

NAMING AND RENAMING SCHOOLS

Effective: May 14, 2020

I. School Naming/Renaming Committee

A. Timeline

1. By September of the year prior to a school's opening, the Superintendent/designee will convene a School Naming/Renaming Committee.
2. By November of the year prior to the school's opening, the School Naming/Renaming Committee will submit to the Superintendent/designee its final recommendation, including vote tallies for all suggested names.
3. By January of the school year prior to the school's opening, the Superintendent/designee will submit a recommendation, which will include the vote tallies from the School Naming/Renaming Committee to the Board.

B. Composition of School Naming/Renaming Committee

1. Committee membership will include the following non-voting members:
 - a. Committee Chair who is responsible for recruiting and contacting committee members, coordinating the implementation of the procedures in this policy, and establishing ground rules that include attention to cultural proficiency and civility.
 - b. Geographer and/or Historian who may investigate geographic and historic information about proposed names.
 - c. Recording Secretary to establish a record of the meeting minutes.
2. Committee membership will include the following voting members:
 - a. School-based administrators of surrounding and/or feeder schools.
 - b. If named, the administrator of the new school.
 - c. Citizens nominated by the Parent Teacher Associations and/or Parent Teacher Student Associations of those schools.
 - d. When renaming a school, the current school-based administrator.

e. A student nominated by the Howard County Association of Student Councils may be invited to attend when age-appropriate. Student representatives from each surrounding and/or feeder school determined by the respective school principals.

3. Student stakeholders will participate through school-based committees, surveys, and/or school-wide voting. These opportunities may be organized through student government organizations, by school staff, or by Parent Teacher Associations, and/or Parent Teacher Student Associations.

II. Process

A. Prior to the first School Naming/Renaming Committee meeting, the Public Information Office will post a public notice soliciting suggestions of names for the school.

B. The School Naming/Renaming Committee will solicit names from the general public, from committee members' constituents, student stakeholders, parents, and staff (when renaming).

C. The School Naming/Renaming Committee will review all names submitted by the general public, students, and committee members.

D. Data shared by the Geographer and/or Historian will inform the discussion about each name that meets the criteria of Policy 6050.

E. The School Naming/Renaming Committee will:

1. Avoid duplication or similarities of names for schools.

2. Attempt to avoid duplication of initials of the school.

3. Not be involved in naming school mascots or establishing school colors. These decisions will involve the students and community members.

F. Using a democratic voting process, the School Naming/Renaming Committee will select the recommended name for the school.

G. The recommended name, the three names with the most votes, and all other names by vote tally, will be forwarded to the Superintendent.

H. The Superintendent/designee will share the names with the Board.

III. History

ADOPTED: January 13, 2005

REVIEWED:

MODIFIED:

REVISED: February 9, 2012

May 14, 2020

EFFECTIVE: May 14, 2020