

## NAMING OF FACILITIES

The naming and renaming of schools should be based on one of the following criteria:

- The name of the street on which the school faces;
- The historical or current name of the district or community in which the school is located;
- A name symbolic of the unique program focus of the school in the case of specialized or alternative schools; or
- The name of a renowned person of historical significance to the Pembina Trails Community, or whose contribution to society is recognized and valued.

The possibility of future school closures and reopenings, site consolidations, or academic redesignations of schools will require consideration of school renamings. There may also be rare and exceptional circumstances in which a request for school renaming is initiated by a local school community or recognized stakeholder or interest group.

Long-established school names are often strong symbols of identification for local communities. Therefore a community consultation and input process should be an integral part of the renaming procedure.

Requests by a local school community or external stakeholder group for the renaming of a particular school, independent of the Board's reorganization purposes, must first be submitted in writing to the Board with an appropriate rationale. If the Board approves consideration of the request, the following procedure will be implemented.

### **Administrative Procedure**

#### **Process for Naming New Schools**

The following procedure will be implemented in the event that a new Pembina Trails School Division school is to be named:

- a) The Superintendent will solicit background information and conduct research that will take into consideration the above bulleted criteria on the naming and renaming of schools.

*Accomplish Anything*

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- b) Further, the Board and the Superintendent will solicit feedback from stakeholders, including students, to consider when choosing the name of a new school or when renaming a school.
- c) The Superintendent will share both background information and feedback from stakeholders with the Board of Trustees for their consideration.
- d) The Board of Trustees will consider all information provided and give their final approval.

#### Process For Renaming Existing Schools

If the Board approves a school renaming, the following procedure will be implemented:

- a) A School Renaming Committee comprised of the local trustee, superintendent or designate, principal, school staff representatives, student council representative (senior years), and parent council representatives, will be formed to consider possible names and to recommend a new name. If a school is currently named after a local Winnipegger, a family member will be consulted by the committee, where possible;
- b) The School Renaming Committee will consult with members of the local community, the local city councillor, and other identified stakeholders regarding the selection of the new name;
- c) The selection of a new name will be endorsed at a public meeting of the school community. At least three (3) of the names under consideration shall be presented at a public meeting of the school community, at which the persons present will identify at least two preferences for recommendation to the Board;
- d) The School Renaming Committee will submit its recommendation to the Board for final approval;
- e) Pending final Board approval, an official public renaming ceremony will be held at the local school; and
- f) Notice of possible school renaming is to be sent to the local residents of the school catchment area.

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