

NAMING OF SCHOOLS AND OTHER DIVISION-OWNED FACILITIES

Background:

The names of schools and other Division-owned facilities shall be approved by the Board as per [Board Policy 2: Role of the Board](#). The Division requires the following administrative procedures are adhered to prior to a recommendation going forward to the Board.

Procedures:

1. The following criteria shall be used in the selection process of naming any Division school/facility/room:
 - 1.1. name based on a subdivision/identifiable area;
 - 1.2. name based on an important contribution to the Division, community or society; and/or
 - 1.3. name based on a competition or contest.
2. The process to consider a proposed dedication or memorial shall include:
 - 2.1. communication with the Superintendent, Director of Communication Services and Director of Facility Services;
 - 2.2. a letter of support from the Principal;
 - 2.3. a letter of support from the School Council; and
 - 2.4. approval from the namesake, or immediate next of kin, as appropriate.
3. The Principal shall prepare a report outlining the details of the proposal for presentation to the Superintendent. The report shall specify details, including plaque, dedication ceremony, costs, donations and any other specifics.
4. Copies of all documentation shall be kept at the school.
5. The proposed name of a school/facility/room, including a memorial dedication, shall be recommended for approval to the Board by the Superintendent at a regularly scheduled Board meeting.
6. Pursuant to Board motion 142/2017, the term École will be used only for single-track French immersion schools.

Reference:

Section 52, 53, 68, 197, 222 *Education Act*