



# Sherman Independent School District

2701 Loy Lake Road, Sherman, TX 75090 | [www.shermanisd.net](http://www.shermanisd.net) | (903) 891-6400

## NAMING FACILITIES NOMINATION FORM

**DIRECTIONS:** Please complete all requirements and portions of this form that relate to your nomination. Only one name is accepted per form submission.

NOMINATED NAME IS SUBMITTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF NOMINATION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### NOMINATION

NOMINATED NAME: \_\_\_\_\_

FACILITY RECOMMENDED FOR NAMING: \_\_\_\_\_

**DIRECTIONS:** The following questions relate to the name being nominated.

1. How many years has the nominated person lived in Sherman? \_\_\_\_\_
2. Did the person graduate from Sherman High or Fred Douglass? YES NO  
If so, what year? \_\_\_\_\_
3. How many years has the person served the Sherman ISD as a staff member or volunteer? \_\_\_\_\_ OR N/A
4. How has the person made a significant contribution to the District?
  
5. How has the person represented the virtues or characteristics as a role model to students, staff, and the community?



- **Required:** If you have nominated a person’s name, please include a written and signed release from the nominated person, or the most closely associated family representative to the nominated person (e.g., spouse, parent, children, or sibling).
- **Required:** Please include contact information for the nominated person or the most closely associated family representative.
- **Required:** Please attach any and all research that supports the name that you have nominated for consideration, including picture(s).
- **Suggested:** Additional letters of recommendation are welcome, but not required.

This form, along with all attachments, should be mailed or delivered to:

Sherman ISD  
 Attn: Dr. Tyson Bennett  
 2701 Loy Lake Road  
 Sherman, TX 75090.

SISD CW (Local) Policy: <https://pol.tasb.org/Policy/Code/528?filter=CW>

**NOTE:** Names may be submitted at any time, but consideration by the Board shall occur from January to March. Names submitted in an untimely manner may be considered in future years.

**ACKNOWLEDGEMENT**

***I acknowledge that I have reviewed CW (Local) policy and I have submitted the naming facilities nomination form with all required documentation.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For questions, please contact Dr. Tyson Bennett at [tbennett@shermanisd.net](mailto:tbennett@shermanisd.net) or 903-891-6415.**

**Statement of Nondiscrimination:** In its efforts to promote nondiscrimination, Sherman ISD does not discriminate on the basis of race, religion, color, nation origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended’ Title IX of the Educational Amendments of 1972; and section 504 of the Rehabilitation Ace of 1973, as amended.

NAMING FACILITIES

CW  
(LOCAL)

The Board shall have complete authority and responsibility for the naming of District facilities.

The term "facility" shall refer to a new or existing school or District-wide complex owned and operated by the District. The term "portion of a facility" shall include a building, library, media center, auditorium, performing arts center, gymnasium, athletic field, or other portion of a school or support complex or property owned and/or operated by the District. A portion of a facility shall not include individual classrooms.

Guidelines

The following guidelines shall govern the permanent naming or re-naming of new or existing District-owned facilities or portions of facilities. A facility or portion of a facility may be named for a person; in honor of an historic event or place; a distinctive geographic location; or for a major donor.

The Board shall consider naming a facility or a portion of a facility for a person, historic event or place, geographic location, or major donor who meets one or more of the following criteria:

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 name may be reused for facility naming purposes in the event a facility is consolidated or demolished.
5. A facility named for an historic event shall have major significance to the District, geographic area, state of Texas, or our nation.
6. Extensive research shall be conducted on a proposed honoree before a final decision is made regarding naming a facility or portion of a facility for a person.

Recommendation  
Process for Naming  
Facilities or a Portion  
of Facilities

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. Names may also be submitted by the public directly to the Superintendent.

NAMING FACILITIES

CW  
(LOCAL)

Nominations shall be made in writing on a form provided by the District within the designated time frames established by the District and only accepted for the facilities or portion of facilities for which the names are being solicited.

Selection  
Committee

The selection committee shall be comprised of the Superintendent or designee, the site administrator (if identified), at least two parents from the attendance zone involved (if the facility is a school) or two parents from the District improvement committee, and appropriate District-level administrative staff recommended by the Superintendent. The committee shall be chaired by the Superintendent or designee.

Specific Criteria and  
Selection Process

The committee shall consider the following in making recommendations to the Board for the naming of any facility or portion of a facility:

1. Whether the nominee reflects direct and substantial association and achievement of extraordinary and lasting distinction (e.g., an individual's scholarship, creativity, leadership, and humanitarian and public service).
2. If a nominee has served the District:
  - a. The length of years of service;
  - b. The contributions, both subjective and objective, to the District. Emphasis shall be given to the quality as well as the quantity of benefits and value derived by the District as a direct result of the nominees' contributions.
3. Weight may be given to an individual who gained distinction in the area or areas related to usage of the facility.

The committee's responsibility shall be to review all submitted names and supporting documentation and conduct background research to determine whether the names meet the requirements of this policy. The committee shall also review all documentation, research, and input to determine whether it's in the best interest of the District to consider a name. If a name is selected by the committee, the name shall be submitted to the Board for consideration.

Selected names shall 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, and then the committee members shall decide whether they can support the name as a recommendation to the Board. The committee chair shall declare the consensus of the committee for each name selected and rec-

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ommended to the Board. A selected name may be tabled or dismissed for further consideration based on the declared consensus of the committee.

Timing

Names may be submitted to the Superintendent at any time, but consideration by the Board shall occur from January to March. Names submitted in an untimely manner may be considered in future years.

Recommendation  
Process for  
Programmatic  
Renaming

A facility or portion of a facility may be renamed based on a programmatic change if the new name would not affect the namesake of the facility or portion of the facility. This type of name change would only require the recommendation of the Superintendent. For example, if a library had been named after an individual, such as the John Doe Library, and the term for "library" changed to "media center," a recommendation could be made for the name to be changed to the John Doe Media Center.