



DISTRICT PRACTICE 2900

NAMING OR RENAMING OF SCHOOL FACILITIES

DISTRICT PRACTICE

1. The following practices are necessary prior to Board approval to **re-name** a school.
 - a. The proposal to re-name a school could be initiated by the school administration, staff or students, the Parents' Advisory Council, District staff or member of the greater community.
 - b. It must be thoroughly discussed by each of these groups prior to formally applying to the District for review by a Re-naming Committee.
 - c. Applications to have a re-naming committee formed will be made by the school administrator to the Superintendent through the application process.
 - d. The Superintendent will forward the application to the Director of Facilities if the application content meets the criteria listed in 1(b) for initiating a committee.

2. In consideration of the **naming of a new school**, a School Naming Committee will be established that will be chaired by the Director of Facilities and will include:
 - A trustee
 - A member of executive staff
 - The director of facilities
 - The school principal
 - A representative of the school's teaching staff
 - A representative of the school's support staff
 - A representative of the school's Parent Advisory Council
 - An Indigenous education partner
 - A representative of the local community
 - A student

The Committee will:

- ensure schools and the community are informed of the opportunity, process and criteria for the submission of names for consideration;
- establish appropriate timelines for the collection of input;
- ensure names are supportive of the District's Mission, Vision and Values, and meets criteria listed below;
- ensure alignment with the [BC Naming Privileges Policy](#);
- require a rationale in support of the name;
- present a maximum of three options, in order of preference, for final approval for the Superintendent to forward to the Board of Education;
- given the sensitive nature of this task, most naming proposal deliberations by the School Naming Committee and the Board of Education will be kept confidential;

[POLICY 2900 NAMING OR RENAMING OF SCHOOL FACILITIES](#)

REFERENCES: Reference: Sections 22, 65, 85 School Act

ADOPTED: October 10, 2023

Amended:



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- the Board of Education will make the final decision for the new name at a closed meeting and the new name will be announced at a regular meeting held in public.

Criteria:

- The Board may approve facility names based on people or places important to the local community or geographic area in which the facility is located.
- Wherever possible, if the building is to be named in honour of a person, the consent of the individual will be obtained. If it is to be named posthumously, except for a person of distinction, the close surviving relatives should approve.

Naming Part of a Facility:

- The Board of Education may name portions of facilities including, but not limited to, libraries, athletic fields, gymnasiums, multipurpose rooms or theatres.
- A proposal for naming part of a facility will be submitted, in writing, to the Board. Following receipt of the proposal, the Board may request the Superintendent to establish a committee as above.
- Whether initiated by the Board or by a proposal, the naming committee will review and refer the submission(s) using the process and criteria listed above.

Renaming an Existing Facility:

- Only in exceptional circumstances and after thorough study would the Board of Education consider renaming an existing school or facility. Because of the history and tradition associated with the names given to school facilities and the cost of updating documents, brochures and other literature, the Board would only consider re-naming proposals in cases where the existing name is deemed to no longer be serving the need of the school population or community.
- A proposal for re-naming an existing school facility will be submitted, in writing, to the Board. Following receipt of the proposal, the Board may request the Superintendent to establish a committee as above.
- Whether initiated by the Board or by a proposal, the re-naming committee will review and refer the submission(s) using the process and criteria listed above.

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