



Administrative Regulation 7111 NAMING OF SCHOOLS AND OTHER DISTRICT FACILITIES

Responsible Office: Office of the Superintendent

PURPOSE

This Administrative Regulation describes the criteria and process used for selecting the name of a new school or renaming an existing school or naming a portion of a school or facility, to include athletic fields, in the Washoe County School District ("District" or "WCSD").

REGULATION

1. Naming of New Schools and Renaming of Existing Schools
 - a. Upon direction from the WCSD Chief Facilities Management Officer that a school has sufficiently progressed in the planning process, the process of naming that school shall begin, as outlined below.
 - b. When a school community wishes to consider a school name change, with the approval of the Superintendent, the following process shall be utilized.
2. Naming Categories and Criteria
 - a. School names may be considered from the following categories:
 - i. Any geographical or geological name (e.g. a residential development name, a commonly referred to name of a neighborhood);
 - ii. The name of a distinguished citizen or former District employee, to honor or memorialize the individual under extraordinary circumstances. Such circumstances could include the loss of life in the performance of service to benefit or support the District or demonstration of outstanding service to the District, students and/or community;
 - iii. Any name of a person gaining state or national prominence;
 - iv. The name of a living individual may be considered under the following conditions:
 1. Names of living individuals shall be considered when such person has made significant contributions to or had significant involvement with education.
 2. Names of members of the Board of Trustees shall not be considered while actively serving on the Board of Trustees, nor for at least two (2) years from the last day of service as a member of the Board of Trustees or his/her death.

3. Names of District employees shall not be considered while actively employed either full-time, part-time or as a consultant to the District, nor for at least two (2) years from the last date of employment or death.
4. A name may not be considered if an existing school, or facility, or portion of a school or facility, is already and actively named for that person.
5. Names of elected officials shall not be considered while they are actively serving in public office.

- b. The School Naming Committee may adopt a list of previously considered names to be automatically considered as semi-finalists for future schools.

3. Name Submission and Community Engagement

- a. The Office of Communications and Public Relations shall be responsible for the process of soliciting names from the community for consideration by the School Naming Committee.
- b. The Office shall ensure the process is broadly communicated to foster community engagement by soliciting public input and nominations for potential names. This may include the use of news releases, utilization of social media, and electronic phone messaging to inform administrators, faculty and staff, students, parents/guardians, and the community of the name and selection process, which includes details related to the selection rubric.
- c. The Office shall make reasonable efforts to contact family members or next of kin of potential local namesakes who have been nominated.

4. School Naming Committee

- a. The Board of Trustees has established a standing advisory committee to the Board of Trustees, hereinafter referred to as the School Naming Committee ("Committee"). The committee shall consider potential names, based on the criteria in this regulation, and make recommendations to the Board of Trustees. The Committee shall make a recommendation to the Board for any new school built on a new site, or for a school that is rebuilt on an existing site with changes to the grade configuration. The Board has final authority to approve the naming of a facility.
- b. Membership
 - i. The Superintendent or his/her designee shall establish the process for selecting the members of the Committee. Committee membership shall be representative of the diverse nature of Washoe County and shall be comprised of eleven (11) voting members as follows:

1. One (1) District representative, selected by the Superintendent;

2. Seven (7) parents/guardians or members of the community: one (1) each from Trustee districts A, B, C, D, E, F, and G;
3. One (1) student from a District high school; and
4. Two (2) at-large members from any of the above categories.

c. Operating Procedures

- i. The operation of the School Naming Committee shall comply with Board Policy 9100, Public Bodies, and all applicable state laws and regulations, to include Nevada's Open Meeting Law. The Committee shall adopt a process for scoring, rating, and ranking nominations. The Committee shall apply this process to each nomination.
- ii. Using a democratic voting process, the Committee will select finalists and make recommendations to the Board of Trustees.
- iii. The School Naming Committee will not be involved in the consideration or selection of school mascots or school colors.
- iv. The officers of the Committee shall be Chairperson and Vice-Chairperson who are voting members of the committee.
 1. Officers shall be elected by vote of the members of the Committee and be elected by majority vote of the members of the Committee.
 2. The term of office shall be for one (1) year to begin on the date of their election. Officers may be re-elected for additional terms.
 3. Election of officers shall be held on an annual basis.
 4. All nominees must be present at the scheduled meeting to accept the nomination.
 5. An officer may be removed for just cause at any time by a two-thirds (2/3) vote of the Committee.
 6. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal District's protocol for the election of officers.

5. Naming of a New School or a School Rebuilt

- a. In accordance with Board Policy 7110, Naming of Schools and Other District Facilities, the Committee makes recommendations to the Board for a new school built on a new site; and for a school rebuilt on an existing site with changes to grade configuration.
 - i. The Committee does not make recommendations to the Board under the following circumstances:

1. For a school that is rebuilt on an existing school site with no changes to grade configuration as the current name shall remain;
2. For a school that is rebuilt on a nearby site within the same geographical community without changes to its grade configuration as the current name shall remain; and
3. For a school that is closed and repurposed for District use as the current name shall remain.

6. Naming of a Portion of a Facility or Athletic Field

- a. In accordance with Board Policy 7110, Naming of Schools and Other District Facilities, only the Board of Trustees may approve the naming of a portion of a school facility, to include athletic facilities, or any non-school facility.
- b. Requests received to name a portion of a school facility, to include athletic facilities, to generate financial gain are prohibited unless expressly approved by the Board of Trustees.

7. Rescinding a School Name

- a. The Board of Trustees recognizes that the name selected for one of its schools is an integral factor in the District's public image. The honor and integrity of the name selected reflects the District, the school and the school community. For these reasons, the Board of Trustees may consider action to rescind an approved school name when sufficient cause exists.
- b. Sufficient cause to rescind the name of a school may exist when the individual for which the school was named has been convicted of a felony, a crime involving moral turpitude, or participated in any other disreputable behavior which would have a negative reflection or would bring discredit upon the District, its Trustees, staff or students.

8. For the purposes of this regulation, renaming an existing school and school name enhancement are different actions. School name enhancement is the act of enhancing the name of an existing school through the addition of a descriptor in the school title. (example: "STEM Academy" replacing "Middle School). Information regarding school name enhancement may be found in Administrative Regulation 7115.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7110, Naming of Schools; and
 - b. Administrative Regulation 7115, School Name Enhancement.

2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
- a. Chapter 338, Public Works, and specifically:
 - i. NRS 338.200 Prohibition against naming public building or structure after member of governing body.

REVISION HISTORY

Date	Revision	Modification
02/25/1986	1.0	Adopted original Administrative Regulation 7551, Naming of Schools
04/26/1988	2.0	Revision dates of original Administrative Regulation
06/08/1990	2.1	
10/09/1990	2.2	
11/24/1992	2.3	
08/30/1994	2.4	
04/29/2003	2.5	
06/23/2009	n/a	Original Board Policy and Administrative Regulation deleted
1/14/2014	3.0	Adopted new version of Administrative Regulation
11/13/2017	4.0	Revised to add School Naming Committee. Number changed from 7110
03/16/2026	5.0	Revised: added language in compliance with Board Policy 7110; added language regarding committee officers