

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 200 – Board Governance

POLICY 210: SCHOOL AND FACILITY NAMING

BACKGROUND

As the Medicine Hat Public School Division (MHPSD) grows, new schools and facilities are added in order to serve the students and families of Medicine Hat. In addition, there are times where it may be appropriate to rename a part or the whole of an existing school or facility.

POLICY

The Board of Trustees recognizes its responsibility in approving the naming of a MHPSD school or facility. When naming a new school/facility, naming a portion of a school/facility, or renaming an existing school/facility, the Board may follow one of two processes: (1) the Board may name the school/facility themselves; or (2) the Board may engage in a process that involves public participation.

GUIDELINES

When engaging in a public process, the following will be observed.

Naming or Renaming of a School/Facility:

1. As per Policy 208 - Board Committees, the Board Chair will appoint at minimum three (3) Trustees to serve on the naming committee.
2. The Committee, in consultation with the Superintendent of Schools, will determine how many representatives from key stakeholder groups will be sought.
3. Where possible, new facilities should be assigned names before the construction begins.
4. The Committee may bring forward names to be considered, that would meet the criteria described in 6.1 and 6.2, below.
5. The Committee will establish a process and timeline designed to allow as wide a cross section of interested persons as possible to submit names.
6. Names that are submitted should:
 - 6.1. Have significance for the students, parents, and the community of the MHPSD and/or identified School.
 - 6.2. Not be in conflict with the names of other facilities in the MHPSD, City of Medicine Hat, and/or surrounding districts.
7. Concurrent advertising of name submissions may occur as follows:

- 7.1. Ads in the local media (newspaper, radio, TV);
 - 7.2. Posting on MHPSD and School(s) website;
 - 7.3. Ads in school newsletter(s);
 - 7.4. Use of social media.
8. Exhibit 210 E 001 – Name the School Form, will be available at Central Office, at each school, an on the website for submission of a name. The form requests:
 - 8.1. The name of the person submitting;
 - 8.2. A phone number where the person can be reached;
 - 8.3. A short reason or rationale for the suggested name.
 9. The Committee shall make a recommendation to the Board.

Naming of an Area of School or Grounds:

1. As with the naming of MHPSD Schools and Facilities, the Board reserves the right to naming properties and areas within the property owned by the Board.
2. Requests to the Board to name an area of a school/facility or grounds, by school communities can be made for two reasons:
 - 2.1. The school community may propose a name for an area of the school or grounds.
 - 2.1.1. Exhibit 210 E 002 – Naming of Area of School or Grounds – Recommendation by School Community, shall be used to submit request to the Board.
 - 2.1.2. Submission should demonstrate how support of the naming was achieved from the Superintendent of Schools, Principal, staff, students and School Council.
 - 2.2. The name selected should:
 - 2.2.1. Have significance for the students, parents and the community of the particular facility;
 - 2.2.2. Not be in conflict with the names of other facilities in the MHPSD or surrounding districts.
 - 2.2.3. The Board will then determine if further request for names should be considered. If so, the Board may determine to follow a process similar to the Naming/Renaming of a School. The Board can accept the submission of the school community directly.
 - 2.3. The School Principal, as representative of the School Fundraising Committee, will submit a potential name to the Board for approval, in principle.
 - 2.3.1. Exhibit 210 E 003 – Naming of Area of School or Grounds – In recognition of financial, in-kind or philanthropic donations and sponsorships, shall be used to submit request to the Board.
 - 2.4. The name being considered should:
 - 2.4.1. be consistent with the values and beliefs of the MHPSD;
 - 2.4.2. not be in conflict with the names of other facilities within MHPSD, City of Medicine Hat, or surrounding Districts.
 - 2.4.3. The Board will determine, in principle, if the name(s) can be accepted.



- 2.4.4. The School Principal, as representative of the School Fundraising Committee, will bring forward the name(s) approved, in principle, for final approval at a public Board meeting, should the conditions of donation be met.
- 2.4.5. The School Principal, in consultation with the Superintendent of Schools, could recognize financial, in-kind or philanthropic donation and sponsorship with a plaque or other method of appreciation.

ADMINISTRATIVE PROCEDURES-EXHIBITS

[210 E 001 – Naming of a School Form](#)

[210 E 002 – Naming of Area of School or Grounds – Recommendation by School Community](#)

[210 E 003 – Naming of Area of School or Grounds – In Recognition of Financial, In-kind or Philanthropic Donations and Sponsorships](#)

REFERENCES

Policy 208 – Board Committees

Alberta Education – School Act

Approved: January 20, 2004

Revised: November 15, 2016

