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## **POLICY P.107.SCO**

**TITLE: NEW SCHOOLS AND OTHER BOARD FACILITIES - NAMING, SIGNAGE, AND OPENING CEREMONIES**

**Date Authorized: 21 November 2001**  
**Last Revised: XX September 2023**  
**Last Reviewed: XX September 2023**

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### **COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY**

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board shall strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

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#### **1.0 RATIONALE**

- 1.1 To provide a community-driven framework for naming and renaming schools and other Board facilities or special purpose areas that is aligned with the Board's commitments to equity, diversity, inclusion, and human rights.
- 1.2 To recognize and celebrate the official opening of new schools, major additions, or other Board facilities, including special purpose areas within a school, such as libraries or gymnasiums within schools, adjacent day care centers, and municipal facilities.

#### **2.0 DEFINITIONS**

Please refer to Appendix A for a list of definitions of terms used in this policy.

#### **3.0 POLICY**

- 3.1 The Board recognizes the importance of ensuring that names approved for schools and other Board facilities in the District are inspirational, reflective of our diverse community, distinct and aligned with the mission, vision and values of the District and its commitment to Indigenous rights, human rights, and equity.
- 3.2 The Board recognizes that the officially designated name of a school, Board facility, or special purpose area within a school or facility may need to be changed to respond to changing circumstances.

- 3.3 The Board believes in and is committed to a naming and renaming process that is community-driven and inclusive of the diverse voices in our society.

## **4.0 SPECIFIC DIRECTIVES**

### School Names

- 4.1 School names shall be based on one or more of the following considerations :
- a) reflective of the school's unique program focus;
  - b) a reference to the local environment or ecology (geographical features, flora, fauna, etc.);
  - c) reflective of the significance to Indigenous peoples and the location of the school on traditional unceded Algonquin homelands;
  - d) a reference to the street, road, or major thoroughfare on which, or near to where, the school is located;
  - e) a reference to the village, town, subdivision, or community in which the school is located;
  - f) paying homage to a famous Canadian event or achievement;
  - g) posthumously honouring an individual or family for their outstanding contribution to public life or public education; and/or
  - h) distinct from names of existing schools within the City of Ottawa.
- 4.2 All new or renamed schools offering programs from kindergarten to grade 8, or any other elementary grade configuration, shall have the designation "Public School" as part of the official name.
- 4.3 All new or renamed schools offering programs inclusive of grades 9 to 12, or any other secondary grade configuration, (including schools offering grades 7 to 12) shall have the designation "High School" as part of the official name.

### New School Naming

- 4.4 When a new school is to be named, the District shall establish a School Naming Committee composed of representatives of the school community, an Algonquin Elder, and/or a Knowledge Keeper, to solicit proposals for names.
- 4.5 The School Naming Committee shall submit its proposed school names to the District and the Board for consideration.

### Naming a Special Purpose Area within a School

- 4.6 A school may establish a School-based Committee composed of representatives of the school community to consider names of special purpose areas within a school.

- 4.7 The naming criteria listed in Section 4.2 shall be considered prior to making a recommendation of a new name for a special purpose area to the District for approval.

#### Naming of Other Board Facilities

- 4.8 The District shall recommend to the Board names of new facilities other than schools. Examples of such facilities are the Administrative Building, the Stitsville Depot, etc.

#### Renaming Schools and Other Board Facilities

- 4.9 Only the Board may initiate the process of renaming a school upon a request from the community and/or the District.
- 4.10 A review of the designated name of a facility other than a school or a special purpose area within a school may be initiated by the Director of Education or as the result of a request from the community.
- 4.11 Reasons for renaming a school, other Board facilities, or a special purpose area within a school may include:
- a) a reasonable concern that the existing name is shown to be culturally insensitive, discriminatory, or otherwise undermines the mission and values of the District;
  - b) the existing name is no longer relevant or supported by the local community, or is inappropriate for the District as a whole;
  - c) a significant change in identity and school focus or programming; or
  - d) a consolidation or amalgamation of schools.
- 4.12 The process for renaming a school, other Board facility, or a special purpose area within a school shall follow the same guiding principles and process applicable to the naming of schools.
- 4.13 The District shall establish a process for the proactive and reactive review of names to identify any that are no longer appropriate or consistent with the guiding principles outlined herein.

#### Signage

- 4.14 The OCDSB's logo and name shall be incorporated into the overall design of new school signage and, subject to the availability of funds, in all existing schools and other Board facilities.
- 4.15 A financial contribution from an individual or corporation may be commemorated with a suitably placed plaque inscribed with the contributor's name.

#### Opening Ceremonies

- 4.16 The official opening ceremonies for new schools shall be structured with minimum formality and include participation by students, staff, community representatives, the Chair of the Board, the local trustee, and an Algonquin Elder or a Knowledge Keeper.
- 4.17 If the school has been named after a famous Canadian or in recognition of a significant educational or local historical contribution by a resident or family, the Official Opening

Committee shall endeavor to recognize the individual(s) and/or contributions within the official ceremony.

- 4.18 The Director of Education is authorized to issue any necessary procedures to implement this policy.

## **5.0 APPENDICES**

Appendix A: Policy Definitions

## **6.0 REFERENCE DOCUMENTS**

*The Education Act, 2000, Section 195*

OCDSB [Procedure PR.570.FAC - School Site Assessment and Acquisition](#)

OCDSB [Procedure PR.630.SCO - Naming of Schools and Educational Support Facilities](#)

OCDSB [Procedure PR 639 COM - Inviting Guests to Special Events](#)

OCDSB [Procedure PR.676.COM - Official Opening Ceremonies – New Schools](#)

## APPENDIX A: PROCEDURE DEFINITIONS

In this policy,

**Board** means the Board of Trustees.

**District** means the Ottawa-Carleton District School Board.