

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

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| POLICY: | 8002MR1 |
| Date: | Feb. 24, 2009 |
| Revision: | 2 |

MANAGEMENT REGULATION

DEDICATION and NAMING of SCHOOL FACILITIES, PARTS of FACILITIES and/or SITES

A. Preamble

It shall be the general policy to name school sites and facilities for places of local historical or geographical prominence. School sites and facilities shall not be named after living persons.

B. Process

1. Proposed naming or renaming of schools or sites, or parts of schools or sites, can be submitted directly to the school district by the community and/or other interested individuals. The school's parents' advisory council (PAC) must be consulted with respect to the request.
2. The board will appoint a committee consisting of members representing the school principal, the chair of the school's PAC (or parent from the attendance area of the new school), a member of the Aboriginal Education Council, a representative from each of the CDTA and CUPE Local 439, and a representative trustee from the community. The school principal will chair this committee.
3. The committee will receive and consider community and individual suggestions, upon invitation through adjacent schools and the news media.

4. The committee will recommend to the superintendent (or designate) three proposed names (in order of committee preference) with supporting information, as a recommended shortlist for consideration by the board of education.
5. Whenever possible, if the building or site is to be named after a deceased person (except for a person of great distinction), the board will seek approval from close relatives of the nominee, with a final decision to be made by the board.
6. Management presents to the board the shortlist of names with supporting documentation.
7. After consideration of the submission, the board may provide notice of motion of a final decision at a subsequent board meeting.
8. The board of education reserves the right to initiate this process.

C. Dedication Ceremony

1. The board of education will hold an official public dedication ceremony to name or rename the facility, site, or part thereof. This ceremony shall be held at a date and time determined by the principal in consultation with the staff, students and parents' advisory council of the school.
2. The board will invite to this ceremony all education partners, the members of the local media, former trustees, as well as the local members of legislature or parliament.
3. For a new school, a plaque shall be made to recognize the contributions of relevant board and school district officials, designers and builders. This plaque will be displayed in a prominent location on the new facility.