

NAMING FACILITIES

CW
(LOCAL)

Naming Facilities

The naming of a District facility is a significant event in the life of the District and community. The namesake shall reflect the highest principles of public education, be of the highest moral character, and must have made a substantial contribution in the District or for the cause of public education in general.

A District facility to be named may be a campus, a collection of structures that constitute an entire campus, a free-standing facility that is not a campus, a separate structure on a campus that serves a significantly different purpose, or a common area or room within a campus or facility.

The Board shall have complete and final authority to name, re-name, or remove a name of any facility, property, or portion thereof. The following guidelines shall govern the naming of facilities:

1. Distinguished historical personage (local, state, and national heroes or heroines).
2. Distinguished educators (local, state, or national).
3. Distinguished prominent local citizens or alumni.
4. Prominent donors and supporters of youth or the District.
5. Local, state, or national historical events or places.
6. The street on which the facility shall be located, the subdivision surrounding it, or other descriptive geographical location.
7. Groups or individuals whose name shall lend prestige and status to an institution of learning and whose life and achievements shall serve as a positive role model for District students.
8. To reflect special programs, concepts, designs, or educational opportunities of the campus.

Renaming Facilities

The Board shall have the right to rename facilities or portions thereof in circumstances and situations where the current name is no longer deemed appropriate. The Board shall apply the guidelines and follow the nomination process for naming new facilities. If a facility is renamed, appropriate use of the former name shall be determined before a change is approved.

Absent unusual circumstances, a facility shall bear the name approved by the Board for at least 50 years. Name changes shall only occur during the summer before the beginning of a school year except in unusual circumstances.

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A facility or portion of a facility may be renamed based on a programmatic change if the new name shall not affect the namesake of the facility or portion of the facility. The name change shall only require the recommendation of the Superintendent and authorization by the Board.

Secondary School Names

If the District opens additional high school campuses in the future, the campus names shall also include the name "Terrell," and the name "Terrell" shall be included in the high school campus names recommended by the facilities naming committee and approved by the Board.

Nomination Process

Any interested party may submit a written proposal to the Superintendent for the name a District facility at any time, regardless of whether a facility name is currently being considered. The Board may formally solicit written nominations for facility names.

Written proposals shall include contact information for the person, persons, or organization submitting the nomination. If the proposal is to name a facility for a person or persons, it shall include:

- Biographical data;
- A succinct description of the nominee's contributions;
- Why they are important;
- Any pertinent history that shall be considered; and
- Other information showing the ways in which the person or persons meet the naming guidelines.

The Superintendent shall keep a list of proposed facility names as well as supporting documentation and shall make this list available to the Board upon request.

Facilities Naming Committee

When an opportunity to name a facility arises, the Superintendent shall make the Board President aware of the facility that needs to be named prior to the date the name must be selected.

The Board shall then appoint a committee to solicit and evaluate nominations for a facility name. The committee shall be comprised of at least one board member and selected community members. Input or suggestions from community, students, and staff shall be accepted to provide the committee with viable names for considerations. The committee or Board shall not consider petitions. The committee shall be responsible for bringing to the full Board its recommendations for one or more names that meets the naming guidelines.

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Because of the sensitive nature of this naming process, the committee shall not contact any individuals whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes. After due consideration, the committee shall make its recommendation(s), with appropriate documentation, to the Board.

**Dedications and
Memorials**

Dedications, tributes, likenesses, statues, or memorials honoring any individual shall follow the guidelines and processes in this policy.