

## **NAMING OF NEW SCHOOLS AND FACILITIES**

---

### **Naming Criteria:**

Names may be based on:

- a. Neighbourhood or geographical area where the school is located;
- b. A name of a historical or cultural significance to the community;
- c. A name reflecting the unique program focus in the school;
- d. The name of an individual from the community who has made an outstanding contribution to education, community life, or society. Names of individuals should only be used posthumously (must be deceased for at least ten years).

Names that will not be considered:

- a. Those that are considered discriminatory, offensive, or inconsistent with divisional values;
- b. Duplicate names within the division or neighbouring divisions;
- c. Commercially referenced.

### **Procedures:**

1. A Naming Ad-Hoc Committee will be formed, consisting of:
  - a. Chair of the Board of Trustees;
  - b. Ward Trustee(s);
  - c. Superintendent or designate;
  - d. Principal (where applicable).
2. The Board will issue a call for name submissions from RETSD community members (e.g., students, parents, taxpayers), using the form found in Policy FFA-E1. These names will be submitted to the Naming Ad-Hoc Committee.
3. The Naming Ad-Hoc Committee will:
  - a. Receive the names submitted from RETSD community members;

## **NAMING OF NEW SCHOOLS AND FACILITIES**

---

- b. Gather background information and conduct credible research related to suggested names (where applicable);
  - c. Select up to three names, based on stated criteria;
  - d. Bring these names forward to an In-Camera meeting of the Board for feedback;
  - e. Consider the feedback from the Board;
  - f. Make a final recommendation to the Board for approval;
  - g. Ensure transparent communication throughout the process, including timelines, consultation opportunities, and final decisions.
4. If the process does not yield a name, the Board will select one at its discretion.
  5. Following approval, the Board will inform the community, the provincial government, and all partners of the name for the new school or divisional facility.

Effective Date:  
Amended Date:  
Board Motion(s):  
Legal/Cross Reference:

Review Date: