



Administrative Procedures

AP-905 NAMING OF DIVISION-OWNED BUILDINGS AND GROUNDS	Date of implementation: January 2006 Date of review: November 20, 2024
	Related Administrative Procedures: AP-420 Corporate Sponsorships and Partnerships

Purpose: To guide the naming of a new school, Division building or rooms or grounds therein. Potential names for Division-owned buildings, rooms and grounds shall be submitted to the Director for consideration. All submissions will abide by applicable public policy or regulations as required. The Board will make the final decision on all naming of Division-owned buildings and grounds.

Procedures

1) Naming a new school

If the Board determines that gathering local suggestions for the name of a new school will be part of the naming process, a local committee will be established to review name submissions and make recommendations to the Director.

Every effort will be made to ensure the consultation process is conducted in a manner that is:

- Culturally responsive; and
- Includes authentic engagement of key stakeholders. Stakeholders may include students, parents/ caregivers, the School Community Council, staff, elders and members of the community.

The Director will take the approved name submissions to the Board for its final decision.

2) Renaming a school or naming a room or grounds in the Division

If a school community wishes to explore the renaming of a school or naming a room or grounds in the Division, the process shall be:

- a) Members of the school learning community (students, parents/caregivers and community members who reside in the attendance area) will bring forward a request to the principal to initiate the re-naming/naming process.
- b) This request must be endorsed with the signatures of at least ten (10) adults who reside in the school community.

- c) The principal will then seek the advice and support of the School Community Council (SCC) before submitting the request to the Director.
- d) When nominating an individual for naming recognition, the expectation would be that the individual has made a major contribution to the education of students in the school system and preferably in the school in which the room or grounds is located. Specific rooms or grounds will not be named after a person who is employed by the Division or serving as a Board Trustee at the time of dedication.
- e) Schools or organizations wishing to name a room or grounds to honour an individual shall obtain approval from the Director before making any contact with the individual or the individual's family.
- f) If the Director approves the submission, the request is submitted to the Board for its final decision.
- (g) The Director shall maintain a list of all rooms in Division facilities which have been officially named.