposal.

3. The superintendent of schools will evaluate the information provided by the principal. If the superintendent of schools determines that considerable support exists to rename the existing school facility and to request a particular name, a request will be submitted to the Board.
4. If the Board decides to proceed with the renaming, it will follow the process outlined in Section II A.

**D. Portions of School Facilities**

1. When a petition or request to name a portion of a school facility, including athletic facilities, is submitted to the local school principal, the petitioner also will be required to forward a copy to the Office of School Performance. The petition must include the following information:
  - a) Name (proposed)
  - b) Background data (rationale)
  - c) Financial obligation and procedures
2. The principal will convene a selection committee, if appropriate, of:
  - a) Two students (designated by the Student Government Association president)
  - b) Two teachers (designated by the faculty)
  - c) Two parents (designated by the PTA)
  - d) Three individuals from the community nominated by the Office of School Performance
  - e) Principal (nonvoting chair)
3. The committee shall acknowledge the receipt of the petition and inform the petitioners that prior to a decision the committee will be available to receive additional petitions regarding the topic. The chair will provide a memorandum to appropriate organizations in the school community

apprising them of the proposal. The issue will remain open 30 days in order to provide time for additional reactions and petitions.

4. The committee shall carefully review all of the information received and either reject or concur with the proposal to name a portion of the school facility. If the committee rejects the proposal to name a portion of the school facility, the principal will notify the petitioner(s) that the name has been rejected and no further action will be taken. If the committee concurs with the name proposal, the principal will contact the community superintendent.
5. The community superintendent shall carefully review all of the information received and either reject or concur with the proposal to name a portion of the school facility. If the community superintendent rejects the proposal to name a portion of the school facility, the community superintendent will notify the principal that the name has been rejected and no further action will be taken. If the community superintendent concurs with the name proposal, she/he will forward the petition to the chief performance officer to review, make a recommendation, and forward the request to the deputy superintendent of schools and the chief operating officer for final decision. The decision of the deputy superintendent of schools and the chief operating officer may be appealed to the superintendent of schools in accordance with MCPS Regulation KLA-RA, *Responding to Inquiries and Complaints from the Public*.
6. Any facility modifications that need to be made as a result of naming or renaming a portion of a building shall be made in accordance with all applicable policies and regulations, including but not limited to Board Policy CNE, *Facility Improvements That Are Not Funded with Montgomery County Revenues*.

**Regulation History:** Formerly Regulation No. 230-5, revised October 1982; revised November 26, 1997; revised June 29, 2000; revised April 25, 2005; revised November 17, 2005; revised November 28, 2006; revised October 14, 2010.