

POLICY 807: NAMING OF FACILITIES AND PARTS OF FACILITIES

ADMINISTRATIVE PROCEDURES

The following outlines the process used to facilitate the naming of a school district facility or part of a facility:

1. A written proposal with rationale should be submitted to school or district administration responsible for that facility
2. If dedication is in a person's name, written support of this proposal is required from the family representative
3. Names of individuals should only be used posthumously, and after five years of their passing
4. The proposal and rationale for naming the facility are then submitted to the Superintendent's Office
5. District Administration or Screening Committee, if deemed necessary by Superintendent, will review all proposals and provide direction on whether to proceed with consultation
6. Once approval has been given to proceed with the application for the proposed naming, district or school staff will seek consultation with students, parents, staff, and community representatives regarding the proposed naming
7. If there is support from the community through the consultation process, a representative of the facility will submit to the Superintendent or designate a formal report summarizing the process and support for the proposed naming
8. Superintendent or designate provides recommendations regarding the application for the proposed naming to the Board of Education for review and approval
9. A letter of approval/non-approval is provided to the applicant and to the family if the name of a person is being considered
10. If approved, an official public dedication ceremony will be held and will involve the media
11. Proposals for the naming of parts of facilities will follow the administrative procedures for naming facilities
12. The Board of Education may exercise its discretion in removing a name or renaming a facility under exceptional circumstances, for instance when the name of a facility becomes offensive or controversial to society [See Policy 808: Renaming of Facilities and Parts of Facilities].