



Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

## MANUAL OF POLICIES, PROCEDURES AND BY-LAWS

### SCHOOL/CENTRE NAME POLICY

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## TABLE OF CONTENTS

Cover Page .....	1
Table of Contents .....	2
Objective of the Policy .....	3
Responsibility .....	3
Criteria for Choosing a School/Centre Name .....	3
Procedure for Choosing a School/Centre Name .....	4-5

## 1. Objective of the Policy

The objective of this policy is to establish a procedure for choosing the name of a new school/centre or for changing the name of an existing school/centre.

## 2. Responsibility

The Council of Commissioners makes the decision in determining the school/centre name.

The Council of Commissioners must consult the Governing Board of the school/centre concerned on any request to change the name of the school/centre.

## 3. Criteria for Choosing a School/Centre Name

The name of a school/centre must be significant both for the community served by the school/centre and for the School Board as a whole. Schools/Centres shall be named using the following criteria:

- The name may be that of a person, an object, a symbol, locale, flora or fauna.
  - a) In the case of a person, he or she must;
    - Have worked in the field of education or;
    - Have made a significant contribution in relation to education, be it local, national or global or;
    - Represent an ideal or model for youth.
  - b) In the case of a name of an object or a symbol, the object or symbol must represent human, spiritual or educational values that the School Board considers to be in keeping with those of the community.
  - c) The locale may be a street, town, an area, etc.
  - d) Flora or fauna

## **4. Procedure for Choosing a School/Centre Name**

### **4.1 A New or Merged School or Centre**

- a) The Council of Commissioners may propose names to the community designated for the new or merged school/centre.
- b) The community or designated committee for the new or merged school/centre may submit suggestions to the Council of Commissioners.
- c) The Council of Commissioners makes the decision after studying the recommendations.
- d) The deed of establishment will reflect the name chosen.

### **4.2 A Change in School/Centre Name**

The Governing Board must be consulted on the choice of a new name for a school/centre.

- a) The name may also be changed by means of a formal request to the School Board by the Governing Board, after consultation with its community.
- b) The School Board may propose names to the community and receive suggestions from it.
- c) The Council of Commissioners makes the decision after studying the recommendations.
- d) The deed of establishment will then be amended to reflect the name chosen.

#### 4.3 Additional Requisite

When a request and/or a suggestion for a school/centre name is made, the request must be accompanied by supporting documentation containing:

- a) Justification for the request,
- b) Reasons for the suggested name,
- c) A biography of the person, if the name suggested is that of a person and
- d) A resolution from the Governing Board.