

# ADMINISTRATIVE REGULATIONS

TITLE: NAMING OF SCHOOL FACILITIES  
CATEGORY: FACILITIES  
NUMBER: 4090

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## I. Rationale:

The naming of facilities recognizes that schools are a focus in our communities for activities and identity. Preference in the naming of schools should be given to names that relate to the location of the school. Consideration may also be given to names of persons who have made outstanding contributions to the country, the community or to public service on behalf of children and have significant meaning to students and members of that community.

## II. Practices:

### 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, detached buildings on the property and outdoor spaces.
3. Heritage buildings, whether standing alone or annexed to a school, shall be known by their historical names.
4. Where the School District leases a facility or part of a facility to a partner or another educational institution, the lessee may temporarily rename the leased facility with the approval of the Board of Education.
5. The process of naming a school will provide for student, staff, parent and community input. The Superintendent of Schools or designate will manage the process. Recommendations regarding the naming of new facilities shall be brought forward by the Superintendent of Schools for a final decision to the Board of Education

### B. Management of the School Naming Process.

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1. If the construction of a new facility involves more than one school, the Superintendent of Schools or designate will coordinate the process of recommending names, for the new facility.

a) This Superintendent or designate will establish a Name-Selection Committee, with membership consisting of himself/herself and:

- (1) Two principals;
- (2) Two parents, selected from by the Parent Advisory Council;
- (3) Two students;
- (4) Two staff (one SCTA employee and one CUPE Local 801 employee);
- (5) Other individuals representative of the community, to be determined by the Superintendent or Designate.

C. Procedures for the Name-Selection Committee

1. The committee's working timeline shall consider an appropriate period for public input, the school calendar, and the Board of Education meeting schedule.

2. The name-selection committee will design a process for taking input from the general public.

3. The Superintendent will provide the board with the recommendations of the committee. The Board may accept or not the recommendation and shall have sole responsibility for naming the school.

D. 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 Superintendent of schools in consultation with the Board of Education, staff, students and Parent Advisory Council.

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References: Board Policy 11.4