

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
NAMING OF FACILITIES	FF

### I. POLICY

The Louis Riel School Board recognizes that various circumstances may require the development of a process to name or rename a divisional facility, including but not limited to:

- the building or designation of a new facility;
- a school closure and/or re-opening;
- a consolidation of more than one facility;
- a re-designation of a school or the program it offers;
- a request by one or more member(s) of the divisional community or by parties external to the divisional community.

The Board further recognizes, consistent with its role of stewardship, that naming or renaming a facility presents the opportunity and the responsibility to enhance the climate and culture of the school and divisional community of which the facility forms a part.

Therefore, the naming/renaming of a facility shall follow the **GUIDELINES** and **PROCEDURES** of this Policy.

### II. GUIDELINES

- Subject to consultation with the Public Schools' Finance Board, the Board retains definitive responsibility for the naming/renaming of all facilities within the Louis Riel School Division.
- For the purposes of this policy, the definition of "facility" includes, but is not limited to, a building, addition to an existing building, a specifically designated area within a building (e.g., gymnasium, theatre, hall, or library), an athletic field, stadium, playground, park, or other portion of the grounds of a divisional building.
- Recognizing that various circumstances may compel or precede the naming of a facility, the Board delegates to the Superintendent of Schools the responsibility for developing an appropriate process that will include school division community consultation.
- Requests to rename a facility by a member of or group within the divisional or local school community, or by parties external to the divisional community, must include a rationale and be forwarded, in writing, to the Board.

<b>Adopted:</b>	June 3, 2008	<b>Legal References:</b>
<b>Revised:</b>	April 16, 2019	

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E. The name(s) considered to name/rename a facility shall meet any or all of the following criteria, or other criteria that the Board may determine:

- They support the divisional Vision, Mission and Values (see [Policy AD](#) – Educational Philosophy: Divisional Vision, Mission, Values & Motto).
- They respect the values of the community within which the facility is located.
- They commemorate geographical locations or landmarks, or the history of the community.
- They commemorate individuals who have made significant contributions to education in the Division or to the community, region, province, or nation.
- They consider the history of the facility and its intended use, including any unique program or focus (if applicable).
- They do not derive from commercial or denominational bodies.

### III. PROCEDURES

- A. To name a new facility in the Division, the Superintendent of Schools will develop a process for the Board's review, and approval.
- B. To rename an existing facility in the Division, one of the following processes may occur:
- The Board shall initiate and approve a proposal to rename a facility or direct the Superintendent of Schools to develop a proposal for the renaming process.
  - The Superintendent of Schools may recommend renaming a facility and provide a rationale and a process for the renaming.
  - A member of the divisional community (student, employee, parent, or community member/group) or parties external to the divisional community may forward to the Board, in writing and with a rationale, a request or suggestion to rename a facility; whereupon the Board will refer the request to the Superintendent of Schools for review and recommendation.
- C. The Superintendent of Schools will inform the divisional community about any process to name/rename a facility.
- D. The Board shall publicize any decision that occurs to name/rename a facility.

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