

**Naming and / or
Dedicating Facilities**

Schools shall be named and/or dedicated according to the following guidelines:

1. Nominations for school names may be made in writing by the general public. The administration shall solicit such nominations from the public via appropriate means, such as news media, public announcements, notices, and the like. Each nomination must state the reasons for the suggested name.
2. An existing school facility may be named and/or dedicated for any individual who has been deceased for a minimum of one year and who has historical significance for the community, state, or nation.
3. New school facilities may be named and/or dedicated for any individual who is deceased and who has historical significance for the community, state, or nation.
4. The location of the school facility may be used as a recommended name.
5. The recommendations for school names shall be studied by a committee. The committee shall consist of seven citizens of the District, one selected by each of the seven Board members, one Board member appointed by the Board President, and one administrator appointed by the Superintendent. The committee shall be chaired by the administrator.
6. The committee shall give written notice of the date, hour, place, and subject of each meeting as required by the Texas Open Meetings Act.
7. The committee shall be responsible for the authenticity of the information about the recommended names.
8. The committee shall report the recommended names(s) to the Board at a regularly scheduled Board meeting as a discussion item. The Board shall adopt a name for the facility at a regularly scheduled Board meeting, which shall be held at least three weeks following the meeting at which the committee's recommendation was presented.
9. When selecting a name for a school, consideration shall be given to the age of the student body. For example, the spelling and pronunciation should be weighed, especially for elementary schools. What would be appropriate for secondary students may not be appropriate for elementary grades and vice versa.

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10. The Board may consider a name for a facility at the time land is acquired.
11. Once the name has been adopted by decision of the Board, the Superintendent and building principal shall make appropriate arrangements for dedication services, activities, displays, scrapbooks, and the like.
12. Before the decision is made to rename an existing facility, consideration shall be given to costs involved (i.e., athletic and band uniforms, stationery, school clothing, PTA projects, signs, library books, and the like), possible confusion in communication, alumni sentiment, and loss of identity. If a facility is to be renamed, the above procedures of this policy shall apply.

Selection of mascots, school colors, school songs, and related activities shall be governed by administrative regulations that provide for appropriate involvement of students, staff, parents, and the administration.

Building Plaques

Plaques placed on new or renovated facilities shall contain the following information:

1. Year bond issue passed;
2. Board and Superintendent in office when bond issue passed; and
3. Board and Superintendent in office at time facility opened.

New Facilities

Recommendations shall be accepted by the appointed naming committee for consideration regarding the dedication of new facilities.

Existing Facilities

Recommendations for dedicating an existing facility or an area within an existing facility shall be accepted and considered by the campus site-based advisory committee or the Superintendent's executive team for noncampus facilities.

The final recommendation shall be presented by the appropriate committee to the Board at a regularly scheduled Board meeting as a discussion item. Approval must be secured by a vote of the Board during a duly called meeting held at least three weeks following the meeting at which the committee recommendation was presented.

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Facilities Other
Than Schools

District facilities other than schools may be considered for dedication under the guidelines and procedures of this policy. If no site-based committee exists, a committee similar to a site-based committee shall be designated by the Superintendent for the purpose of dedicating the facility.