		
<b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>		
<b>POLICY:</b>	<b>NAMING OR RENAMING OF SCHOOLS AND CENTRES</b>	<b>CODE: DG-7</b>
<b>Origin:</b>	General Directorate	
<b>Authority:</b>	Resolution # 14-02-26-15	
<b>Reference(s):</b>	Resolution # 88-06-22-7,2	

## POLICY STATEMENT

The English Montreal School Board believes that a school or centre name is significant to the school community. The name may reflect a Canadian heritage, celebrate a multicultural reality, highlight a school identity or culture, and inspire our learners.

Proposed names for new schools or centres shall be initiated at the Management Table level with established channels regarding the consultation process being followed, namely, parents, Management Table, etc.


The Board may consider renaming a school or centre if there is a change in the orientation of a school or centre or there is a merger of schools or centres.

## GUIDELINES

The following guidelines shall be applicable for the naming or renaming of schools or centres:

1. The name of a school or centre may:
  - a. correspond with the name of the street which the building faces or with the historical name of the district or with the name of the community in which the school or centre is located;
  - b. be of a person who has made a significant contribution to the field of education at the school or centre, board or at the municipal, provincial or federal levels;
  - c. be of a famous historical Canadian who has rendered distinguished service in areas related to education;
  - d. be a person considered a role model for the young;

- e. respect the history and traditions of the School Board;
  - f. reflect the multicultural/multiracial diversity of this Board;
  - g. relate to the orientation of a school or centre such as FACE, MIND.
2. A school or centre named after a person shall be known by the full name of origin of the individual, and a plaque with a short biography shall be placed in the entry hall of the school or centre concerned.
  3. The name of a school or centre shall not be similar to that of an existing school or centre in the Greater Montreal area.
  4. Names of schools or centres shall be limited to the two official languages.
  5. The name of a school or centre shall be determined after consultation with the school or centre council, the school or centre community, the governing board concerned and the Central Parents Committee.
  6. All school or centre names must be approved by the Council of Commissioners.

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<b>PROCEDURE:</b>	<b>NAMING OR RENAMING OF SCHOOLS AND CENTRES</b>	<b>CODE: DG-7.P</b>
<b>Origin:</b>	General Directorate	
<b>Reference(s):</b>		

## PURPOSE

To provide procedures to be followed in implementing Board policy regarding the naming or renaming of schools or centres.

## PROCEDURE

### 1. Naming New Schools or Centres

- a. Proposed names for new schools or centres shall be initiated at the Management Table and forwarded to the Council of Commissioners for consultation with the established channels to be followed.
- b. Notwithstanding section 1 a., the Central Parents' Committee may suggest at least two (2) names with rationale, history and biography, if applicable. The Central Parents' Committee shall forward the suggested names to the Chairman of the Council of Commissioners for transmission to the Management Table followed with the established consultation channels.

### 2. Renaming of Schools or Centres

Requests for renaming of schools or centres initiated at the school or centre level shall be processed in the following manner:

- a. Requests from governing boards shall be sent to the school or centre Principal who shall submit the same to the Deputy Director General of the respective Division for processing through the established consultation channels, i.e. Management Table, Education Committee, the Council of Commissioners and the Central Parents' Committee.
- b. Requests from governing boards regarding the proposed new name shall include a rationale, a history or a biography.

- c. Names of individuals (Policy Guidelines, section 2) must have approval from the family concerned, before submission to the Board.
- d. The school or centre Principal shall ensure that the appropriate research and criteria have been respected, including verification concerning similarity of school or centre names in the Greater Montreal area (Policy Guidelines, section 3).
- e. Prior to any request being considered by the Council of Commissioners, each request for a change in name shall be accompanied by a document which includes, among other things:
  - i. a formal request from the governing board, addressed to the Deputy Director General of the respective Division, and endorsed by the parent body at large, staff and high school or centre students, if applicable (see Policy Guidelines, section 5 )
  - ii. a submission from the Secretary General regarding background information on the present name of the building under consideration for renaming;
  - iii. a recommendation from the Education Committee to the Council of Commissioners to consult with the Central Parents' Committee on the proposed name.
  - iv. However, any additional names proposed by the Education Committee must go back to the concerned governing board for processing through the established consultative process before submission to the Council of Commissioners.
- f. In the absence of a governing board, the initiative of renaming a school or centre may come from the school or centre council and/or the Management Table.