
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY FF: NAMING OF PUBLIC SCHOOL FACILITIES

The Public Schools Laws of Maryland do not contain any provisions which limit or preclude the Board of Education's authority to establish procedures for the naming of public schools.

Procedures

1. New school facilities shall be named by official Board of Education action after the approval of design development documents and prior to commencement of construction.
2. Upon the Board of Education's approval of design development documents, a public announcement of the intent to name the facility will be made.
3. The Superintendent of Schools will direct that news releases be distributed to local news media announcing the intent to name the facility and inviting schools and members of the community to suggest names by writing to the Superintendent within sixty (60) days of the announcement.
4. After the deadline for community input, the Superintendent shall present the list of names suggested by members of the community to the construction planning committee for review.
5. A new public school facility shall not be named after a person (living or deceased).
6. The construction planning committee shall review all names submitted and return to the Superintendent three names identifying the person(s), group or organization submitting the name.
7. The Superintendent shall submit the recommended name to the Board along with at least three (3) other suggested school names. The official naming of the school facility will be made by the Board of Education.

Commemorative Expressions and Dedications within School Facilities or on School Grounds

The Board of Education recognizes that school communities may want to express respect and gratitude for individuals who have made significant contributions to a school or the school system. Acknowledgement perpetuates the memory of the contribution and provides a sense of history for future students, staff, and residents.

Schools are encouraged to designate areas for display of plaques or signage to commemorate outstanding service to the school community. Only in rare and exceptional circumstances will the naming of an area of a facility for a person of distinction be considered. The perpetuity of this kind of recognition and honor demands that the school community give careful thought, consideration, and scrutiny to this request.

Guidelines

1. Interior facilities or a section of the grounds may be named after an individual. All requests for recognition must be presented to the principal through a formal letter with the reason(s) for the request. Upon endorsement by the principal, the request will be considered by a committee appointed by the principal. The committee should include representatives from both the school and the community. The committee has the responsibility to review any suggestions submitted in writing, notify the community of the request and seek input, study the impact of the requested recognition on the school, the system and the community, and make a recommendation to the superintendent for acceptance or rejection of the request. If approved, the principal is responsible for establishing appropriate locations for plaques or signs associated with the recognition.
2. Requests for recognition may include living or deceased persons who have attained achievements of extraordinary and lasting distinction within the school community through their longevity, record of scholarship, creativity, humanitarian or public service, and exemplary leadership. The individual in nomination must meet one or more of the following criteria:
 - A. Been associated with the school program for at least twenty (20) years and been responsible for the development of the program or some aspect of the program to a level where it is locally or regionally recognized for its quality;

- B. Provided leadership for a program that is recognized for building character and skills by modeling good life habits, utilizing excellent motivational skills, and making learning the focus of the program;
 - C. Provided leadership for a program that produced many conference or state award winning performers as individuals for teams;
 - D. Provided many hours of volunteer service;
 - E. Been known for his/her contributions for the betterment of the community, county, state and/or country.
3. To eliminate spontaneous or emotional response, typically requests will not be considered until three years after the service, contribution or death of the individual.
 4. If an area is named for a person, a plaque and/or sign may be displayed to designate the recognition. The cost of this shall not be paid for by school or school system funds. Size and location of commemorative signs must be approved through the Director of Facilities.
 5. The principal and/or superintendent has the right to remove recognition for an individual if the conduct of that individual is found to be detrimental to the moral development of students or is considered to be in opposition of the goals of the school system.

REVISED: August 12, 2009