

Title	Effective Date	Revision Date	No. Of Pages
No. 904 Naming of Schools	March 26, 2002	June 7, 2016	1

It is the policy of the Tri-County Regional School Board to encourage the involvement of the school and community in the naming of a new school or changing the name of an existing school.

PROCEDURE under Policy No. **904**

New School

1. The principal will request submissions from students who will be attending the new school (feeder schools) and the school community.
2. Submissions must explain why the name they are suggesting is appropriate.
3. Submissions must be forwarded to the principal(s) in a sealed envelope.
4. Once all submissions are received, the principal(s) will forward the submissions to the School Steering Team. (student or community member names will be removed from the submissions) The School Steering Team will submit the suggested names, in order of preference, to the governing board for final approval.

Existing School

1. The Principal of an existing school shall send a request for change of name with reason for the request to the Superintendent of Schools. The Superintendent shall forward the request to the Board for their approval. If approved by the Board, the principal will request submissions from students who attend the school and the school community.
2. Submissions must explain why the name they are suggesting is appropriate.
3. Submissions must be forwarded to the principal(s) in a sealed envelope.
4. The principal will forward the names to the Screening Committee (student or community member names will be removed from the submissions). The Screening Committee will consist of: 1 Board Member from that electoral district, 1 representative from the School Advisory Council, 1 representative from Home & School/Parent Teacher Association/Parent Support Group, the principal(s) or principal designate (non-voting).
5. The Screening Committee will submit choices in order of preference.
6. The governing board will approve the name of the school. The criteria for approval will include but not be limited to; the suggested school names should not be the name of an individuals, the name should reflect the community and not be similar to other names of schools within the Tri-County Regional School Board.
7. In the event no suitable names are submitted, a second call for names will be made. Should no appropriate names be submitted after the second call, the governing Board will determine what course of action will be taken.