



NEW CONSTRUCTION: Occupying

Naming of a Capital Project or Area of a School

- I. Purpose
 - A. Requests for naming of a capital project or area of a school must comply with the following standards in order to be presented to the Board of Education of Baltimore County (Board) for approval.
- II. Proposals for Naming of a Capital Project or Area
 - A. The principal will forward the recommended name to the Assistant Superintendent for the school involved. The Assistant Superintendent is responsible for making the recommendation to the Superintendent.
 - B. Proposals for naming of a capital project or area must include the following components:
 - 1. Exceptional private donations related to the naming proposal in accordance with Board of Education Policy and Superintendent's Rule 7330.
 - 2. Other exceptional circumstances related to the naming proposal.
 - 3. Information on the individual, private organization, business, community organization or foundation whose name is proposed for use on the project or area.
- III. Proposals for Retaining a Name Beyond 10 Years
 - A. The principal will forward a recommendation to retain a name longer than 10 years to the appropriate Assistant Superintendent for the school involved. The Assistant Superintendent is responsible for making the recommendation to the Superintendent.
- IV. Final Approval

RULE 7530

- A. The Superintendent will present to the Board in an open meeting such naming recommendations the Superintendent deems appropriate.
- B. Final approval for naming of capital projects or area rests with the Board.
- C. The Board will take final action on the Superintendent's recommendation at a regularly scheduled meeting of the Board.
- D. Formal Board approval must precede any local arrangements for any dedication or re-dedication.

Related Policies: Board of Education Policy 7330, *Capital Projects that are Funded by Private Donations*
Board of Education Policy 7520, *Naming of the Building and Dedication*
Board of Education Policy 8362, *Gifts to the Board of Education, Schools, and Offices Within the School System*
Board of Education Policy 8363, *Conflict of Interest*

Rule
Adopted: 3/08/05
Revised: 1/12/11

Superintendent of Schools