

NAMING FACILITIES

CW
(REGULATION)

RECOMMENDATION
PROCESS FOR NAMING
FACILITIES

The Superintendent or designee will appoint a selection committee to review all nominations and ensure that the list of nominees meets criteria set out in Board Policy CW (Local). The Selection Committee will recommend three names to the Board for each facility to be named.

This additional criteria will be used in the determination of names eligible for consideration for new schools or educational facilities:

1. The name qualifies in one of the designated categories.
2. The name has adequate documentation supported by factual information on the nomination form.
3. The name properly reflects the type and mission of the school or facility.
4. The name is unique to the campus-level or facilities to avoid similarities with the names or abbreviations of existing schools or facilities.
5. The name is secular in nature.

The Board may make an exception to the above criteria if they deem it necessary in order to consider a name other than the ones on the eligible list.

The Board will make the final decision on naming a new school or facility.

PUBLIC CEREMONY

New school buildings and major facilities will be dedicated in a formal public ceremony. There will be a dedication program or open house to which the Board, citizens, parents, students, and patrons are invited. All plans for the public or formal dedication should be coordinated by the Communications Department in collaboration with the principal or program or facility supervisor.

If the new school has been named for a historical resident or family, the District should endeavor to recognize the individual or family during the dedication ceremony.

LEGACY WALL:
LEGACY LEARNING CENTER

The following guidelines will be used in selection of names for inclusion on the Legacy Learning Center's Legacy Wall.

GUIDELINES

For consideration of recognition on the Legacy Wall, nominated individuals are required to meet all the following criteria:

- Lived within Northwest ISD boundaries at some point during their lifetime;
- Affiliated with the district as a teacher, staff member, graduate, or community member;
- Left a positive impact on students in Northwest ISD; and
- Aligned with the values set forth in Northwest ISD's mission, vision, and beliefs.

If individuals chosen for recognition on the Legacy Learning Wall are later chosen as namesake of a school building or District facility, their place on the Legacy Wall will move to an area designated for building namesakes.

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	<p>Persons honored on the Legacy Learning Wall will not be selected while living.</p>
NOMINATIONS	<p>Community, student, and staff input or suggestions will be accepted to provide viable names for considerations.</p> <p>Nominations will be made in writing on a form provided by the District within the designated time frames established by the District. Names that are submitted as a name nomination for a school building or facility will also receive consideration for the Legacy Wall so long as they meet the established criteria. The District may open specific submissions for the Legacy Wall at its discretion.</p>
RECOMMENDATION PROCESS	<p>The Superintendent or designee will appoint a selection committee to review all nominations and ensure that the list of nominees meets established criteria.</p>
BOARD DECISION	<p>The committee will submit to the Board in a timely manner the recommended names for inclusion on the Legacy Wall. A list of all submitted nominations will be provided to the Board. The responsibility for the final decision in including names on the Legacy Wall rests with the Board.</p> <p>The Board will vote to select names for the Legacy Wall at a regular scheduled meeting.</p>