

## Administrative Procedure 127

---

May 2018

### NAMING OF EDUCATIONAL FACILITIES

#### Background

Each community should have the opportunity to participate in the naming of a new or modernized school facility. The chosen name should reflect the mission, values, and vision of our school division.

#### Value and Core Commitment Link

“Stewardship”

- “We are receptive to our stakeholders.”

“Our Collaborative Community”

- “We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.”

#### Guidelines

1. 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.
2. In submitting names, some criteria considered is that the name should be:
  - 2.1 A source of inspiration to the staff and students of the wider Catholic community;
  - 2.2 Such that students may emulate the ideals of the individual;
  - 2.3 One with which students can identify;
  - 2.4 Easily identified as “Catholic.” Saints’ names are identifiable; however, names of lay Catholics could also be used. The concept of a wider Christian reality could be considered.
  - 2.5 Such that the implication extends beyond the immediate school community;
  - 2.6 Such that nuances are avoided and that the name cannot be ridiculed.
3. Information will be summarized and presented to the Board for consideration and approval.
4. The Board’s decision will be shared with all educational stakeholders, including Alberta Education.

## 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 competition for naming each new school.
  - 1.3 Some criteria will be set by the school community in cooperation with the division staff.
  - 1.4 The school name will be determined six months to one year prior to completion by recommendation to and subsequent approval by the Board of Trustees.
  - 1.5 The division expects proposed names for new facilities to be advertised within the affected community through school newsletters and the local news media for a period of not less than one month. Such advertising will outline:
    - 1.5.1 The proposed new name;
    - 1.5.2 The contact name of someone within the Division to talk to about the reasons of the proposed new name;
    - 1.5.3 The name and address to send written feedback to regarding the new name; and
    - 1.5.4 The time and place the Board will deliberate upon the naming of the facility.
2. Dedicating rooms, gyms, and/or wings of buildings:
  - 2.1 A portion of a school or facility may be named providing that a consultation of suggested names is carried out with school council and parish communities.
  - 2.2 When a memorial dedication is recommended, confidential consultation with the family is essential.
  - 2.3 All recommendations must be presented through the following protocol:
    - 2.3.1 Initiated by the broader community, including school staff, pursuant to Guideline 1.
    - 2.3.2 Further recommendations are made by the Principal to the Superintendent.
    - 2.3.3 Superintendent presents the recommendations to the Board of Trustees.
    - 2.3.4 Approval by the Board of Trustees.
  - 2.4 Schools must keep records as to which rooms, gyms, and wings of buildings have been dedicated to whom, and for what reason(s).
  - 2.5 For appropriate cause, not requiring disclosure, the Board of Trustees may rescind a name of a portion of a school facility.