

NEW FACILITIES

CW
(LOCAL)

The Board shall have complete authority and responsibility for naming District facilities. Once the Board has named a facility, that action shall be final.

The term "facility" shall include a building, library, media center, auditorium, performing arts center, gymnasium, athletic field, or other support complex owned and operated by the District.

GUIDELINES

The following guidelines shall govern naming or renaming District-owned facilities. A facility may be named for a person; in honor of a historic event or place, subdivision or geographic area; or for a major donor.

NAMED FOR A
PERSON

The Board shall consider naming a facility or a portion of a facility for a person who meets the following criteria as applicable:

1. The person has made or is making significant contributions to the District and represents virtues or characteristics that serve as a role model to students, staff, and the community.
2. The person has made or is making significant contributions to public education and has a significant connection to the District as a student, an alumnus, a staff member, an administrator, a donor, or a supporter.
3. The person has made substantial contributions to his or her field of endeavor or to society in general.
4. A major facility may be named for a person who has worked in the District if the person has been in education for at least 20 years, has been a distinguished District employee for at least ten years, and is retired.
5. A portion of a facility, such as a library, an auditorium, or a gymnasium, may be named for a person who has worked in the District if the person has been a distinguished District employee for ten years, and is retired.
6. A name may be reused for facility naming purposes in the event a facility is consolidated or demolished.

Extensive research shall be conducted on a proposed honoree before a final decision is made regarding naming a facility for a person.

NAMED FOR EVENT
OR PLACE,
SUBDIVISION OR
GEOGRAPHIC AREA

The Board shall consider naming a facility or portion of a facility in honor of an event or place, subdivision or geographic area subject to the following:

1. If more than one community will be served by a particular facility, the facility shall receive a "neutral" name.

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2. A facility named for a historic event shall have major significance to the District, the city of Katy or Houston, or the state of Texas.

NAMED FOR A
MAJOR DONOR

The Board shall consider naming a facility or portion of a facility in honor of a major donor. Specific District guidelines shall be developed for corporate or individual sponsorship of schools. The guidelines shall specify required levels of monetary or in-kind donations, as well as appropriateness of the sponsor.

RECOMMENDATION
PROCESS

Except in circumstances where a facility may be named for a major donor, the Board may request the Superintendent to solicit names for a specific facility and direct the Superintendent to form a committee for the purpose of proposing a name.

NOMINATIONS

A person who wishes to submit a name for consideration should identify the facility and provide a clear, concise explanation of why the name should be honored. Supplemental materials such as news clippings, letters of recommendation, and other printed resources may be submitted along with the nomination.

Nominations may be made by letter or by using the form available from the District. Nominations should be submitted by mail or e-mail to the Board.

SELECTION
COMMITTEE

The selection committee shall be comprised of at least two Board members appointed by the Board President, the site administrator (if identified), two parents from the attendance zone involved (if the facility is a school or a part of a school), or two parents from the District Improvement Committee. The committee shall be chaired by the Superintendent or designee.

PUBLIC FORUM

The committee shall review all submitted names and supporting documentation and shall conduct background research to determine whether the names meet the requirements of this policy. The committee shall schedule a public forum to solicit input on the selected name and shall reconvene after the public meeting to consider the information received.

The public forum shall be held in a District facility near the location of the facility to be named or at the District's Educational Support Complex.

RECOMMENDATION

If there is evidence of adequate support from the public for a specific name, or in absence of credible opposition to the name, the committee shall submit the name to the Board for its consideration. If public support is not evident during the public forum, the committee may choose to consider another name.

The committee shall select a name to be recommended to the Board through decision-making consensus. Decision-making consensus is defined as the apparent preference after each committee member has had an opportunity to participate in the discussion.