


### Background

Naming a school, a portion of a school, or a school system facility is a matter that deserves thoughtful attention.

### Procedures

1. The Superintendent shall authorize the formation of a committee for the naming of a school or a portion of a school.
2. The committee may have representation from the community at large, school administration, the local teaching staff, parents, and the students.
  - 2.1 The community at large may include representatives from the parish council, historical societies, senior citizens, or groups who may have an interest in being represented.
  - 2.2 Each representative group shall be limited to a maximum of two members.
  - 2.3 The committee shall determine the process that will be followed in soliciting input in the naming process.
3. The names considered shall:
  - 3.1 Have significance for the students, parents, and the community of the facility.
  - 3.2 Be easily identifiable with the facility.
  - 3.3 Not conflict with the names of other facilities in the system, or surrounding districts.
  - 3.4 Be appropriate in terms of copyright and trademark provisions.
  - 3.5 The Bishop for the Calgary Diocese should be consulted when a potential name is identified.
4. Where possible, new facilities shall be assigned names before construction begins.
5. The Board is responsible for approval of names of all Division-owned facilities.

<b>Reference:</b> Section 51, 52, 222 Education Act	<b>Approved:</b> 
	<b>Date Approved:</b> August 2006
	<b>Reviewed or Revised:</b> June 2023

*Note: References shall be updated as required and do not require additional approval*

