

TOPIC:	Naming Schools
EFFECTIVE:	November 2012, January 2016
CROSS-REFERENCE:	<i>Naming Schools Policy</i> <i>Board By-law: Voting Procedure for Naming Schools</i>
REVISION DATE:	October 2019
RESPONSIBILITY:	Director of Education Communications Manager

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.

To that end, the following procedures have been identified in the selection of a name for a new school, or renaming consolidated schools.

PROCEDURE:

1. The Director of Education will establish a committee comprised of the designated school principal, the Chair of the Board or designate, the Superintendent(s) for the area, the local trustee(s), the Manager of Communication Services or designate (chair) and a parent or parents selected according to the following:
 - a. 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.
 - b. The names of those parents nominated are to be forwarded to the Manager of Communication Services who will invite each nominated parent to serve on the committee.
2. The Manager of Communication Services shall:
 - a. establish appropriate timelines for the collection of student and community input.
 - b. inform schools, students and the community of the opportunity, process and criteria for the submission of names for consideration.
 - c. provide submission forms and a means for their collection within the community of the new school, in feeder schools and public libraries, and online.
3. Potential school names shall be submitted to the Naming Committee. Submissions shall be considered based on one or more of the following criteria, and should contribute to a positive 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, culture, or traditions of the community;
- b. 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 also:

- c. must be distinct from other school names in Halton;
- d. must reflect good taste, a positive image of the Board, and be expected to stand the test of time;
- e. must be submitted within the timeline.

Consideration will not be given to:

- f names of employees or trustees of the Halton District School Board;
- g corporate names or product names.

4. The Committee shall review the submissions and prepare a report for the Board of Trustees that will include:
 - a. a short list of not more than five potential school names;
 - b. documentation of the research completed on each of the short listed 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 short listed names
5. The school shall be presented with a plaque that “tells the story” of the school’s name.