



POLICY P.107.SCO

**TITLE: NAMING OF SCHOOLS AND EDUCATIONAL SUPPORT FACILITIES
AND OPENING CEREMONIES**

Date Issued: 21 November 2001
Last Revised: 15 September 2009
Authorization: Board: 10 September 2001

1.0 OBJECTIVE

- 1.1 To provide a framework for naming schools and educational support facilities.
- 1.2 To recognize and celebrate the official opening of new schools, major additions, or other educational support facilities, including adjacent day care centres and municipal facilities.

2.0 POLICY

- 2.1 It is the policy of the Board that the following shall be used as guidelines in the selection of the names for new schools or educational support facilities or renaming a school or educational support facility:
 - a) in honour of a famous Canadian event, achievement, or individual; or
 - b) in recognition of an individual for outstanding lifetime contribution to the educational community; or
 - c) in recognition of a local historical contribution by a resident or family; or
 - d) the street, road, major thoroughfare or geographical feature on which, or near to where, the school is located; or
 - e) the village, town, subdivision or community in which the school is located.
- 2.2 A major component of the school such as a library, gymnasium or day care unit may be named to recognize a particular or outstanding lifetime contribution. A financial contribution from a corporation may be commemorated with a suitably placed plaque inscribed with the subscriber's name.
- 2.3 All future 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.

- 2.4 The official opening of a new school, major addition to an existing school or other educational support facility is a central Board function for which the Chair and members of the Board of Trustees are official hosts. An official opening ceremony shall involve, as fully as possible, parents, school council chair, students, staff, municipal/provincial/federal officers, and the general public in a single ceremony.

3.0 SPECIFIC DIRECTIVES

- 3.1 Care should be taken to avoid similarities with the names of existing schools within the district.
- 3.2 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 educational support facilities.
- 3.3 The official school opening should be structured with minimum formality and feature participation by students, staff, community representatives, the Chair of the Board and the local trustee.
- 3.4 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 endeavour to recognize the individual(s) and/or contributions within the official ceremony.
- 3.5 The Director of Education is authorized to issue any necessary procedures to implement this policy.

4.0 REFERENCE DOCUMENTS

The Education Act, 2000, Section 195

Board Procedure PR.630.SCO: Naming of Schools and Educational Support Facilities

Board Procedure PR.599.COM: Official Opening Ceremonies – New Schools