



REGULATIONS

SUBJECT: Naming and Renaming of Board Facilities
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1. Board facilities or sections thereof must be named or renamed in accordance with one or more of the following criteria:
 - (a) an historical name which once applied to the area where the facility is located,
 - (b) after a person(s) or event(s) recognized as having made a significant contribution to society in the district, province or country,
 - (c) the name of a geographic area which the facility will serve,
 - (d) the name of the street on which the facility is located.
2. Board facilities or sections thereof, may not be named or renamed after current Board members or employees.
3. When two or more schools are consolidated into one school the renaming of Board facilities process will be followed.
4. When a new facility is to be named, an ad hoc committee will be established by the Director of Education to recommend a name to the Board.

The committee shall consist of:

 - (a) two trustees, appointed by the Board (one to chair the committee),
 - (b) one facility administrator (principal or principal designate if applicable),
 - (c) one or two representatives of the School Council (if applicable),
 - (d) one or two community representatives,
 - (e) one member of the senior administration.
5. The ad hoc committee will invite suggested names for the new facility from individuals or groups throughout the area of jurisdiction of the Board and especially from the area adjacent to the location of the new facility.
6. Any proposal for a name change of an existing facility or a section thereof must be forwarded to the Board. Should the Board decide to proceed, an ad hoc committee will be established by the Director of Education to bring a recommendation to the Board. The Committee shall consist of:
 - (a) two trustees, appointed by the Board (one to chair the committee),
 - (b) one administrator from the facility,
 - (c) one or two staff representatives from the facility,
 - (d) one or two representatives of the School Council (if applicable),
 - (e) one or two community representatives,
 - (f) one member of Senior Administration.

7. A school wishing to name or rename a section(s) of their school must:
 - (a) form an in-house committee with representation from the school administration, the staff, the School Council and the students,
 - (b) forward a written request to the Board with the proposed name(s) or name change(s) and the reason(s) for the name(s) or name change(s).

8. Once the Board has divested itself of a facility, all Board signs are to be removed.

Implementation Date: September 28, 1999
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References: LKDSB Policy