

**Administrative Procedures for Policy #1040 (Administration) of the Board of Education
Regarding Naming of Public Schools and School System Facilities in Calvert County**

- I. The naming of a new school or the renaming of an existing facility shall be done so via a directive from the Superintendent to the Director of School Construction or other appointed designee.
 - A. The process will be collaborative in nature involving school system staff and members of the community.
 - B. Naming will normally reflect a landmark or geographic element of the county.
 - C. A building shall not be named for an individual living or deceased.
- II. When a new school or facility is under construction, individuals may submit name suggestions to the Director of School Construction.
 - A. The Director of School Construction will forward all submitted suggestions to the Superintendent.
 - B. The Superintendent will recommend to the Board of Education at least one name for the new facility for consideration.
- III. The Board of Education will only consider changes to school facility names in unusual and unique instances.
 - A. For a non-school facility, a name change may occur when the purpose of the facility changes.
 - B. For a school building, a name change may occur when the instructional purpose of the school changes or in cases when the building is no longer used as an instructional facility.
 - C. Suggestions for the renaming of a facility must be made to the Superintendent.
 1. The Superintendent will consider the merits of changing the facility name.
 2. If the Superintendent determines that a name change is worthy of consideration, he/she will make a recommendation to the Board of Education for consideration.