



NAMING OF EDUCATIONAL FACILITIES

Background

Board Policy 2: Role of the Board indicates the Board's faith leadership is embodied when the Board makes decisions which reflect Catholic values and beliefs. Each community should have the opportunity to participate in the naming of a new or modernized school facility. The chosen name should reflect the mission, values, and vision of our school division.

Value and Core Commitment Link

"Stewardship"

- "We are receptive to our stakeholders."

"Our Collaborative Community"

– "We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools."

Guidelines

1. The Superintendent of Schools shall develop a process to invite students, staff, community members and Trustees to submit suggestions to name schools. The process will involve research and rationale for such naming that includes recognition of the mission, values and vision of the school division.
2. When inviting suggestions, the Superintendent should make stakeholders aware of the following criteria:
 - a) Avoid selecting names of individuals who are currently living or have recently passed away;
 - b) Select names that refer to the Trinity, Catholic saints, or other prominent Catholic figures officially recognized by the Church (i.e., Servant of God, Blessed, or Venerable).
3. Information will be summarized and presented to the Board for consideration and approval.
4. In an in-camera session, the Board will identify a preferred name from the approved list of names and share it with the Bishop.
5. The Board will make a public decision and share it with all educational stakeholders, including Alberta Education.

6. The school's name shall be determined at least one year prior to the school opening.
7. The proposed name for a new facility should be advertised within the affected community through school newsletters and the local news media for a period of not less than one month. Such advertising will outline:
 - 7.1 The proposed new name;
 - 7.2 The contact name of someone within the division to talk to about the reasons of the proposed new name;
 - 7.3 The name and address to send written feedback to regarding the new name.
8. Dedicating rooms, gyms, and/or wings of buildings:
 - 8.1 A portion of a school or facility may be named providing that a consultation of suggested names is carried out with school council and parish communities.
 - 8.2 When a memorial dedication is recommended, confidential consultation with the family is essential.
 - 8.3 All recommendations must be presented through the following protocol:
 - 8.1.1 Initiated by the broader community, including school staff, pursuant to Guideline 1.
 - 8.1.2 Further recommendations are made by the Principal to the Superintendent.
 - 8.1.3 Superintendent presents the recommendations to the Board of Trustees.
 - 8.1.4 Approval by the Board of Trustees.
 - 8.4 Schools must keep records as to which rooms, gyms, and wings of buildings have been dedicated to whom, and for what reason(s).
 - 8.5 For appropriate cause, not requiring disclosure, the Board of Trustees may rescind a name of a portion of a school facility.
9. From time to time, schools may be gifted with a Blackfoot name. This is typically initiated by an Elder from the community.
 - 9.1 The process for this naming shall be developed by the Elder and Principal of the school, and approved by the Superintendent.
 - 9.2 In these circumstances, the name given shall not replace the official name of the school, and shall align with the spirit and intent of the school's given name.
 - 9.3 Where possible, a record of the stories connected to this naming shall be maintained for the understanding of the community.