

NAMING OF SCHOOLS

Background

The Division believes that each community should have the opportunity to participate in the naming of a new or modernized school facility, and also have a process available for the renaming of an existing educational facility.

Procedures

1. The Division believes it is appropriate to choose school names:
 - a. to identify the community in which the school is located;
 - b. to identify the program offered within the facility (e.g. elementary, middle, junior high, senior high);
 - c. where there are more than 2 schools in a community:
 - i) to recognize the contribution to education by an employee, resident or family associated with the local community;
 - ii) to honour the memory of a famous Albertan;
 - iii) which are named after a Canadian geographic or historic location;
 - iv) to reflect an environmental landscape, or
 - v) are a symbolic name representing cultures or beliefs of the community.
2. The Division expects that naming or renaming of a school facility will be done through appropriate board motions once the community served by that facility has had an opportunity to provide the Division with input.
3. The Division expects proposed names for new facilities or recommended new names for existing 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:
 - a. the proposed new name;
 - b. the contact name of someone within the Division to talk to about reasons for the proposed new name;
 - c. the name and address to send written feedback to regarding the new name; and
 - d. time and place the Board will debate the naming of the facility.
4. If the Division proposes a change to the name of an existing school or proposes a name for a new school, a motion to accept the new name “in principle” shall be followed by a

one-month feedback process outlined in guideline #3, prior to final discussion and final vote to accept the new name.

5. Where it is the wish of a local school community, through the school council, school administration and the staff, to change the official designated name of an existing school, an appropriate recommendation will be forwarded to the Superintendent by the Principal. The Board may approve a motion to accept the new name “in principle” and shall then follow the one-month feedback process identified in guideline #3.
6. The official name of all schools will be approved or altered only by motion of the Board.

December, 2003

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References

Section 33, 52, 53, 222 Education Act