MANUAL OF POLICIES, PROCEDURES AND BY-LAWS

SCHOOL/CENTRE NAME POLICY

Code: Policy 2.10

Date of Coming into Force: May 27, 2013

Number of Pages: 5

Origin: Legal Counsel

Operator and Storage Site: Legal Counsel

History: Adopted by resolution 2002-01-#19
Revised by resolution 2013-05-#09
TABLE OF CONTENTS

Cover Page .......................................................................................................................... 1
Table of Contents ............................................................................................................... 2
Objective of the Policy ....................................................................................................... 3
Responsibility ..................................................................................................................... 3
Criteria for Choosing a School/Centre Name ................................................................. 3
Procedure for Choosing a School/Centre Name ............................................................. 4-5
1. **Objective of the Policy**

   The objective of this policy is to establish a procedure for choosing the name of a new school/centre or for changing the name of an existing school/centre.

2. **Responsibility**

   The Council of Commissioners makes the decision in determining the school/centre name.

   The Council of Commissioners must consult the Governing Board of the school/centre concerned on any request to change the name of the school/centre.

3. **Criteria for Choosing a School/Centre Name**

   The name of a school/centre must be significant both for the community served by the school/centre and for the School Board as a whole. Schools/Centres shall be named using the following criteria:

   - The name may be that of a person, an object, a symbol, locale, flora or fauna.
     
     a) In the case of a person, he or she must;
       
       ➢ Have worked in the field of education or;
       
       ➢ Have made a significant contribution in relation to education, be it local, national or global or;
       
       ➢ Represent an ideal or model for youth.
     
     b) In the case of a name of an object or a symbol, the object or symbol must represent human, spiritual or educational values that the School Board considers to be in keeping with those of the community.
     
     c) The locale may be a street, town, an area, etc.
     
     d) Flora or fauna
4. **Procedure for Choosing a School/Centre Name**

4.1 **A New or Merged School or Centre**

a) The Council of Commissioners may propose names to the community designated for the new or merged school/centre.

b) The community or designated committee for the new or merged school/centre may submit suggestions to the Council of Commissioners.

c) The Council of Commissioners makes the decision after studying the recommendations.

d) The deed of establishment will reflect the name chosen.

4.2 **A Change in School/Centre Name**

The Governing Board must be consulted on the choice of a new name for a school/centre.

a) The name may also be changed by means of a formal request to the School Board by the Governing Board, after consultation with its community.

b) The School Board may propose names to the community and receive suggestions from it.

c) The Council of Commissioners makes the decision after studying the recommendations.

d) The deed of establishment will then be amended to reflect the name chosen.
4.3 Additional Requisite

When a request and/or a suggestion for a school/centre name is made, the request must be accompanied by supporting documentation containing:

a) Justification for the request,

b) Reasons for the suggested name,

c) A biography of the person, if the name suggested is that of a person and

d) A resolution from the Governing Board.