

Comal Independent School District

NEWS RELEASE

Contact: Kari Hutchison
830-221-2045

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Names being sought Feb. 24 — March 13 for two schools

From Feb. 24 — March 13, the Comal ISD is accepting school name nominations for two (2) new schools that will open in 2010. The nominations must be submitted on the official "School Name Nomination Form."

The two schools Comal ISD needs to name are an:

- Elementary on FM 3009 in Garden Ridge (replacing Comal Elementary)
- Elementary in the Avery Park subdivision off Hwy 46 just outside New Braunfels

A committee for each school will review the nominated names, do necessary research on the names, and select at least two but no more than three names and provide rationale for each to the school board for its review and final decision later this semester. The final decision for naming each facility rests with the school board.

Nominators should follow local school board policy CW regarding the naming of facilities (available at www.comalisd.org under the Board of Trustees link and attached to this news release). The following guidelines shall be used in the naming of new school buildings:

- Named for deceased persons who have served the district or community, especially in service to children;
- Named for any local, state, or national heroic figure who has made a significant contribution to society and/or education;
- Named for local residential or geographic areas or state or national landmarks;

- Proper names of existing school buildings may not be replicated, except within the same attendance areas. Common nouns, such as, but not limited to, valley, creek, or river may be used; and, “School Name Nomination Forms” are available on page 3 of this news release; on the district’s website at www.comalisd.org; in the schools; and, in the district’s Support Services center in New Braunfels. Completed forms must be submitted by 4 p.m. on Friday, March 13 to the Comal ISD Communications Office, 1404 IH 35 North, New Braunfels, TX 78130. They also can be faxed to 830-221-2001 or emailed to martha.miller@comalisd.org. For more information, call 830-221-2066.

-CISD-

Comal Independent School District School Name Nomination Form

(Please use separate form for each nomination)

Information on person submitting nomination			
Name		Email address	
Street	City	State	ZIP
Phone		Date	

Place an "X" next to the school for which you are submitting a name nomination

(Please use separate form for each nomination)

- _____ Elementary on FM 3009 in Garden Ridge (replacing Comal Elementary)
- _____ Elementary in the Avery Park subdivision off Hwy 46 just outside New Braunfels

List the name you are recommending for the above school (refer to Board Policy CW for name criteria and to the news release that accompanies this form)

Reasons why you are recommending this name**

****Supporting documentation will be considered and may be attached.**

**Return completed form and any supporting documentation
by 4 p.m. on Friday, March 13, 2009 to:**

Comal ISD, Communications Office,
1404 IH 35 North, New Braunfels, TX 78130

Phone 830-221-2066, 830-885-1791, 830-609-6280; FAX 830-221-2001; martha.miller@comalisd.org

NEW FACILITIES

CW
(LOCAL)

The following guidelines shall be used in the naming of new and existing school buildings or other facilities and for the renaming of such buildings and facilities in the District:

CRITERIA

1. Facilities may be named for deceased persons who have served the District or community, especially in service to children.
2. Facilities may be named for any local, state, or national heroic figure.
3. A nominee shall have made a significant contribution to society and/or education and his or her name shall lend prestige and status to an institution of learning.
4. Facilities may be named for local residential or geographic areas or state or national landmarks.
5. Proper names of existing school buildings may not be replicated, except within the same attendance areas. Common nouns, such as, but not limited to, valley, creek, or river may be used.
6. Facilities to be named shall be separate structures or campuses, and identifiable existing facilities and campuses shall not be fragmented by renaming portions of those structures or campuses.

RECOMMENDATION
PROCESS

The following guidelines shall be used during the recommendation process:

SUBMISSION
PROCESS

1. The communication office shall advertise dates of acceptance for names for a new school.
2. Names shall be accepted for two weeks from the date posted.
3. Names shall be submitted to the communications office.
4. Names must be submitted on the appropriate forms in order to be considered.

COMMITTEE
MEMBERS

The following guidelines shall be used for selecting committee members:

1. The Superintendent or designee shall appoint a committee comprised of at least six but no more than eight parents from the geographic area.
2. The Superintendent or designee shall serve as the committee chairperson.

NEW FACILITIES

CW
(LOCAL)

3. If the school to be named includes grades 6-12, three students of the geographic area shall also be selected to serve on the committee.

NAME SELECTION
PROCESS

The following guidelines shall be used during the name selection process:

1. The committee shall review all the names submitted by the public.
2. Each name will be developed into a historical fact sheet to verify authenticity of the name.
3. A file of all names submitted shall be kept in the Superintendent's office.
4. The committee shall give notice of all meetings (date, time, and place).
5. Within six weeks of the submission deadline, the committee shall select at least two names and no more than three names, with rationale, to present to the Board with the understanding that the Board shall select the name from the list submitted.
6. A new name shall be selected at least six to nine months prior to the opening of the new school.

BOARD DECISION

The responsibility for the final decision in naming facilities rests with the Board. At a duly called Board meeting, the Board shall officially select a name from the list of recommendations submitted by the committee for each campus or facility to be named.