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## PROCEDURE PR.630.SCO

### TITLE: NAMING OF SCHOOLS AND EDUCATIONAL SUPPORT FACILITIES

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## 1.0 OBJECTIVE

To outline the process for naming new schools and educational support facilities, renaming of existing schools and educational support facilities, or naming/renaming a learning space within a school or educational support facility.

## 2.0 RESPONSIBILITY

2.1 The Executive Superintendent, the Superintendent of Instruction and the Principal.

## 3.0 PROCEDURES

- 3.1 The Superintendent of Instruction, in collaboration with the Executive Superintendent and the principal, will establish a School Naming Task Force for each new facility to review and recommend an appropriate name for the new facility to the Director's Executive Council.
- 3.2 The Superintendent of Instruction, in collaboration with the Executive Superintendent and the principal, will establish a School Naming Task Force for each new facility to review and recommend an appropriate name for the new facility to the Director's Executive Council.
- 3.3 The School Naming Task Force will be comprised of representatives from each of the following groups: student body, parents/guardians, teachers, the school council or project user committee, along with the Principal, Superintendent of Instruction and Trustee for the area. Where appropriate, other members of the community may be asked to join the School Naming Task Force.
- 3.4 The School Naming Task Force shall prepare a process to elicit a variety of submissions, with the rationale for choice, from the broader school community. The School Naming Task Force will review those submissions and narrow them for a second round of consultation with the school community. Those submissions should adhere to the guidelines in section 3.5 below, and will include background information as may be required to support the name(s) selected for recommendation.
- 3.5 Guidelines for the Selection of Names
  - a) Selection of the names for all new schools will be made as follows:

- (i) in honour of a famous Canadian event, achievement, or individual; or
    - (ii) in recognition of an individual for outstanding lifetime contribution to the educational community; or
    - (iii) in recognition of a local historical contribution by a resident or family; or
    - (iv) the street, road, major thoroughfare or geographical feature on which, or near to where, the school is located; or
    - (v) the village, town, subdivision or community in which the school is located.
  - b) Care should be taken to avoid similarities with the names of existing schools within the district.
  - c) Care should be taken to avoid choosing names of a politically partisan nature.
  - d) The officially designated name of an existing school may be changed to reflect a change in use, program or other need as perceived by the school administration and school council. The same process in naming a new facility will be followed in a recommendation to rename a school. A complete financial analysis of the costs and the rationale for the change must accompany the proposal.
  - e) A major component of the school such as a library, gymnasium, auditorium or daycare unit may be named to recognize a particular or outstanding lifetime contribution of a member of the educational community, by following the process outlined in section 3.6 below. A financial contribution from a corporation may be commemorated with a suitably placed plaque inscribed with the subscriber's name.
- 3.6 Where a school wishes to name or rename a learning space within a school, as referenced in section 3.5(e) above, the school principal shall establish a committee with representatives from the school council, parental community, teachers, students, the Superintendent of Instruction and trustee for the area. This committee is to establish a process to consult with the larger school community on the proposed name, followed by a recommendation to the Director's Executive Council. A rationale concerning the proposed name/rename should accompany the recommendation. Upon support, the Director's Executive Council will recommend the name to the appropriate Board Standing Committee for consideration and recommendation to the Board of Trustees.
- 3.7 With respect to the naming of a new school or educational support facility, the School Naming Task Force will recommend to the Director's Executive Council a proposed name and a list of alternative names, which in turn will provide a recommendation to the appropriate Board Standing Committee for review and discussion. The proposed name and possible alternatives will include background information that supports its name for consideration and recommendation to the Board of Trustees.
- 3.8 Where the proposed name and list of alternatives is deemed not suitable, the Director of Education will request that the School Naming Task Force review its final recommendation before submission to the appropriate Board Standing Committee and Board of Trustees for approval.
- 3.9 The OCDSB's logo and name will be incorporated into the overall design of all new school signage and, subject to the availability of funds, in all existing schools and educational support facilities.

## **4.0 REFERENCE DOCUMENTS**

Board Policy P.107.SCO: Naming of Schools and Educational Support Facilities  
Board Procedure PR.570.FAC: School Site Assessment and Acquisition