

REGULATION **MONTGOMERY COUNTY PUBLIC SCHOOLS**

Related Entries: CNA-RB, CND, CND-RA, CNE, FFA, KLA-RA
Responsible Office: School Support and Improvement
Chief Operating Officer

Naming School Facilities

I. PURPOSE

Montgomery County Public Schools (MCPS)-owned school facilities are identified by names that represent a distinguished person or a widely known and recognized location in Montgomery 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

The Montgomery County Board of Education office will develop and maintain a list of deceased distinguished persons who have made an outstanding contribution to the community, county, state, or nation. Board staff will research and develop background information on the distinguished person's accomplishments and contributions to the community, county, state, or nation.

- a) It is preferred that school facilities, or portions of school facilities, be named for deceased distinguished persons, who have made an outstanding contribution to the community, county, state, or nation.
- b) The Board will give strong consideration to names of women and minorities so that these groups are equitably represented among county school facilities or portions of school facilities names.

- c) No school or portion of a school facility may be named after a person currently employed by MCPS, still active in their career, or who currently holds public office.
- d) MCPS Regulation CNA-RB, *Advertising*, permits messages in honor/celebration or memory of school mascots, current or past students, staff, or school volunteers on bricks, tiles, or other structural elements. Such actions are not subject to this regulation.

2. Geographic Names

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

3. Committees Convened to Recommend School Facility Names

Any committee established for the purpose of recommending names for school facilities or portions of school facilities shall seek to be comprised of a diverse group of individuals and/or representatives from parent organizations from the attendance area that the school serves or will serve.

B. New/Reopened Schools

- 1. Upon the appointment of a principal for the new facility, but no later than six months before a new school facility is scheduled to open, the deputy superintendent of the Office of School Support and Improvement (OSSI) will assign the new school's principal or another administrator to chair a name-recommendation committee. The deputy superintendent/designee will notify the Board's chief of staff that a school naming committee is being formed, and request that the Board identify up to four names for the committee to consider.
 - a) The committee will be comprised of Parent Teacher Association (PTA) or Parent Teacher Student Association (PTSA) representatives from the attendance area that the new school will serve.
 - b) The committee will solicit input from the community from entities such as 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 OSSI of the committee's recommendation, who will convey that recommendation to the superintendent of schools.
- e) The superintendent of schools will forward the committee's recommendation to the Board.

2. 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 OSSI with a petition signed by a significant portion of the school community. OSSI will provide the superintendent of schools with the proposal.
- 3. The principal and PTA/PTSA leadership will lead a committee that affirms community support by soliciting input from entities such as neighborhood associations, other parent organizations, and relevant county agencies and organizations.
- 4. 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.
- 5. The Board will make the final decision on renaming the school consistent with the guidelines set forth in Section II.A above.

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 OSSI. The petition must include the following information:
 - a) Name (proposed)

- b) Background data (rationale)
 - c) Financial obligations and procedures
2. The principal will convene a selection committee, if appropriate, of the following:
- a) Two students (designated by the Student Government Association president)
 - b) Two teachers (designated by the faculty)
 - c) Two parents (designated by the PTA/PTSA)
 - d) Three individuals from the community nominated by OSSI
 - 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.
- a) The chair will notify appropriate organizations in the school community apprising them of the proposal. OSSI will provide guidance to the chair of appropriate methods for notifying community organizations and receiving public comments.
 - b) The community will have 30 days in order to provide public comments.
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.
- a) 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.
 - b) If the committee concurs with the name proposal, the principal will contact the appropriate associate superintendent within OSSI.

5. The appropriate associate superintendent within OSSI shall carefully review all of the information received and either reject or concur with the proposal to name a portion of the school facility.
 - a) If the appropriate associate superintendent rejects the proposal to name a portion of the school facility, the appropriate associate superintendent will notify the principal that the name has been rejected and no further action will be taken.
 - b) If the appropriate associate superintendent concurs with the name proposal, the request will be forwarded to the deputy superintendent and the chief operating officer for a final decision.
 - c) The decision of the deputy superintendent 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; revised August 7, 2014; revised January 3, 2018.