

RE-NAMING EXISTING SCHOOL FACILITIES

Background

Because of the history and tradition associated with the names that have been given to District schools, the District would consider proposals to re-name a school only in cases where the existing name is deemed to no longer be serving the needs of the school population or the community. The decision to re-name an existing school facility must reflect both the educational needs of the students and the history and cultural tradition of the school and community.

Procedures

1. Where such a proposal is made, the following general conditions will apply:
 - 1.1. Names selected for District schools are to honour our historical and cultural heritage, recognize outstanding individuals, or be significant to the geography of the area. Names of individuals are only to be used posthumously.
 - 1.2. A facility name that is already in use in another District, especially a neighbouring one, is to be avoided.
 - 1.3. Although an annex will traditionally use the same name as its main school, proposals to re-name an annex will be considered where the existing name is deemed to be no longer appropriate.
 - 1.4. Secondary schools will officially use the designation "Secondary School" after the selected name, elementary schools will officially use the designation "Elementary School" after the selected name, and elementary school annexes will officially use the designation "Annex" after the selected name.
2. The following procedures are necessary prior to Board approval to re-name a school.
 - 2.1. The proposal to re-name a school could be initiated by the school administration, staff or students, the Parents' Advisory Council or District staff.
 - 2.1.1. It must be thoroughly discussed by each of these groups prior to formally applying to the District for review by a re-naming committee.
 - 2.1.2. Applications to have a re-naming committee formed will be made by the school administrator to the Director of Instruction.
 - 2.1.3. The Director of Instruction will forward the application to the Director of Facilities if the application content meets the criteria listed in 2.1.1 for initiating a committee.
 - 2.2. Upon receipt of an application from the Director of Instruction, the Director of Facilities will convene a committee to review the application and proposal in full. The committee will be comprised of the following members:
 - 1 - Director of Facilities (Chair)

- 1 - Trustee
- 1 - District Parents' Advisory Council
- 1 - Director of Instruction
- 1 - Employee group representative
- 1 - School Administrator
- 1 - Student representative*
- 1 - Community representative
- 1 - Total committee members

* Grade 7-12 representative from within the catchment area.

- 2.3. Details of comments from staff, students, and parents will be provided to the Committee. The Committee will review the proposal, based on criteria for school re-naming outlined in this Administrative Procedure.
 - 2.3.1. The Committee may recommend to the Board that a public information meeting be convened to announce the proposed school re-naming. The decision to hold such meetings would be based on reported reaction to the change and would only be required when deemed to be necessary.
- 2.4. The recommendation of the Committee will be forwarded to the Facilities Planning Committee through the Superintendent and to the Board for approval.

Reference: Sections 22, 65, 85 School Act

Adopted: May 4, 1992

Revised: September 1994; January 1999; October 2000; September 24, 2018