



Responsible Office: Office of the Superintendent

BOARD POLICY 7110

NAMING OF SCHOOLS AND OTHER DISTRICT FACILITIES

PURPOSE

The Board of Trustees is responsible for naming and renaming schools in a manner that is equitable and consistent. This policy and its accompanying administrative regulations provide guidelines and standards for that process.

POLICY

1. Governing Principles

- a. It is the responsibility of the Board of Trustees to select and adopt the names of the District's schools and facilities and portions of a school or facility.
- b. Naming and renaming efforts shall be conducted as a cooperative effort between the District, the involved school(s) and the community. The District will take advantage of every opportunity to involve the community in applicable phases of the naming process.
- c. To ensure community engagement, the District will use available media, including the Internet and direct mail to advise administrators, faculty and staff; students; parents/guardians; and the community of the name submission and selection process.

2. Governing Practices

- a. The District shall adopt and implement standard and consistent procedures for school and/or facility naming and renaming. Such procedures shall include the way in which recommendations shall be made to the Board of Trustees.
- b. The District shall establish an 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 below, and make recommendations to the Board of Trustees.

c. School Naming Categories

i. School names will be considered from the following categories:

1. Any geographical or geological name (e.g. a residential development name, a commonly referred to name of a neighborhood);
2. 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;
3. Any name of a person gaining state or national prominence.

ii. 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 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.

d. School Naming Criteria

i. Submitted names from the approved categories will be considered based on the following criteria:

1. Role in education;

2. Impact to the Washoe County community;
 3. Public Service;
 4. Historical Significance;
 5. Geographic Significance
 6. Contributions (land, monetary, volunteerism, etc.) which support the education of students through the District's Mission.
- e. If there is strong interest within the community, or in the case of other appropriate circumstances, the Board of Trustees will consider petitions to rename an existing school. In such a case, the established procedures for school naming will be initiated. For the purposes of this policy, the renaming of a school shall differ from school name enhancement. School name enhancement is the act of enhancing the name of an existing school through the addition of a descriptor in the school title.
 - f. 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.
 - i. 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.
 - g. The District does not encourage the installation of plaques, memorials, and other like items in or on District buildings and facilities. Events or people of outstanding significance to the school or school community, such as a school's namesake, may be commemorated by a plaque or memorial, with the approval of the Board of Trustees. Administrative Regulation 7113 shall establish the protocols related to the approval and placement of plaques, memorials, and like items.
3. The Superintendent, through designated staff, shall establish any administrative regulations and procedures necessary to implement this policy.

DESIRED OUTCOMES

1. Through this policy and its accompanying regulation, the District shall:
 - a. implement an equitable process for the naming of and/or renaming of schools and other District facilities;
 - b. encourage community involvement and input;

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Administrative Regulation 7110, Naming of Schools
 - 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.

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

REVISION HISTORY

Date	Revision	Modification
07/28/1967	1.0	Original version of this policy was adopted as Board Policy 7551, Naming of Schools
11/24/1992	1.1	Revised
06/23/2009	1.2	Original version of this policy was deleted
1/14/2014	2.0	Adopted new version of policy
3/14/2017	3.0	Revised: to allow naming of schools/facilities of a living person
9/12/2017	4.0	Revised: added criteria for naming