

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

---

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

## Naming Schools

### I. PURPOSE

Montgomery County Public Schools (MCPS)-owned schools 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 or for the naming of a portion of the school building.

### II. GUIDELINES

#### A. New/Reopened Schools

##### 1. Names of Distinguished Persons

It is preferred that schools be named for distinguished persons, no longer active in their careers, who have made an outstanding contribution to the community, county, state, or nation.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 will give strong consideration to names of women and minorities so that these groups are equitably represented among county school names.

##### 2. Geographic Names

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

##### 3. The Office of the Board of Education will maintain a list of distinguished persons, no longer active in their careers, who have made an outstanding contribution to the community, county, state, or nation.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.

4. Upon the appointment of a principal, but no later than six months before a new school 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 staff director for the Board of Education 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 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 of Education and up to two additional names recommended by the committee.
  - d) The 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 will forward the committee's recommendation to the Board of Education.
5. The Board will make the final decision on naming the new school.

**B. Portions of Buildings**

1. When a petition or request to name a section of a building is submitted to the local school principal, the petitioner will also 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 of:
  - a) Two students (designated by the SGA 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 section of the building. If the committee rejects the proposal to name a section of the building, 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. Upon review, if the community superintendent is in agreement, she/he will forward the request to the deputy superintendent of schools for final authorization to proceed with the partial naming.

**C. Renaming Schools**

1. If there is strong support within a community, the Board of Education will consider a petition to rename a school.
2. The principal will be responsible for documenting that there is considerable support to rename the school 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 with the proposal.

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

**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.