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**HORIZON SCHOOL DIVISION NO. 67****POLICY HANDBOOK****Policy Code:** FF**Policy Title:** Naming and Decommissioning Names for Physical Spaces and Educational Programs**Cross Reference:****Legal Reference:****Adoption Date:** January 23, 2019**Amendment or Re-affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT NAMES FOR PHYSICAL SPACES AND EDUCATIONAL PROGRAMS MUST REFLECT THE DIVISION'S VALUES AS THEY INCREASE PUBLIC INTEREST AND AWARENESS. THE BOARD DIRECTS THE SUPERINTENDENT TO FACILITATE NAMING AND DECOMMISSIONING OF NAMES AS PER THIS POLICY.

**DEFINITION**

**Physical Space** means a school or portion of a school, school ground, and/or other Horizon facility.

**Educational Program** is a program operated within a building that provides services to a group of students (e.g. school or outreach program).

**GUIDELINES**

1. This policy applies to the naming of all physical spaces and educational programs.
  - 1.1. Examples of physical spaces and educational programs include:
    - 1.1.1. Schools
    - 1.1.2. Alternative Programs
    - 1.1.3. Gymnasiums
    - 1.1.4. Library/learning commons
    - 1.1.5. Boardroom/meeting rooms
    - 1.1.6. Playgrounds
    - 1.1.7. Sports fields
  - 1.2. In accordance with this policy, the Board of Trustees may name physical spaces and/or educational programs to:
    - 1.2.1. serve a specific function;
    - 1.2.2. honour persons who have made a valuable contribution to education or the community at large;
    - 1.2.3. recognize a name that is significant to the community, including community names; or
    - 1.2.4. recognize financial, in kind or philanthropic donations and sponsorships.

2. Requests for naming physical spaces or educational programs will be submitted to the Board of Trustees for approval via the Superintendent.
  - 2.1. Requests to name small spaces, including memorials, such as a bench, tree, small garden shall be made to the Associate Superintendent of Finance and Operations to ensure the intent and historical context can be preserved due to staff attrition.
3. No person other than the Board of Trustees will make a commitment to name a physical space or educational program.
4. Names of physical spaces and/or educational programs may be terminated at any time by the Board of Trustees, subject to applicable contractual obligations binding upon Horizon.
5. The naming of physical spaces or educational programs will support the mission, vision, and values of Horizon.
6. Approved names will:
  - 6.1. be easily identifiable with the physical space or educational program;
  - 6.2. be appropriate for the physical spaces or educational programs;
  - 6.3. not knowingly infringe upon third party intellectual property rights; and
  - 6.4. not duplicate or be in conflict with the names of existing physical spaces or educational programs.
7. Decisions related to naming shall not impose any subsequent conditions or obligations upon Horizon that could further the private interests of individuals or organizations, or that endorse a particular political, religious, or ideological view or commercial product or service.
  - 7.1. A proposed name does not contravene section 7 simply because the proposed name contains the name or other reference to a sponsor or donor.

## **REGULATIONS**

1. When a name is required for a physical space or an educational program, the Superintendent or designate shall convene a Naming Advisory Committee (“NAC”) composed of members approved by the Superintendent. Members may include:
  - 1.1. a teacher-certificated employee who is familiar with the educational program or space being named, appointed by the Superintendent or designate;
  - 1.2. a teacher-certificated employee who is familiar with the educational program or space being named, nominated by the school;
  - 1.3. an individual from the school community nominated by the parents, students, teachers or members of the public in that Area;
  - 1.4. the Superintendent or designate; and

- 1.5. any other person(s), approved by the Superintendent or designate
2. The teacher certificated employee who is familiar with the educational program or the space being named, appointed by the Superintendent or designate is the chairperson of the Naming Committee.
  - 2.1. The chairperson of the NAC will establish a deadline for submission of the community NAC membership and seek recommendations from the community.
  - 2.2. The chairperson will submit all community NAC membership recommendations to the Superintendent along with a recommendation, if any.
3. The NAC will determine the process for receiving and considering name recommendations.
4. The NAC shall submit all names received and recommend up to two names to the Superintendent giving the reason(s) for the choice(s) (see Attachment A: submission for naming physical spaces and/or educational programs).
5. The Superintendent will forward the complete list of names received to the Board of Trustees, along with NAC's and/or the Superintendent's recommendation, if any.
6. The final authority for naming a physical space or an educational program rests with the Board of Trustees, and the name is not official until it is approved by the Board of Trustees.
7. The Superintendent or designate may establish a temporary, descriptive generic name for an educational program or physical space until Board approval is provided.
8. If a decision has been made to close a school or to consolidate it with another school, and the school building is retained by the Board for other uses, then:
  - 8.1. the name of the closed school is withdrawn from association with the closed school and the building is henceforth known as the “ \_\_\_\_\_ School Building” until officially renamed; and
  - 8.2. the name of the closed school may be transferred to, amalgamated, consolidated or combined with the name of another school or facility as the Board of Trustees determines.
9. If a decision has been made to close a school named after a distinguished individual or to consolidate it with another school, and the school building is not retained by the Board for other uses, the principal of the closing school shall endeavor to ensure that the individual or a family representative are:
  - 9.1. advised of the school closing; and
  - 9.2. invited to participate in the closing assembly.



**ATTACHMENT A:  
SUBMISSION FORM FOR  
NAMING PHYSICAL SPACES AND/OR EDUCATIONAL PROGRAMS**

<b>Individual or Group Proposing the Name:</b>
<b>Current Name (if any):</b>
<b>Proposed Name:</b>
<b>How does the proposed name align with Policy FF - Naming and Decommissioning Names for Physical Spaces and Educational Programs?</b>
<b>If the proposed name is the name of a person, has this person made a significant personal contribution to the educational program, school, or community? If so, please explain. Include information about the person's contribution.</b>
<b>If the proposed name is the name of a person, and this person has not made a significant personal contribution to the educational program or school, what is the importance of this person to the program, school, or community? Please explain.</b>
<b>Any other information that would be useful in the consideration of naming this physical space or educational program.</b>