

POLICY NAME	NAMING OR RENAMING OF A SCHOOL, CENTRE, FACILITY, OR SPACE (FF)
Original approval date	2008-06-03
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Related documents	NA

1. PURPOSE & SCOPE

This Policy must be followed when naming or renaming a school, centre, or any other facility or space within, or on the property of, the New Frontiers School Board (NFSB).

2. DEFINITIONS

School	In accordance with the <i>Education Act</i> , “A school is an educational institution whose object is to provide to the persons entitled... educational service provided for by [the] Act and prescribed by the basic school regulation established by the Government...”(Section 36). Therefore, a school is not a building. Rather, it is a reference to the regroupment of students in the youth sector from a particular catchment area to which the NFSB dedicates services, facilities, and furnishings.
Centre	Similarly, a “centre” is a reference to the regroupment of students in the adult or vocational sector to which the NFSB dedicates services, facilities, and furnishings.
Facility or Space	Any facility or designated space that is within the school, centre, or school board office (cafeteria, conference room, library, etc), or on the property of the NFSB

3. POLICY CONTENT

3.1 Schools, centres, facilities, or spaces may be given a name that corresponds with:

- the name of the street on which the building faces;
- the name of the community in which it is located;
- the historical name of the district;
- a name chosen by the Council of Commissioners in consultation with, or as recommended by, the governing board of the school or centre concerned in the event of renaming a school, centre, or facility;
- the name of a deceased person who has made a significant contribution in the field of education, at the municipal, provincial, or federal level;
- the name of a deceased famous Canadian considered to be a role model for students;
- a name which reflects the mosaic of the NFSB.

3.2 Schools, centres, facilities, or spaces may be named using acronyms which relate to the orientation of the school, centre, facility, or space (e.g. TAS – The Alternate School).

3.3 A school, centre, facility, or space named after a deceased person shall be known by the full name of the individual. A plaque, which includes a short biography, shall be placed in the entrance hall of the building concerned, or in the case of a facility or space, within proximity.

3.4 The name of a school, centre, facility, or space shall not be similar to that of an existing school, centre, facility, or on the NFSB territory.

3.5 The name of a school, centre, facility, or space may be in English; an appropriate French equivalent must be considered.

3.6 All names of schools, centres, facilities, and spaces must be approved by the Council of Commissioners, following consultation with the governing board(s) concerned, if applicable.

4. PROCEDURES

4.1 Naming a new school, centre, facility, or space

4.1.1 The governing board(s) of the students affected, or the Parents’ Committee in the case of a school, may propose a name for a new school, centre, facility, or space and shall include the history and biography, if applicable. This information shall be forwarded to the Director General who will present the name to the Council of Commissioners for consideration.

4.1.2 The NFSB may propose the name for a new school, centre, facility, or space which shall include the history and biography, if applicable. The proposal shall be forwarded to the governing board(s) representing students affected, or the Parents’ Committee, for consultation.

4.2 Renaming a school, centre or facility

- 4.2.1 The Council of Commissioners may consider renaming a school, centre, facility, or space if:
- a) it has been transferred from one school board or service centre to another;
 - b) there is a change in its orientation, which has received prior approval by the Council of Commissioners;
 - c) a request is submitted by the governing board of the school or centre concerned, supported by the administration of the school or centre; this request must state the reasons for the name change and provide historical information related to the existing name;
 - d) an amalgamation of schools or centres occurs.
- 4.2.2 If the NFSB proposes the renaming, the proposal shall be forwarded to the governing board(s). In the case of a new school where a governing board is not in place, the Parents' Committee will be consulted.
- 4.2.3 If a governing board proposes the renaming, the proposal shall be forwarded to the Director General who will present the name to the Council of Commissioners for consideration.

5. ADDITIONAL REQUIREMENT

All proposed names for schools, centres, facilities, and spaces must be submitted to the “*Commission de toponymie du Québec*” before the name can be adopted by the Council of Commissioners.

6. AUTHORITY

This Policy is administered by the Director General.

7. REVIEW

The Director General will review this Policy at least once every five (5) years.

End.