

Administrative Procedure 541

NAMING & RENAMING OF FACILITIES

Background

Naming a school, a portion of a school or a Division facility is a matter that deserves thoughtful attention.

Procedures

1. The Superintendent or designate will form a committee for the naming of a school or a portion of a school.
2. The committee may have representation from the community at large, school administration, the local teaching staff, parents and students.
3. The names considered will:
 - 3.1 Have significance for the students, parents and the community of the particular facility;
 - 3.2 Be easily identifiable with the facility;
 - 3.3 Not be in conflict with the names of other facilities in the Division or surrounding districts;
 - 3.4 Be appropriate in terms of copyright and trademark provisions.
4. Where possible, new facilities will be assigned names before construction begins.
5. The Board is responsible for approval of names of all Division-owned facilities.
6. In addition to naming a facility, the Division can also consider the renaming of a school or facility or part of a facility in limited circumstances that may include:
 - 6.1. Where a local municipality or regional district renames a geographic reference associated with the school; or
 - 6.2 Where the name of the facility or part of the facility does not align with Division policies or procedures; or
 - 6.3 Where the Board receives a request from the community that aligns with the Division policies or procedures.
7. Where the Division considers renaming a school or facility, the Board will receive a report regarding any potential cost implications for consideration in their decision-making process.

8. Additional consideration: Proposed names shall:

- 8.1 Align with BGSD's commitment to anti-colonialism, anti-racism, anti-oppression and human rights, and consider equity, diversity and inclusion.
- 8.2 Consider the diversity of BGSD community members, including but not limited to diversity of race, gender orientation, creed and abilities,
- 8.3 Be distinct from other BGSD names.

9. Proposed schools, special function areas and facilities names shall not include:

- 9.1 Names of individuals, current BGSD employees or Board members.
- 9.2 Names of persons convicted of criminal offenses.

Reference: Section 52, 53, 222 Education Act
Alberta Human Rights Act
Canadian Human Rights Act