

POLICY TITLE: <b>Naming of Public School Buildings or Facilities or Parts/Areas Thereof</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: <b>04/08/2013</b>	MOST RECENTLY REAFFIRMED: <b>05/06/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>District Management</b>		

## I. Purpose

The purpose of this policy is to authorize and establish criteria for the naming of public school buildings, facilities or parts or areas thereof. The policy is intended to exclusively govern any and all naming of public school buildings, facilities, or parts or areas thereof.

## II. Definitions

- A. Public School Building means a structure erected by or owned by Harford County Public Schools (HCPS) which exceeds 5000 square feet.
- B. Public School Facility means a structure erected by or owned by HCPS which is less than 5000 square feet.
- C. Part or Area of Public School Building or Facility means any component of a Harford County Public Schools (HCPS) public school building or facility and includes, but is not limited to, structural components, walls, hallways, gardens, courtyards, rooms, fences, trees, bushes, lawns, fields, athletic fields, athletic stadia, or any part, component or feature of a school's real property or improvements thereon.

## III. Policy Statement

- A. All public school buildings shall be named in accordance with the following process.
  - 1. All public school buildings shall be named prior to the building's opening for use.
  - 2. The name designated for the public school building shall properly recognize the importance of the public school building to the county, school system and community.

3. A name for a public school building shall be that of:
  - a. The community, location, road or street where the public school building is located;
  - b. A significant and distinguishable landmark which will identify the school's location;
  - c. A person, living or dead who has made significant contributions to the nation, the State of Maryland, to Harford County or the public school system based upon any or all of the following criteria:
    - 1) Outstanding and exceptional support of and service to or on behalf of the public school students in the county;
    - 2) Outstanding citizenship and character;
    - 3) General service to the community;
    - 4) Superior ethical standards;
    - 5) Any financial donations made by the person to the school system.
4. The selection of the name of a public school building shall occur as follows:
  - a. At least sixty (60) days prior to the naming of a public school building, an announcement shall be made at a regularly scheduled Board of Education meeting of the Board's intent to name a public school facility. The Board may distribute such announcement by such other means as it deems appropriate including publication in newspapers and website postings.
  - b. The announcement described above shall include an invitation to the public to suggest names for the public school building. The Board shall also announce the method by which the public shall convey its suggestions to the Board.
  - c. At the first regular Board meeting following the expiration of the 60-day period, the Superintendent shall present to the Board the list of names submitted to it by the public and shall include the name which the Superintendent recommends. The name recommended by the Superintendent may be either taken from the list of names suggested by the public or it may

be a name which the Superintendent has selected independent of the public list. In the latter event, the Superintendent shall provide a statement of reasons why a name was selected that was not suggested by the public. The Superintendent shall provide to the Board a list of the names suggested by the public in any event.

- d. After receiving the names on the list suggested by the public and the Superintendent's recommendation, the Board shall vote regarding the name to be selected for the public school building in question. The Board may, in taking such vote, select any name provided by the public or the Superintendent, or any other name it deems appropriate and consistent with this policy.

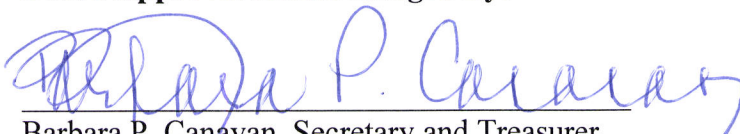
B. Naming of a Public School Facility or a Part or Area of a Public School Building or Facility.

No Public School Facility, part or area of a Public School Building or Public School Facility shall be named unless done so in accordance with the following process:

1. The principal or administrator of the School Building or Facility in question shall propose the naming of the Public School Facility or part or area of a Public School Building or Facility to:
  - a. the applicable executive director, or
  - b. if the Public School Facility or part or area of a Public School Building is located on school system grounds where a school is not located, the Assistant Superintendent of Operations.
2. The principal's or administrator's proposal shall set forth the bases for his/her naming recommendation. Such bases shall include, but are not limited to the following criteria:
  - a. If the proposed name is that of a person, living or dead, the contribution of that person to the nation, the State of Maryland, Harford County or the public school system as applicable.
    - 1) Outstanding and exceptional support of and service to or on behalf of the public school students in the county;

- 2) Outstanding citizenship and character;
  - 3) General service to the community;
  - 4) Superior ethical standards;
  - 5) Any financial donations made by the person to the school system;
  - 6) Any other relevant information.
- b. If the name is that of a place or thing:
- 1) the significance of such name relative to the facility, or area or part thereof, and;
  - 2) any other relevant information.
3. If the applicable executive director approves a recommendation, he/she shall submit same to the Associate Superintendent of Curriculum, Instruction and Assessments who, if he/she approves same, shall submit such recommendation to the Superintendent.
4. If the Assistant Superintendent for Operations approves a recommendation, he/she shall submit same to the Superintendent.
5. If the Superintendent approves the recommendation, he/she shall submit same to the Board for decision or approval at a regular business meeting.
- C. 1. Naming of a public school building facility or part/area thereof which is inconsistent with the educational mission of HCPS is prohibited.
2. The Board reserves the right in its sole discretion to change, in whole or in part, or eliminate at any time, in whole or in part, the name of any Public School Building, a Public School Facility, or any part or area thereof.

**Board Approval Acknowledged By:**



Barbara P. Canavan, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	4/7/1980	Amended	1/25/2010		
Amended	7/6/1981	Amended	04/08/2013		
Amended	1/21/1998				
Reaffirmed	5/6/2002				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Patrick P. Spicer, Esquire</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>General Counsel</b>
PERSON RESPONSIBLE: <b>Patrick P. Spicer, Esquire</b>		JOB POSITION OF PERSON RESPONSIBLE: <b>General Counsel</b>
DESIGNEE NAME:		JOB POSITION OF DESIGNEE:
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		
POLICY TITLE PRIOR TO APRIL 8, 2013: <u>NAMING OF PUBLIC SCHOOL FACILITIES</u>		