



## **NAMING OF SCHOOL**

### **Procedures**

#### **1.0 Naming of a New or Consolidated School**

- 1.1 To name a new or consolidated school the Director shall establish an Ad Hoc Committee called the "Naming Committee" that at the end of the process will make a recommendation to the Board.
- 1.2 The Naming Committee will be composed of the Director, Superintendent of the new or consolidated school, a school council representative, a school Principal, three (3) Trustees, and a community member.
- 1.3 The call for community suggestions by the Naming Committee will commence in September or October of the year preceding the opening of the new school. This public consultation will take not less than sixty (60) days from the call for suggestions to a maximum of a hundred (100) days.
- 1.4 The Naming Committee will request submissions from School Councils and on the website for the greater public during the period of consultation.
- 1.5 The Naming Committee will present a report with recommendation to the Board.
- 1.6 The Board shall ensure that a distinctive and appropriate name is selected when naming property and that all legal restrictions and obligations are considered.
- 1.7 The Board will approve the final name of a new consolidated school by Board motion.
- 1.8 The Board will make a public announcement of the name for the new or consolidated school following Board approval.

#### **2.0 Naming of a Library, Auditorium, Gymnasium or Track**

- 2.1 The naming of an auditorium, library, gymnasium or track may be considered when the community writes a strong letter and rationale for the name.
- 2.2 The Board will consider the name and possibly approve the name recommended by the community. Final approval will be by a Board motion.
- 2.3 The Board will make a public announcement of the name for the auditorium, library, gymnasium or athletic field following Board approval.

### **Appendices**

### **References**