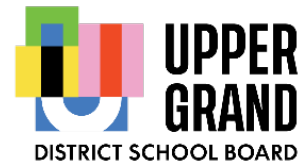


# Naming of Schools and Board Facilities Procedures Manual 303-A



<b>Category:</b>	Administration
<b>Administered by:</b>	Senior Administrators/Superintendents
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## 1. General

These procedures define the process and naming criteria to consider when naming or renaming a school or other board facility, or a designated area of a board facility.

## 2. Naming Criteria

The UGDSB will consider the following important criteria when naming or renaming a school or other board facility, or a designated area of a board facility:

- 2.1 name of the street on which the building is located
- 2.2 name of a geographic area
- 2.3 name with historical significance to the area
- 2.4 name of a person(s) recognized as having made a significant contribution in the district, province, country or world
- 2.5 name of a person(s) recognized for their outstanding and enduring contribution to education
- 2.6 name is reflective of local, provincial and national diversities
  - 2.6.1 Consideration shall be given to groups in the community which have historically not been well-represented such as women, Indigenous Peoples, Black or People of Colour, or who have experienced oppression.
- 2.7 name is distinguishable from all other facilities within UGDSB and surrounding co-terminus boards

- 2.8 name reflects a positive image of the board and can stand the test of time

### 3. Naming of Schools

Establishing school names provides a unique opportunity to enhance the identity of the local community, the board, and its schools.

- 3.1 After a new school has been approved for construction, a School Naming Committee will be established.
- 3.2 The School Naming Committee will be composed of:
- 3.2.1 the superintendent for the school, who shall serve as the committee's chair and act as a resource person
  - 3.2.2 up to two (2) trustees, including one trustee assigned to the school being named
  - 3.2.3 the principal who has been named to the school
  - 3.2.4 a representative of the school council for the new school, or parent of a student(s) who will be attending the school
- 3.3 Stakeholder groups including staff, students, parents, and community members will be invited to suggest names. The consultation process may include both paper and electronic (via online survey) submissions. All submissions will be reviewed by the committee.
- 3.4 The superintendent responsible for chairing will initiate committee meetings.
- 3.5 The committee will attempt to meet a maximum of two (2) times once a short list of recommended names has been identified.
- 3.6 The committee will attempt to decide on the name of the school by consensus.
- 3.6.1 If consensus cannot be reached and a vote is necessary, the superintendent for the school will not have a vote.
- 3.7 The committee chair will ensure that all protocols and conventions are followed (such as the naming of a school for a member of the Royal Family).

- 3.8 If the proposal is to name the school after an individual, permission must be sought from the potential namesake or their representative before going to the Board for confirmation.
- 3.9 The chair of the committee will forward the committee's chosen name to the Board through the Business Operations Standing Committee for recommendation to the full Board before the school opens.

#### **4. Naming of Other Board Facilities and Designated Areas**

A board facility other than a school, as well as a designated area of any board facility (i.e. a theatre, library, gym or field) may be named with consideration of the naming criteria outlined in section 2 above.

- 4.1 Requests for the naming of a designated area of a school may be given to the principal with input from the school community, including students, trustees, staff or community members. The principal will inform the superintendent of the request.
- 4.2 Requests for the naming of board facilities other than a school, or designated area within, may be given to the appropriate superintendent or senior administrator.
- 4.3 The appropriate superintendent or senior administrator will bring requests to the attention of the Board for consideration.
- 4.4 Where appropriate, a naming committee may be established and the process for the naming of schools followed.

#### **5. Renaming of Board Facilities and Designated Areas**

- 5.1 Any proposal for a name change of an existing school, other board facility, or designated area of a board facility must include a detailed rationale for the proposed name change and submitted to the Board at a Business Operations Standing Committee meeting.
  - 5.1.1 If the Board decides to proceed with a name change, a Renaming Committee may be established by the Director of Education to bring a recommendation to the Board.
- 5.2 The Renaming Committee will follow a similar process for the naming of schools (section 3).

**Note: Under certain circumstances, e.g. to protect an individual's privacy or to commemorate a specific event, the Board may conduct its discussion on naming or renaming of schools, other board facilities, and designated areas of board facilities In-Camera.**