

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: EG

Responsible Offices: OFFICE OF THE SUPERINTENDENT, CHIEF OPERATING OFFICE, PARTNERSHIPS, DEVELOPMENT & MARKETING OFFICE, OFFICE OF SCHOOL PERFORMANCE

NAMING FACILITIES

A. PURPOSE

To establish procedures for the naming and renaming of Anne Arundel County Public Schools (AACPS) schools, non-school AACPS facilities, and portions or significant elements of such schools and facilities.

B. BACKGROUND

It is the responsibility of the Board of Education of Anne Arundel County (Board) to approve names for AACPS schools and non-school facilities. It is the responsibility of the Superintendent to approve names for portions and significant elements of AACPS schools and facilities. Procedures are needed to ensure an equitable and consistent process for the naming and renaming of AACPS schools, non-school facilities, and portions or significant elements of such schools and facilities. AACPS values community input and looks to ensure such input is considered through a structured and representative process.

C. PROCEDURES

1. Naming or Renaming a School

When opening a new school or renaming an existing school, a School Naming Committee shall be established to make recommendations to the Superintendent. To ensure a fair and transparent process, except where appointments are prescribed, the public will be made aware of opportunities to participate in a School Naming Committee. All meetings of a School Naming Committee shall be open to the public.

- a. The School Naming Committee shall consist of at least seven members.
- b. The School Naming Committee shall include the following members:
 - i. The principal of the school,
 - a) If the principal of the school has not been appointed, then the Regional

Assistant Superintendent assigned to that school shall be on the School Naming Committee in place of the principal; or

- b) If the principal is appointed during the naming process, the principal may join the School Naming Committee;
 - ii. Two parents/guardians of children who attend, or will attend, the school appointed by the principal of the school or the Regional Assistant Superintendent if the principal has not been appointed yet;
 - iii. Members of the Citizen Advisory Committee (CAC) representing each of the impacted school clusters on the countywide CAC;
 - a) If there is not a member of the CAC representing an impacted school cluster, the CAC president shall appoint a member of the CAC to serve on the School Naming Committee in the place of the CAC member representing the impacted school cluster; and
 - iv. One member from the community surrounding the school appointed by the Regional Assistant Superintendent assigned to that school.
- c. The School Naming Committee may include the following members:
- i. Staff members of the school appointed by the principal of the school;
 - ii. Secondary students who attend, or will attend, the school appointed by the principal of the school or the Regional Assistant Superintendent if the principal has not been appointed yet;
 - iii. Board members of the Parent Teacher Association (PTA), Parent Teacher Student Association (PTSA), or Parent Teacher Organization (PTO) appointed by the school's PTA, PTSA, or PTO President if established;
 - iv. Additional parents/guardians of children who attend, or will attend, the school appointed by the principal of the school or the Regional Assistant Superintendent if the principal has not been appointed yet;
 - v. Additional members of the CAC representing the impacted school clusters on the countywide CAC; or
 - vi. Additional members of community surrounding the school appointed by the Regional Assistant Superintendent assigned to that school.
- d. The School Naming Committee may appoint a chair of the committee and may establish procedures for the consideration and recommendation of names for a new or existing school.

- e. The School Naming Committee shall provide a report to the Superintendent with no more than three recommended school names. The School Naming Committee may choose to indicate a preference among the recommended school names.
- f. A school cannot be named after a living person or a person deceased for less than 3 years. This provision does not apply to schools that were named after an individual prior to the 2022 revisions to this Regulation. However, the name of any school cannot be that of an individual whose vision, reputation, legacy, or beliefs are inconsistent with the actions, vision, goals, and standards of AACPS.
- g. The School Naming Committee's report must be provided to the Superintendent in November of the year prior to the opening or renaming of the school unless such a report is not administratively possible or advisable at that time. The School Naming Committee's report shall include the names of the members who were present at the meetings, meeting dates, and rationale for the recommendations. The report shall be made available to the public, upon request, in the main office of the affected school, the AACPS website, and any other appropriate means as determined by the Superintendent.
- h. The Superintendent shall receive and consider the recommendations of the School Naming Committee. The Superintendent may accept, modify, or reject the Committee's recommendations. After consideration of the School Naming Committee's report, the Superintendent shall make a recommendation to the Board regarding the naming or renaming of the school at a December meeting of the Board in the year prior to the opening or renaming of the school unless such recommendation is not administratively possible or advisable at that time.
- i. After providing an opportunity for public comment, at a January meeting of the Board in the school year prior to the opening or renaming of the school, the Board shall accept, modify, or reject the Superintendent's recommendation unless such naming is not administratively possible or advisable at that time.
- j. Notwithstanding any other provision of this regulation or the accompanying policy, the Superintendent may make minor revisions to the name of an existing school in consultation with the Board.

