



Administrative Regulations

FACILITIES

3450

NAMING OF SCHOOL FACILITIES

A. Naming of School Facilities

1. Preference shall be given to names that relate to the area and/or community served by the school. Consideration may be given to an alternative name when:
 - (a) the name may conflict/be confused with existing schools in the same area;
 - (b) the school is located in an area or neighbourhood which does not have a distinct name;
 - (c) the name of a deceased person who has made an outstanding contribution to the country, community or to public service on behalf of children is recommended by the school community, the residents of the attendance area, or the community at large as having significant meaning to students and the community.
2. The name of the school shall apply to the main building of the facility and all interior facilities (libraries, gymnasiums, theatres, etc.); buildings detached from the main building of the facility (portable classrooms, administrative offices or athletic facilities); and outdoor spaces (play grounds, athletic fields, gardens or nature areas). Heritage buildings, whether standing alone or annexed to a school, shall be known by their historical names.
3. Where the School District leases a facility or part of a facility to a partner or another educational institution, the lessee may temporarily name the leased facility with the approval of the Board of School Trustees.
4. The process of naming a school will provide for student, staff, parent and community input. The Superintendent of Schools will appoint a principal to manage the process. Recommendations regarding the naming of new facilities or the renaming of existing schools will be received and considered by the Superintendent of Schools and submitted for approval to the Board of School Trustees. The Board shall make the final decision in naming any building or facility.

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B. Management of the School Naming Process

1. If the construction of a new facility involves more than one school, the Superintendent of Schools will request that a principal from one of the affected schools coordinate the process of recommending names, for the new facility, to the Superintendent of Schools.
 - (a) This principal will establish a Name-Selection Committee, with membership consisting of himself/herself and:
 - i. principals from the other schools at the same grade level having attendance zones that will be affected by the new facility;
 - ii. two or more parents, selected from a Parent Advisory Council, a School Planning Council, other school support organizations or the general school community;
 - iii. two or more students;
 - iv. two or more staff (one S.C.T.A employee and one CUPE Local 801 employee);
 - v. other individuals representative of the community, to be determined by the coordinating principal.
2. If the construction of the new facility will involve only one school, the building principal will oversee and coordinate the process for recommending names for the new facility to the Superintendent of Schools. The principal will seek student, staff and parent representatives from the schools anticipated catchment area as outlined in Sections B.1.a. (ii), (iii), (iv), and (v) above.

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C. Procedures for the Name-Selection Committee

1. The coordinating principal will set the committee's working timeline. This timeline should take into account an appropriate period for public input, the school calendar, and the Board of School Trustees meeting schedule.
2. The name-selection committee will design a process for taking input from the general public, and may designate one meeting to allow individuals/groups who submit names to make brief presentations in support of the suggested name. These presentations should underscore the significance of the favored name. A summary of the presentation should be in writing.
3. Selection committee members will consider all names offered. Through a consensus-based decision-making process, the members will identify one and as many as three (3) most preferred names as first, second and third preference. The coordinating principal will forward this list of three (3) potential names along with the written rationale for each name to the Superintendent of Schools without publicizing the results. At this point, the name-selection committee has accomplished its task and it disbands.
4. The Superintendent will prepare a Board agenda item incorporating the committee's list of three (3) proposed names, in order of preference, with appropriate background information about each name. The Board may accept one of the committee's three (3) names, or it may reject the recommendations.
5. Once the Board approves a name, the Superintendent of Schools shall advise the school(s) and the public of the approved name.

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D. Names for Areas within Educational Facilities

1. The process shall be as per “Naming of School Facilities” Section B.1.a.

E. Dedication of Schools and District Facilities

1. When new, permanent school facilities are built, an official public opening/dedication ceremony shall be held.
 - (a) Trustees’ names inscribed on a dedication plaque shall be those in office when the construction contract was awarded.
 - (b) The official public opening/dedication ceremony for each new permanent school facility shall be held at a time determined by the principal of the school, in consultation with the Board of School Trustees, staff, students and Parent Advisory Council.
 - (c) A list should be created by the Superintendent of Schools in consultation with the Board Chair and principal of the school.

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