

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 711
PROPERTY**

NAMING OF EDUCATIONAL FACILITIES

- I. The Board of School Trustees shall establish a Facilities Name Committee, which will review and recommend for final approval by the Board the naming of Carson City School District Facilities or the renaming of facilities that are not named for individuals.

The Facilities Name Committee will use, but not be limited to, the following guidelines when considering names for facilities:

- A. High Schools will be named for the locality or region of the school. High Schools are not named for individuals.
- B. Elementary, middle or junior high schools will be named for the locality or region, educators, pioneers, or prominent citizens of Carson City.
- C. Portions of school facilities which include but are not limited to libraries, athletic fields, multipurpose rooms, theatres, and administrative office, may be named for former District employees or citizens who have made specific contributions to education in Carson City.
- D. Names of District personnel will not be considered while actively employed either full-time or part-time with the Carson City School District. District personnel cannot be considered for a naming honor until all compensated employment (full time or part time with the District) has been completed for three full years from final date of compensated employment.
- E. Names of Board members may not be considered solely based on Board service and while actively serving on the Board of School Trustees, in accordance with Nevada Revised Statutes.
- F. Names will not be considered if there is an existing public facility that has already been named for the nominee.
- G. Names of elected officials will not be considered while they are actively serving in public office.
- H. There will be no naming for compensation.

The Facilities Name Committee chair and two other Trustees will be appointed by the Board president. In addition, the Superintendent will appoint:

Policy No. 711 - Continued

- A. One parent of a child who will be attending the new school or currently attends the school where a portion of the building is being named (i.e. library, gymnasium, theatre, etc.).
- B. One member of the Carson City Building Administrators Association.
- C. One member of the Carson Educational Support Association.
- D. One member of the Ormsby County Education Association.
- E. One member of the Carson City Health Service Personnel Association.

All committee members will serve a one year term.

The committee will function under its own rules, which must address, but are not limited to:

- 1. Frequency of meetings
- 2. Meeting format
- 3. Length of time of deliberation of names before submission to the Board of Trustees for final consideration
- 4. Method of conducting biographic research on potential honorees
- 5. Cultural representation of names

In order for a name to be considered, the nominating party must complete the School District's Facility Name Application form, which must provide the committee with appropriate biographical data, including educational and/or civic contributions, as well as credible references for the nominee. Conditions for selection are pursuant, but not limited to, criteria specified in the Facility Name Application. The nominating party may not be a family member.

The committee will evaluate the merits of each nomination and determine which applications should be given further consideration.

- II. Members of the Facilities Name Committee shall review the application and rate the nominee for the following:
 - A. Years of service to public education
 - B. Exemplary overall contributions to the Carson City School District and public education
 - C. Quality and time of service to community

Policy No. 711 - Continued

- D. Years residing in the community
- E. Contribution to the development of the community/state
- F. Other extraordinary circumstances

III. Rescinding the name of an educational facility.

The Carson City School District recognizes that the official name selected for an educational facility is a vital factor in the public image of the school system. The honor and integrity of the name selected reflects upon both the District and the educational facility. With these concerns in mind, the Board may consider action to rescind an approved name of an educational facility.

Rescinding the name of an educational facility shall only occur under extraordinary circumstances and after thorough study.

Sufficient cause to rescind the name of an educational facility may include, but not limited to, the following circumstances:

- A. An individual, for whom a school has been named, has been convicted of a felony or of a crime involving moral turpitude and for which valid documentation exists
- B. A name has become associated with violent activity such that it may have a negative reflection or effect on the students and staff of the facility and/or the Carson City School District

Reference: NRS 338.200
Adopted: August 9, 2005
Revised: May 10, 2011