

Topic:	Naming/Renaming Schools
Effective:	November 2012
Cross-Reference:	<u>School Naming and Renaming Policy;</u> <u>School Naming and Renaming Governance Procedure</u>
Revision Date:	January 2016; October 2019; January 2021; October 2022; September 2023
Review Date:	September 2027
Responsibility:	Director of Education

INTENDED PURPOSE:

The Halton District School Board recognizes the value of contributions from students, staff, and community in selecting a school name that honours present and future factors. This procedure is written in accordance with the HDSB School Naming/Renaming Policy and Governance Procedure.

The following procedures describe the process for establishing names for new or renamed schools and/or board facilities, for consideration by the Board of Trustees.

A final determination and selection of name(s) shall be made by the Board of Trustees.

PROCEDURE:

1. Upon receipt of a formal request to name or rename a HDSB school, the Director of Education will establish a School Naming Committee comprised of:
 - a. the Manager of Communications & Engagement, or designate, (Chair of the Committee);
 - b. the designated school principal;
 - c. the Chair of the Board, or designate;
 - d. the Superintendent for the area;
 - e. the local trustee(s);
 - f. School Councils of those schools currently accommodating students who will be attending the new school may each nominate one parent who resides in the catchment area of the new school (optional participation);
 - g. The Chair of the Human Rights and Equity Advisory Committee;
 - h. HDSB Human Rights and Equity Advisor; and
 - i. one Student Trustee / a representative of the Student Senate.

2. The Manager of Communications & Engagement shall:
 - a. invite each nominated parent to serve on the committee;
 - b. establish appropriate timelines for the collection of student and community input.
 - c. inform schools, students and the community of the opportunity, process and criteria for the submission of names for consideration.
 - d. provide submission forms and a means for their collection within the community of the new school, in feeder schools and public libraries, and online.

- e. submit all school names received from the public to the School Naming Committee.
3. At the first meeting of the School Naming Committee, all committee members shall review the Board's School Naming Policy, Governance Procedure and Administrative Procedure, a list of current school names, the list of submitted school names for consideration, and the significance of each school name (if provided). Submissions shall be considered based on one or more of the following criteria, and should contribute to a positive, inclusive and inspirational culture for students. Submissions may include a written one-page rationale in support of the nomination.

Consideration will be given to:

- a. submissions reflecting the geography, history, local environment, culture, or traditions of the community; and are not racist, misogynistic or offensive
- b. submissions that consider equity, diversity and inclusion in the school community;
- c. submissions naming a renowned person of historical significance to the Halton community, or a real person whose contribution to society or humanity is recognized and valued across Canada. Submissions must also:
 - a. be distinct from other school names in Halton;
 - b. reflect a positive image of the Board, and be expected to stand the test of time;
 - c. be secular in nature; and
 - d. be submitted within the timeline.

Consideration will **not** be given to:

- a. names of current employees of the Halton District School Board;
- b. names of any person currently holding a publicly elected office;
- c. corporate names or product names.
- d. names of any renowned person past or present that known harm has been caused to others including equity deserving groups, through words or actions.

4. The School Naming Committee shall review the submissions and prepare a report for the Board of Trustees that will include:
- a. a shortlist of not more than five potential school names;
 - b. documentation of the research completed on each of the shortlisted names;
 - c. other information relevant to each name including consideration for short-forms or potential acronyms;
 - d. permission or authorization regarding the name to be used;
 - e. a summary of the committee rationale in support of each of the shortlisted names.
5. The Board of Trustees shall decide the name from the list of names provided by the Naming Committee, in accordance with the School Naming/Renaming Governance Procedure.
6. The school shall be presented with a plaque that "tells the story" of the school's name.