

Section:	Operations
Title:	Naming / Renaming of School or Facility

The Superintendent will establish criteria and procedures for naming and/or renaming schools and education-related facilities. It is the intent of the process to include feedback on these matters from a broad representative group within the community.

General Information

Prior to the construction of a new school, or upon receipt of a proposal requesting the renaming of an existing school or naming/renaming a part of a school, the Superintendent shall establish an ad hoc School Naming Committee.

The Superintendent will appoint at least six members of the community to serve on the committee, including but not limited to one representative from each of the following groups:

- A member of the Board of Education.
- An administrative employee of Mission Public Schools.
- A former or current teacher of Mission Public Schools.
- A parent representative with at least one student currently attending a school in the district.
- A student representative (grade 7-12 in the catchment area).
- A community member.

The committee will publicize its purpose, meetings and recommendations to the schools, the community and, in the case of renaming an established school, the alumni to whatever extent is feasible. The Superintendent or delegate shall assist with this publicity. Submissions for school names will be solicited from employee groups, parents, municipal and local community organizations.

Criteria Guidelines

All submissions will be made in writing only, using the *Facility Name Nomination* form. Nominations for naming a facility should be made based on the following criteria:

- The historic or current name of the district of local community in which the school is located.
- Significant reference to the geography of the area.
- To honour a distinguished person who;
 - Has made an extraordinary contribution to the school district;
 - Demonstrated a record of distinction in their respective field, evidenced by a variety of outstanding accomplishments, awards, leadership and service roles in their profession and community;
 - Demonstrated positive role modelling and commitment to excellence.
- Posthumous nominations should be made 5 years after the individual's death.

- Symbolic of a unique program focus in the case of specialized schools.
- Recognition of a major benefaction where a significant portion of the cost of the building/facility is made by the donor.

Nominations shall include supporting materials that address:

- The rationale for the recommendation.
- Biographical and background information regarding the proposed name.
- Attributes / qualities or other relevant information specific to the nomination.

Naming a New School

Once new school district sites are approved by the Board of Education and the Ministry of Education, the administration will pursue broad based feedback to select the name. New sites are assigned a temporary generic name (site number) until the formal new name is announced.

Following these approvals, the Superintendent will initiate the establishment of the School Naming Committee to solicit the nomination of names for the new school.

Renaming a School

Only in exceptional circumstances and after thorough study would the Board of Education consider renaming an existing school. Because of the history and tradition associated with the names given to schools, the small number of opportunities for naming, and the cost of updating documents, brochures and other literature, the Board would only consider renaming proposals in cases where the existing name is deemed to no longer be serving the needs of the school population or community.

A proposal for renaming an existing school facility shall be submitted, in writing, to the Superintendent or designate with the appropriate documentation. The proposal can be initiated by the school administration, staff or students, the Parent Advisory Council or district staff.

Following receipt of the proposal, the Superintendent will initiate the establishment of a School Naming Committee to review the proposal.

Naming Portions of Facilities

The Board of Education may name facilities within a specific school, including but not limited to libraries, athletic fields, gymnasiums, multipurpose rooms or theatres.

A proposal for naming/renaming an existing portion of a school facility shall be submitted, in writing, to the Superintendent or designate with the appropriate documentation. The proposal can be initiated by the school administration, staff or students, the Parent Advisory Council or district staff.

Following receipt of the proposal, the Superintendent will initiate the establishment of an ad hoc committee to review the proposal.

Name Selection Process

The School Naming Committee will give notification through community newspapers, school newsletters, flyers at each feeder school and a notice on the district website that nominations will be accepted for a period of 45 working days. A *Facility Name Nomination* form must be completed. Nominations and supporting documents should be submitted to:

Mission Public Schools
School Naming Committee
33046 4th Avenue
Mission, BC V2V 1S5

After 45 working days, the nominations will be collected and submitted to the School Naming Committee for review.

The committee will meet, evaluate the nominations and prepare a shortlist of recommendations for final approval for the Superintendent to forward to the Board of Education.

Given the sensitive nature of this task, most naming proposal deliberations by the School Naming Committee and the Board of Education will be kept confidential.

The Board of Education will make the final decision for the new name at a closed meeting and the new name will be announced at a regular meeting held in public.

Exceptions

The Board of Education is the only grantor of an exception to these criteria and processes.

Date Adopted: May 2000

Date Amended: October 2006, November 2009 (formerly AP 7.3.1, #604)