

NAMING FACILITIES

CW  
(LOCAL)

Board approval shall be required for the naming or renaming of all District facilities including school buildings, or portions thereof, such as libraries, auditoriums, and gymnasiums. The name of a new facility shall be determined as early as possible during the construction of the facility.

CRITERIA FOR THE  
NAMING OF  
FACILITIES

The criteria for the naming of a District facility shall include the following:

1. A facility may be named after a person who has served the District or community.
2. A facility may be named after any local, state, or national heroic figure.
3. A facility may be named after any local geographic area, including a subdivision.
4. A facility may be named after a District property donor.

NAMING PROCESS  
FOR SCHOOL  
BUILDINGS

The Board shall direct the Superintendent or designee to form and chair a naming committee for school buildings. Any individual may submit a nomination form to the Superintendent's office. The naming committee for school buildings shall review the nomination forms, forward all nominees to the Board, and recommend no more than five names to the Board. The Board reserves the right to consider all nominations.

NAMING PROCESS  
FOR PORTION OF  
SCHOOL BUILDINGS

Any individual may submit a nomination form for the name of a portion of a school building to the site-based decision-making committee (SBDM) of that particular school. The SBDM committee shall then make a naming recommendation to the Board.

BOARD ACTION

Consideration of the naming or renaming of a facility shall be included on the Board agenda for two consecutive meetings. At the second meeting, the Board may vote to name or rename the facility.

DEDICATION

A new school building shall be dedicated at a ceremony held after the official naming of the building by the Board.

PLAQUE FOR NEW  
SCHOOL BUILDING

A plaque shall be placed in each new school building. 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 through the term of the Board seated at the time of the building's dedication. The plaque shall also indicate the appropriate bond program, school name, opening year, architect, general contractor, and the Superintendent.

NAMING FACILITIES

CW  
(REGULATION)

NAMING OR  
RENAMING SCHOOL  
BUILDINGS OR  
FACILITIES

The Superintendent will solicit recommendations of names from staff, students, and the community, when the nomination process is practicable. The Superintendent will communicate to all employees and to the community the nomination process, time lines, criteria, and procedures.

The following criteria will be used in considering recommendations for the naming of school buildings or other facilities in the District:

1. Deceased, distinguished educators (local, state, or national).
2. Deceased, distinguished, historical persons (local, state, or national).
3. Deceased, prominent local citizens who made exceptional contributions to the improvement of public education or who made a significant contribution to society and the local community.
4. Local, state, or national historical events and places.

Nominations will be sent to the Superintendent. Nominations will be accepted for two months. Naming or renaming the school or facility will be included on the Board's agenda for two consecutive regular meetings. At the second meeting, the Board will vote to name or rename the building. Petitions will not be considered. The Superintendent will communicate to all employees and to the community the Board's decision.

NAME-A-FACILITY NOMINATION FORM

Please use the form to submit your nomination. Incomplete forms will not be considered. Only information requested in this nomination form will be considered. Please do not submit any additional information.

Copies of this form are available on the District's website ([www.wfisd.net](http://www.wfisd.net)) and in the District's community relations office.

Responsibility for naming school buildings and portions thereof rests with the Board of Trustees of Wichita Falls ISD.

**Information on person submitting the nomination:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Proposed name for facility:**

I propose that the \_\_\_\_\_ (*designation of facility and/or location*),  
\_\_\_\_\_ (*address*) be named for  
\_\_\_\_\_.

In the space provided below, provide biographical or historical data of the nominee:

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Wichita Falls ISD  
243905

NAMING FACILITIES

CW  
(EXHIBIT)

In the space below, state why you believe the facility should be named for this person, place, or historical event:

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Signature: \_\_\_\_\_