



## PROCEDURE

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| Title:        | <b>NAMING OF SCHOOLS</b>   | Procedure No.: <b>2016a</b><br>Effective Date: <b>2004 September 28</b> |
| Department:   | Director's Services – Corporate Services   |   |
| Reference(s): | <del>Policy:</del> Naming of Schools <a href="#">Policy 2016</a><br><a href="#">Equity and Inclusive Education Policy 2022</a> |   |

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Naming a school in Thames Valley District School Board will be done according to the following procedure.

An ad hoc Selection Committee ~~and an ad hoc Naming Committee~~ will be established when:

- a) A new school is being built;
- b) Board approval has been given to consider a name change to an existing school; or
- ~~b)c)~~ [Two or more schools are being consolidated.](#)

Where consideration is being made as to the re-naming of a school that bears the name of an individual, an effort will be made to contact the family of that individual by the Supervisor, Corporate Services to inform them of the possible name change.

By Board approval, an ad hoc Selection Committee ~~and an ad hoc Naming Committee~~ will be formed as follows:

### **1.0 Selection Committee Membership**

#### ~~1.1~~ [Selection Committee](#)

~~1.21.1~~ A minimum of three (3) and a maximum of five (5) Trustees (voting). [To include:](#) at least one ~~of whom is a~~ representative of that electoral district; [and the First Nations Trustee.](#) ~~A and one of the~~ Trustees will act as chair;

~~1.31.2~~ One facility administrator (Principal or designate, if applicable) (non-voting);

~~1.41.3~~ The Superintendent(s) of Student Achievement for the area [or designate](#) (non-voting);

~~1.4.1~~ [1.4 The Diversity and Equity Coordinator or designate \(non-voting\);](#)

~~1.4.2~~ [1.5 The Indigenous Lead or designate \(non-voting\).](#)

Administered By: **Director's Services**

Amendment Date(s): 2018 Feb. 28, 2017 Nov 9, 2012 Mar. 26, 2011 Feb. 22, 2008 Mar. 18

## ~~1.5 Naming Committee~~

~~1.5.1 One Trustee (non-voting) who is a representative of the Selection Committee will act as chair;~~

~~1.5.2 One facility administrator (non-voting Principal or designate, if applicable);~~

~~1.5.3~~

~~a) When one or more schools are being consolidated with an existing school, two current parent / guardian representatives residing in the school boundary areas (voting) appointed by the School Council for each of the school areas involved; or~~

~~b) When one school only is involved, two current parent / guardian representatives residing in the designated school boundary (voting) appointed by the School Council from each Grade Division attending the school;~~

~~c) To the extent that a school involved has twenty (20) or more self-identified Indigenous students enrolled as full-time students, one parent / guardian of an Indigenous student will be appointed by the School Council for that school.~~

## 2.0 Receiving Suggestions

2.1 Where a new name or a name change is required advertisements shall occur requesting suggestions for names (e.g., social media, school newsletters, websites, etc.). Nominations are to be submitted using the Nomination Form – Naming of Schools.

2.2 All submissions are to be received by the Supervisor – Corporate Services for forwarding to the Selection Committee.

~~2.3 To avoid a conflict of interest in the selection process, members of the Naming Committee shall not submit names for consideration.~~

~~2.4~~2.3 Where an individual(s) suggests a name, detail with respect to the historical background and significance of a suggested name should be provided in the Nomination Form – Naming of Schools.

~~2.5~~2.4 The Selection Committee shall consider suggestions received. The recommendation of the Selection Committee will include three unranked names that fall within the guidelines of section 3.0, provide an inspiration to **all** students

and promote a positive **and inclusive** image of the Thames Valley District School Board. The report will include rationale for the three names chosen. If the Selection Committee cannot recommend three names ~~to the Naming Committee~~ from the submitted list, members may bring forward other names for consideration. ~~by the Selection Committee.~~

### 3.0 School Community Poll

3.1 The Selection Committee's recommendations, including the rationale, shall be communicated to all families, parents/guardians of students enrolled at the school being renamed or the schools being consolidated.

3.2 In the case of a new school being built the recommendations, including the rationale, shall be communicated to all families, parents/guardians of students currently enrolled in a Thames Valley District School Board school that is within the attendance area established for the new school.

Consideration must be given to ensure families from the Chippewa of the Thames, Muncey-Delaware Nation, and Oneida Nation of the Thames, living within a reasonable travel distance from a new school being built, have an opportunity to participate in the community poll.

3.3 Each family, parent/guardian will be provided an opportunity to rank the Selection Committee's recommended names in order of preference. Each family, parent/guardian of a student(s) enrolled at the school(s) or in the new school's attendance area will be afforded one ranking/vote. Ranking/voting will be completed in a manner that affords full participation of the school community and an adequate amount of time for participation. Ranking/voting may be done electronically, or where electronic voting may pose a barrier for a community, ranking/voting may be done by other means determined by the school. Collection and analysis of information gathered through the ranking/voting process will be supported by TVDSB Research and Assessment.

3.2 The Selection Committee will recommend the highest ranked name, as determined by the school community poll, to the Board of Trustees.

3.3 ~~The Naming Committee shall meet to rank the names recommended by the Selection Committee to be put forth to the Board of Trustees for approval.~~ If the first name recommended to the Board of Trustees is not approved then the subsequently ranked names will be put forth in order of preference.

### 4.0 Guidelines

4.1 The following guidelines for names for new schools are provided for persons

wishing to make submissions. In no particular order of preference:

- The historical name, if any, which applied to the area in which the school is located;
- Historical Indigenous leaders and/or Indigenous geographical place names;
- Individuals recognized as having made a significant contribution to society, in particular through promoting equity and inclusion, and who reflect the identities and experiences of students and families in the school community;
- The name of the street on which the school is located;
- The name of the district the school is to serve;

~~1.1.1 The historical name, if any, which applied to the area in which the school is located;~~

~~2.5.1~~

~~2.5.21.1.1 Historical Indigenous leaders and/or Indigenous geographical place names.~~

~~2.64.2~~ When a person's name is being recommended by the ~~Naming-Selection~~ Committee to the ~~Board of Trustees~~ school community as a possible school name, the Board of Trustees will meet as Committee of the Whole in-camera to review the recommendation. Following the meeting, that person or family, if appropriate, will be contacted by the Supervisor – Corporate Services, for permission for the name to be presented to the school ~~Board of Trustees~~ community as a school name for their consideration. The Supervisor – Corporate Services will explain the Naming of Schools process to the person or family, including in particular that the person's name will be put forward as one of three recommendations that will be ranked according to the results of the school community poll. ~~Should the first name proposed by the Naming-Committee not be approved by the individual or their family, the Board of Trustees shall consider the subsequently ranked names in order of preference.~~

~~2.74.3~~ The Board has the right to accept or reject any recommendation of the ~~Naming-Selection~~ Committee. In the event that the Board cannot accept a recommendation, the Board shall reconvene the Selection Committee to select three new names to be put forth ~~to the existing Naming-Committee~~ in a school community poll and the process is repeated.