

NAMING OF EDUCATIONAL FACILITIES

Background

In accordance and alignment with Board Policy 20, Naming of Educational Facilities, the Superintendent of Schools shall develop a process to invite students, staff, community members and trustees to submit suggestions to name schools. The process will involve research and rationale for such naming that includes recognition of the Mission, Values and Vision of the School Division.

Procedures

1. Naming New Schools

- 1.1 When planning new school construction, there will be consultation with the school community.
- 1.2 The Superintendent of Schools will propose a process for naming each new school consistent with past practice and current community demographics.
- 1.3 The school name will be determined within 6 months of receiving approval from Alberta Education.
- 1.4 The Division expects proposed names for new facilities to be advertised within the affected community through school channels of communication and the local news media for a period of not less than one month. Such advertising will outline:
 - 1.4.1 The proposed names;
 - 1.4.2 The contact name of someone within the Division to talk to about the reasons of the proposed names;
 - 1.4.3 The name and address to send or email written feedback to regarding the names; and
 - 1.4.4 The time and place the Board will deliberate upon the naming of the facility.

2. Naming rooms, wings, and/or specific areas of buildings:

- 2.1 A portion of a school or facility may be named in congruence with Policy 20. A consultation process may involve where appropriate, school council, school staff, students, and communication with the larger community.
- 2.2 All recommendations must be presented through the following protocol:
 - 2.2.1 Initial recommendation to the Superintendent;
 - 2.2.2 Superintendent presents the recommendations to the Board of Trustees for information;
 - 2.2.3 Recommendations are shared if deemed appropriate to stakeholders who utilize that facility.
- 2.3 School and the Division Facilities Department shall keep records as to which rooms and wings of buildings have been named.
- 2.4 For appropriate cause, not requiring disclosure, the Board of Trustees may rescind a name of a portion of a school facility.

3. Memorial Acknowledgements:

- 3.1 Requests for memorial recognition shall be considered for items that enhance the learning environment such as trees, benches, works of art, and other items approved by the Superintendent in congruence with our faith-formed environment.
- 3.2 Such items will be funded outside of educational revenue received for student learning purposes.