2. Naming or Renaming of a Non-School Facility

- a. The naming or renaming of a non-school facility may be initiated in the following ways:
 - i. Through a formal request from a community representative or organization to the Superintendent; or
 - ii. At the initiative of the Superintendent.

- b. When naming or renaming a non-school facility, a Naming Committee shall be established to make a recommendation to the Superintendent. All meetings of the Naming Committee shall be open to the public. The Naming Committee shall include the following members:
 - i. Lead supervisor of the facility or the lead supervisor's designee;
 - ii. Two staff members of the facility appointed by the lead supervisor; and
 - iii. One member from the community surrounding the facility appointed by the lead supervisor.
- c. If the naming request is received through a formal request from the community, the Superintendent shall accept, modify, or reject the community's request or recommendation with notification to the Board.
- d. Non-school AACPS facilities cannot be named after individuals, groups of people, or organizations. This provision does not apply to any non-school facilities that were named after an individual, a group of people, or an organization prior to the 2022 revisions to this Regulation. However, the name of any non-school facility cannot be that of an individual whose vision, reputation, legacy, or beliefs are inconsistent with the actions, vision, goals, and standards of AACPS.
- e. In consultation with the Board, the Superintendent may rescind the name of a non-school facility under extraordinary circumstances as determined by the Superintendent.
- f. Notwithstanding any other provision of this regulation or the accompanying policy, the Superintendent may make minor revisions to the name of a non-school facility in consultation with the Board.

3. Naming Significant Elements or Portions of a School or Non-School Facility

Significant elements or portions of a school or a non-school AACPS facility may be considered for naming as part of a community-led endeavor.

a. *Significant Elements or Portions of a School Facility*

When naming a significant element or portion of a school facility, a Naming Committee shall be established to make a recommendation to the Superintendent. All meetings of the Naming Committee shall be open to the public. The Naming Committee shall include the following members:

- i. The principal of the school;

- ii. Two parents of children who attend, or will attend, the school, appointed by the principal;
- iii. Two staff members of the school, appointed by the principal;
- iv. One PTA, PTSA, or PTO Board Member, appointed by the school's PTA, PTSA, or PTO President if established;
- v. One CAC member who has been appointed to represent a school's cluster on the countywide CAC; and
- vi. One member from the community surrounding the school appointed by the Regional Assistant Superintendent for that school.

b. ***Significant Elements or Portions of a Non-School Facility***

When naming a significant element or portion of a non-school facility, a Naming Committee shall be established to make a recommendation to the Superintendent. All meetings of the Naming Committee shall be open to the public. The Naming Committee shall include the following members:

- i. Lead supervisor of the facility or the lead supervisor's designee;
 - ii. Two staff members of the facility appointed by the lead supervisor; and
 - iii. One member from the community surrounding the facility appointed by the lead supervisor.
- c. A Naming Committee shall submit a report that includes a recommendation to the Superintendent regarding the naming of a significant element or portion of the school or non-school AACPS facility with rationale as to the recommendation.
- d. Significant elements or portions of a school or non-school AACPS facility may be named after individuals, groups of people, or organizations. However, any significant elements or portions of a school or non-school facility cannot be named after an individual whose vision, reputation, legacy, or beliefs are inconsistent with the actions, vision, goals, and standards of AACPS.
- e. The Superintendent or the Superintendent's designee shall accept, modify, or reject the Naming Committee's recommendation.
- f. In consultation with the Board, the Superintendent may rescind a name of a significant element or portion of a school or non-school AACPS facility based on the actions of an individual, group of people, or organization that are inconsistent with the actions, vision, goals, and standards of AACPS.

4. **Removal or Replacement**

A member of a School Naming Committee may be removed and replaced by the Board or the Superintendent as appropriate. A member of a Naming Committee may be removed and replaced by the Superintendent. A member may be removed or replaced in the event of:

- a. Death;
- b. Resignation; or
- c. Just cause, as determined by the Board or the Superintendent as appropriate.

Regulation History: Revised 11/01/22; 09/11/23

Note Previous Regulation History: Issued 04/16/65, revised 11/20/89

Legal Reference: Section 4-109 of the Education Article