

Naming or Renaming Schools Policy

Policy Overview

This policy outlines the process for naming a new school or changing the name of an existing school.

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Policy and Procedures History

The Naming Schools Facilities Policy and Procedures (A.001) were approved on May 25, 1999. The Procedures were revised September 2007 & 2011.

1.0 Principles

- 1.1 Naming or renaming schools provides an opportunity to further develop an identity for the school, its community, its staff, and its students.
- 1.2 Naming a new school or renaming an existing school is the responsibility of the Governing Board.
- 1.3 The following criteria shall be considered when naming or renaming a school:
 - 1.3.1 Schools may be given a name that reflects the geographic location or the local community in which the school is located;
 - 1.3.2 Schools may be given a name symbolic of the unique program focus of the school in the case of specialized or alternative schools;
 - 1.3.3 Schools may be named after a person;
 - 1.3.3.1 In the event a person's name is forwarded, the Governing Board will request the Superintendent provide a report that will vet this name.

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- 1.3.4 Schools may be given names which reflect the cultural and racial diversity of HRSB;
- 1.3.5 Possible abbreviations and nicknames associated with proposed names shall be considered in deciding the school name.

2.0 Authorization

The Superintendent is authorized to develop and implement procedures in support of this policy.

3.0 Policy Review

This policy will be reviewed every five (5) years or on an as needed basis.

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1.0 Naming a New School

- 1.1 After the site selection is completed, and as soon as possible, a naming committee should be created. Once the Committee is created, the new school building shall be named.

2.0 Renaming an Existing School

- 2.1 An existing school may be renamed for a variety of reasons including, but not limited to:
 - 2.1.1 amalgamation of schools;
 - 2.1.2 school replacement;
 - 2.1.3 development of new identity for the school.
- 2.2 When a school and/or a community wishes to rename a school, a request for the change must be submitted to the Governing Board, through the office of the Superintendent. This request will include:
 - 2.2.1 identification of school and/or community making the request;
 - 2.2.2 contact information of the school or community representative making the request;
 - 2.2.3 reason for the request to rename the school;

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- 2.2.4 the public consultation process;
- 2.2.5 the timelines.
- 2.3 The request to rename a school will be considered by the Governing Board and the Governing Board will determine whether the process will be initiated.

3.0 Process

- 3.1 The principal of the school will lead the process to name or rename a school.
- 3.2 The principal will establish a committee of 4 to 6 people to make recommendations to the Governing Board. This committee will include members from:
 - 3.2.1 the community wishing to rename the school (when applicable);
 - 3.2.2 the School Steering Team – SST (when applicable);
 - 3.2.3 the School Advisory Council;
 - 3.2.4 other members of the community as deemed necessary by the principal.
- 3.3 The process shall include:
 - 3.3.1 a communication plan which explains the process and timelines for public participation;
 - 3.3.2 opportunities for students to be involved;
 - 3.3.3 public consultation process;
 - 3.3.4 clarification of the strategies used for decision-making by the committee.

4.0 Committee Report

- 4.1 Upon completion of the process, the principal shall forward a report to the Governing Board, through the office of the Superintendent. The report should contain the following information:
 - 4.1.1 description of the process followed to name or rename the school;
 - 4.1.2 identification of the individuals (and respective roles) on the committee;

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- 4.1.3 a description of the process used to arrive at the recommendation;
- 4.1.4 copy of the communication plan;
- 4.1.5 up to three recommended names for the school in order of preference.

5.0 Board Approval

- 5.1 The committee report will be submitted, through the office of the Superintendent, to the Governing Board for decision one month prior to the next Regular Board Meeting.
- 5.2 The school principal or another member of the committee may be invited to speak to the submitted report.

6.0 Communication

- 6.1 The Superintendent shall communicate the new school name or the renamed school name to the Department of Education and Early Childhood Development and school community once approved by the Governing Board.