

## NAMING FACILITIES

CW  
(LOCAL)

In naming school buildings or other District facilities, the following guidelines shall apply:

- ~~1. A facility may be named after a person or persons who have served the District or community, especially in service to children.~~
- ~~2. A facility may be named after any state or national heroic figure.~~
- ~~3. A nominee for honor in the naming of a facility must have made a significant contribution to society and/or education, and his or her name shall lend prestige and status to an institution of learning.~~
- ~~4. A facility may be named after any local residential or geographic area.~~

~~The Board is responsible for the naming of facilities. The Board may request that the Superintendent submit names, when in the opinion of the Board, this process is advisable. The Board shall set a reasonable timetable for the naming of any facility.~~

## GUIDELINES

Board approval shall be required for the naming or renaming of all District facilities including schools or distinct portions thereof, such as the library or auditorium, or any other facilities or portion of facilities as designated by the Board.

Guidelines and procedures listed herein shall apply in naming or renaming of facilities or portions of facilities.

## CRITERIA

1. Facilities or portions thereof shall generally be named for:
  - a. Persons who have attained prominence locally or nationally based on contributions to the public in recognized fields such as education, science, medicine, law, art, government, business, justice, civil rights, human rights, or military achievement;
  - b. Historic figures of DeSoto or the state of Texas; or presidents of the United States; or
  - c. Distinctive geographic locations (e.g., West Middle School & The Meadows Elementary).
2. A facility may also be named for an individual or group when a major capital donation has been made to the District for the facility by or on behalf of the nominated individual or group. A major capital donation is defined as:
  - a. the land for the facility, or
  - b. a donation of at least \$1 million toward the cost of constructing the facility.

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3. A portion of a facility may also be named for an individual or group when a major capital donation has been made to the District for the facility by or on behalf of the nominated individual or group. A major capital donation for the naming or renaming of portions of facilities is defined as:
  - a. the land for the facility, or
  - b. a donation of at least \$500,000 toward the cost of constructing the facility or portion thereof.
4. A facility or a portion thereof may be named after an individual that has made a significant contribution to the local community, state, or nation; and the individual must be widely respected by the community and the general public.
5. Names shall be removed from District facilities if it comes to the attention of the Board that a named individual has been convicted of a felony or of any crime involving moral turpitude; conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony; or deferred adjudication for a felony or any crime involving moral turpitude.
6. The name should lend prestige and status to an institution of learning.
7. Only one facility or portion thereof shall be named for any individual or group.
8. The Board will not consider a change in name sooner than five (5) years after Board approval of the existing name.

## NOMINATIONS

The District shall accept nominations for the naming of new facilities from individuals or groups within the District. The administration shall solicit such nominations from the public via appropriate means and nominations must be made in writing.

Nominations will be considered during the time period designated in the Administrative Regulations implemented by the Superintendent.

Nominations shall include a succinct description of the nominee's contribution, why these are important, and any pertinent history that should be considered.

## VOTING PROCEDURES

Each facility and or location is subject to a separate vote and must be individually listed as an agenda item at a Board Meeting. The Board shall adopt a name for the facility at a regularly scheduled Board meeting.

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**PROCESS FOR  
SELECTING NAME OF  
SCHOOL, NEW ACAD-  
EMY, NEW STRUCTURES,  
PORTION OF DISTRICT  
FACILITIES, OR CONSOL-  
IDATED CAMPUSES**

Input from the community will be provided in Town Hall Meetings hosted by the Board before the Board takes any action on naming a facility under this policy. The Board will seek input from diverse groups of stakeholders across the district, as well as input from constituents affected by the naming of the school. Information and feedback will also be gathered through surveys provided by the Superintendent.

From the discussion at the Town Halls Meetings, the trustees will propose one recommended name per naming review for consideration and approval in open session.

**SCHOOL SYMBOLS**

All mascots, nicknames, and descriptors—including symbols, banners, flags, pennants, or similar identifiers—used by a school's sports teams, extracurricular clubs, curricular clubs, or organizations shall respect cultural differences and values.

The Board prohibits the use of any race or ethnic group as a mascot or nickname.

**COSTS FOR RENAMING  
FACILITIES OR  
PORTIONS THEREOF**

Where applicable, costs (i.e.: food, plaques, advertising, receptions, and the like) associated with the naming or renaming of portions of District facilities shall be borne by the Site-based Decision Making (SBDM) committee, Parent Teacher Association (PTA), or private donor.

**DISTRICTWIDE  
FACILITIES**

The entire Board shall serve in the capacity of the committee in the naming of facilities or portions thereof that serve a Districtwide purpose or have Districtwide uses. Examples of such facilities include service centers, athletic fields, and/or stadiums.

**PUBLIC DONATION**

New school buildings and major additions to these facilities shall be dedicated in a public and formal ceremony. There shall be a program or open house to which the Board, citizens, parents, and students are invited. All plans for the public or formal opening of schools shall be made in cooperation with the principal.

Detailed procedures for dedication ceremonies shall be furnished to the principal by the Communications Department.

**PLAQUE FOR NEW  
FACILITIES**

A plaque shall be placed in each new school building or facility. The plaque shall include the names of all Board members seated from the time of the term when the bond was approved by the voters and the Board seated at the time of the building's opening. The plaque shall also indicate the appropriate bond program, school name, opening year, project scope, project team leader, architect, general contractor, and the names of all Superintendents throughout the duration of the respective bond program.

**PLAQUE FOR RENOVA-  
TIONS AND ADDITIONS**

A plaque may be placed in an existing facility or campus if the building is renovated or if a special purpose building is built. The

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Board shall, at the time of contract, determine if a plaque will be included in the specifications. If a plaque is required in the addition or special purpose building, the plaque shall follow the specifications as listed above.

**DEDICATIONS AND MEMORIALS**

Upon completion of the processes outlined CW(LOCAL) for dedications and memorials, the Superintendent shall present a recommendation to the Board to approve, approve with modifications, or reject a request to erect a memorial or similar type of addition, property, or fixture on a campus or District-wide facility.

**PROCESS FOR FINAL BOARD APPROVAL**

Final approval of dedications, tributes, likenesses, statues, or memorials honoring an Individual, group, or organization to be erected on a campus or district-wide facility shall be made by the Board. A proposal submitted by the Superintendent to the Board for a memorial or similar type of addition, property, or fixture to be erected on or attached to the grounds or facilities in honor or in memory of an individual, group, or organization shall be accompanied by a written plan outlining all aspects of the memorial or similar type of addition, which includes:

1. The proposed site;
2. A short history or biographical sketch of the person, group, or organization to be honored;
3. The dedication process;
4. Any associated costs, other maintenance, or security implications; and
5. The source of funds to be used for construction, installation, maintenance, repair, replacement, and security.

The District reserves the right to modify or reject any proposal.