



BOARD OF EDUCATION
POLICY 6050
NAMING OR RENAMING OF
SCHOOL BUILDINGS

Effective: January 13, 2005

I. Policy Statement

The Board of Education of Howard County is responsible for naming or renaming all school buildings in a manner that is uniform across the county. For the purpose of clear identification, all schools shall be named for geographic terms related to areas of the county served. It is the intent of the Board of Education to involve students, teachers, and interested citizens in naming school buildings.

II. Purpose

The purpose of this policy is to provide guidelines, standards, and implementation procedures for the school naming and renaming process.

III. Definitions

- A. Geographic Term – physical geographic features such as water bodies and landforms; human geographic features such as the names of communities, towns or cities, and street names.
- B. School Facilities – gymnasiums, libraries, auditoriums, cafeterias, stadiums, fields or other facilities used to provide ancillary services.

IV. Standards

- A. The provisions of this policy provide to the naming of school buildings only. School facilities in the Howard County Public School System are not named.
- B. Citizens who are a part of the local community will be involved in the naming or renaming of schools through participation on school naming committees.
- C. Geographic terms shall be used in selecting the specific names for schools.
- D. The duplication of geographic names for elementary, middle, k-8, high schools, or special schools shall be avoided.
- E. The school naming process does not include naming school mascots or establishing school colors. This is to be done by the students and local community that the school serves.

V. Compliance

- A. The Board of Education is responsible for the establishment of all official names of public schools buildings in Howard County.
- B. The Superintendent/designee is responsible for convening school naming committees as appropriate and providing the recommendations of the committees to the Board for consideration.

VI. Delegation of Authority

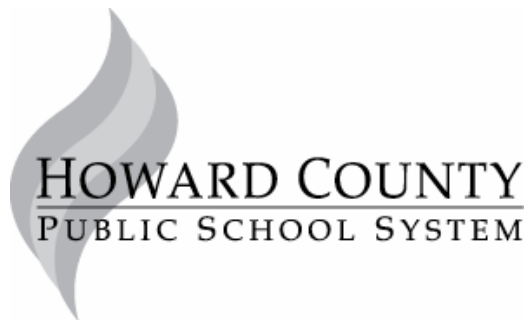
The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

VII. References

ADOPTED: January 13, 2005

AMENDED:

EFFECTIVE: January 13, 2005



POLICY 6050-PR
IMPLEMENTATION PROCEDURES
NAMING OR RENAMING OF
SCHOOL BUILDINGS

Effective: January 13, 2005

I. General

- A. The Superintendent/designee is responsible for convening school naming committees on behalf of the Board of Education.

II. School Naming Committee

A. General

1. A school naming committee will be convened at least eight months prior to occupancy of a building by either staff or students.
2. A public notice will be posted asking for the solicitation of suggested names.
3. The Committee will solicit names from the general public, from students of surrounding/feeder schools, and from committee members.
4. The Committee will submit to the Superintendent/Designee their final recommendation, including vote tallies for all suggested names, at least six months prior to occupancy of the building by either staff or students.

B. Composition

1. Committee membership shall include three non-voting members: Committee Chair/Facilitator, Geographer, and Historian. The Committee Chair/Facilitator is responsible for recruiting and contacting committee members, and for implementing the procedures. The Geographer and the Historian are to operate as consultants to the committee.
2. Committee membership shall include school-based administrators of surrounding and/or feeder schools, citizens nominated by the PTAs of those schools, a student nominated by the Howard County Association of Student Councils, and a Recording Secretary.
3. Students will also participate through school-based committees, surveys, and/or school-wide voting. It is suggested that these activities be organized through student government organizations, or by school staff.

C. Process

1. The Committee will review all names submitted by the general public, students, and committee members.

2. Based on data shared by the Committee Geographer and Historian, and on a discussion about each name, the group will generate a list of at least three names.
3. The committee will then vote on these names using a democratic process.
4. The name with the most votes of the committee members will be forwarded, along with the other names on the vote tally, to the Superintendent/designee, who will share the results with the Board. Results of the voting will be included.

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