



## AP 532 – NAMES OF SCHOOLS AND DIVISION BUILDINGS

### BACKGROUND

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The division has traditionally followed the practice of naming the first school in a neighborhood after the name of the area of the city in which it is located. This practice is still viable – however there are other procedures that can be considered, as follows.

### PROCEDURES

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1. Potential names for schools and division buildings shall be submitted to the Board for its consideration.
2. Where applicable, the division shall obtain the consent of the individual or family concerned after which the school or building is proposed to be named.
3. The Board shall decide on the process for choosing individual school names and be accountable for the final choice of the school name.
4. In the event that a school community wishes to explore the renaming of its school the process should entail the following:
  - 4.1. Members of the school learning community (students, parents/guardians of students attending the school and community members who reside in the attendance area as outlined in administrative procedure 305), will bring forward a request to the principal to initiate the renaming process. This request must be endorsed with the signatures of at least 10 adults who reside in the school community. The principal will then seek the advice and support of the school community council in the submission of the request to the Board for its consideration. If Board approval is granted, the formal renaming process will begin, and it will adhere to these guidelines:
    - 4.1.1. The consultation process will be conducted in a manner that is culturally responsive for the community that it serves.
    - 4.1.2. Efforts will be made to ensure the authentic engagement of key stakeholders including elders, students, parents and guardians, caregivers, the school community council, staff and members of the community throughout the process.
    - 4.1.3. A report to the Board will occur within a three month time period from the date when Board approval was given. The report shall include an outline of the consultation process conducted and submission of proposed school names, to a maximum of 10, with their accompanying rationale.
5. The adoption of a process for choosing one school name does not necessarily set a precedent for the process of choosing other school names.

Date Last Revised: December 2019