



ADMINISTRATIVE PROCEDURE

GUIDELINES FOR NAMING/RENAMING SCHOOLS AND FACILITIES

3500

Procedure No.

May 1, 2003

Date

- I. **PURPOSE:** To present procedures and guidelines to be employed when a Board of Education school or other facility is named or renamed.

- II. **BACKGROUND:** Names of schools and educational facilities serve as points of reference for students, neighborhoods, and communities. Names also can be used to honor individuals whose accomplishments set them apart. Because students identify with their schools, care should be exercised in selecting names. Names should respect the multi-ethnic character of Prince George's County and should not be seen as divisive. No school or facility name shall be seen as promoting any specific denomination or religious creed.

- III. **PROCEDURES:**
 - A. Elementary Schools
 1. **Names:** An elementary school may be named after the community, the subdivision, the street or road on which it is located, a historical event, or some other significant or historical landmark which will immediately assist in locating the general area of the school. Elementary schools may also be named after individuals.

Examples:

Community:	Riverdale
Subdivision:	Gaywood, Parklawn
Street:	Gallatin Street
Road:	Ager Road
Significant object:	Fort Foote
Individual:	Charles Herbert Flowers

 2. **Requirements:** In selecting the name for an elementary school, the following considerations should be observed:
 - a. If a community name is selected, it should represent the attendance area served by the school.

 - b. If a subdivision name, street or road name, or significant object name is selected, such name should be distinguishing.

 - c. If a school is named after an individual, the following should be observed:



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Examples:

Oxon Hill Staff Development Center
Bladensburg Instructional Services Center
Bonnie F. Johns Educational Media Center

D. Auditoriums, Media Centers, Stadiums, Athletic Fields, etc.

Specific components of a school or school system facility may be named to honor an individual, living or deceased. The individuals so honored should have an association with the given school or facility or with the function or activity related to the particular component.

Examples:

Alan I. Chotiner Auditorium (High Point High)
Thelma Shockley Media Center (James Ryder Randall Elementary)
Merricks-Layman Stadium (Crossland High)

- IV. **RELATED PROCEDURES:** Administrative Procedure 3505, Opening New Schools.
- V. **MAINTENANCE UPDATE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Office of the Chief Executive Officer and will be updated as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3500, dated April 1, 1997.
- VII. **EFFECTIVE DATE:** May 1, 2003.

Approved by:
Iris T. Metts
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11