

## **ADMINISTRATIVE PROCEDURE 552**

### **Naming of New Schools**

---

The Limestone District School Board (Board) recognizes the significance of naming new school properties as an opportunity to acknowledge the civic contributions of particular individuals or to commemorate the unique local traditions, culture, history and/or geography of the community.

The Board is committed to involving the school community in the process of naming new schools in accordance with the following procedure.

#### **1.0.0 RECOMMENDATIONS FOR NAMING**

Recommendations for the naming of new schools shall be presented to the Board for consideration for each new school.

#### **2.0.0 NAMING OF PROPERTY**

The Board shall ensure that, when naming board property, all legal restrictions and obligations are considered.

#### **3.0.0 PROCESS**

Any suggestion regarding the need to name a new school shall be forwarded to the Director of Education by the appropriate Integration Committee for presentation to the Board for a final decision.

#### **4.0.0 INTEGRATION COMMITTEE**

4.1.0 The Integration Committee established in accordance with Board Policy #15 will have the responsibility for coordinating the process for the naming of a new school.

4.2.0 The Integration Committee will determine appropriate methods for consultation with all school community stakeholder groups, including, but not limited to, students, staff, parents and the community at large.

#### **5.0.0 COMMITTEE GUIDELINES**

The Integration Committee shall:

- a) Avoid the duplication of names of school buildings or sites within the jurisdiction of the board;
- b) Avoid the use of names of present Board members and staff members;

## **ADMINISTRATIVE PROCEDURE 552**

### **Naming of New Schools**

---

- c) Encourage the selection of:
  - i) Names of famous Canadians of either local or national recognition; or
  - ii) Other appropriate identifications; or
  - iii) Names that reflect the positive image of the Board.
- d) Provide supporting rationale for recommendations.

#### **6.0.0 REPORT TO BOARD**

6.1.0 The Integration Committee shall review all submissions and prepare a report for the Board's consideration and final approval, which shall include:

- a) A short list of at least three recommendations, and not more than five recommendations, for potential names for the Board property in question for the Board's consideration and final approval;
- b) A summary of the rationale received in support of each of the names on the short list; and
- c) An indication of the relative level of support for each of the names on the short list.

6.2.0 The final choice of a school name shall rest solely with the Limestone District School Board.

#### **7.0.0 CEREMONY/RECOGNITION**

Upon approval by the Board, an appropriate ceremony may be planned by the representative committee.

Last reviewed November 2011