



PROCEDURE

Title:	NAMING OF SCHOOLS	Procedure No.: 2016a Effective Date: 2004 September 28
Department:	Director's Services – Board Services	
Reference(s):	Naming of Schools Policy 2016 Equity and Inclusive Education Policy 2022 School Rededications, Openings and Closures Procedure 2007a TVDSB Guide for Archival Evaluation and Selection	

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

A school will be named or renamed when:

- a) A new school is being built;
- b) Board approval has been given to change the name of an existing school; or
- c) Two or more schools are being consolidated.

Board approval to change the name of an existing school under b) above includes approval to change a name because it represents a documented legacy of harm, discrimination, or inequity, or is otherwise inconsistent with TVDSB's commitments to ensuring Thames Valley learning and working environments are welcoming and inclusive.

1.0 Overview

The process for naming a school consists of the following key steps:

1. Receipt of submissions from the Thames Valley community according to the criteria outlined in s. 4.0;
2. Selection of up to three unranked names from all eligible community submissions by an ad hoc Selection Committee formed according to s. 4.0; and
3. Choosing of a name by the school community through a poll administered according to s. 6.0.

The Superintendent of Student Achievement, Capital Planning, in collaboration with board staff as appropriate, is responsible for overseeing the process for naming a school.

2.0 Key terms

Administered By: **Director's Services**

Amendment Date(s): 2024 Feb 5, 2021 Jan. 21, 2018 Feb. 28, 2017 Nov. 9, 2012 Mar. 26, 2011 Feb. 22, 2008 Mar. 18

Discrimination means unfair treatment through either imposing a burden on a particular person or group, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex or other personal characteristics.

Disparaging means expressing the opinion that something is of little worth; derogatory.

Equity means a condition or state of fair, inclusive and respectful treatment of all people. A distinct process of recognizing differences within groups of individuals and using this understanding to achieve substantive equality in all aspects of a person's life.

Hate Speech/Expression means the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario's Human Rights Code.

Oppression/Anti-oppression means the use of power to disempower, marginalize, silence or otherwise subordinate one social group or category often further empowering and/or privileging the oppressor. / An active and consistent process of change to equalize power imbalances through the elimination of individual, institutional and systemic oppression, and injustice.

3.0 Prioritization of names connected to Indigenous peoples, history, and traditions

The Selection Committee will select or prioritize submissions connected to local Indigenous Peoples, history, and traditions. Submissions will be reviewed by the Indigenous Education Team to identify valid names for the Selection Committee's consideration.

4.0 Submission criteria

The following criteria for names of new schools shall apply for members of the Thames Valley community wishing to make submissions.

Name submissions reflecting the name of an individual(s) or a family are not permitted and will be removed from the naming process if submitted. This includes submissions that align with the criteria outlined below but are based on the name of an individual(s) or family.

Name submissions shall reflect one or more of the following:

- Any name connected to local Indigenous Peoples, history, and traditions.
- The name, if any, which applies to the area in which the school is located.
- The name of the street on which the school is located.
- The name of the district or area the school is to serve.
- Values or principles.

5.0 Receiving submissions

- 5.1 Where a new name or a name change is required advertisements shall occur requesting submissions for names (e.g., social media, school newsletters,

websites, etc.). Information regarding an upcoming naming process will also be shared with TVDSB's First Nations Advisory Committee. Nominations are to be submitted using the Nomination Form – Naming of Schools.

- 5.2 All submissions are to be received by the Supervisor – Board Services.
- 5.3 Detail with respect to the historical background and significance of a suggested name must be provided in the Nomination Form – Naming of Schools.
- 5.4 Board Services and/or the Superintendent of Student Achievement with responsibility for the naming process shall immediately remove any submission received that is discriminatory, or expresses hate against, or is otherwise disparaging of any person, group, or identity.
- 5.5 The Indigenous Education Team will review all submissions to identify valid names for the Selection Committee's consideration according to s. 3.0.

6.0 Selection Committee membership

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

- 6.1 A minimum of three (3) and a maximum of five (5) Trustees (voting), to include:
 - at least one representative of that electoral district; and
 - the First Nations Trustee.

A Trustee will act as chair.
- 6.2 One facility administrator (Principal or designate, if applicable) (non-voting).
- 6.3 The Superintendent(s) of Student Achievement for the area or designate (non-voting).
- 6.4 The Human Rights Policy Advisor or another member of the Human Rights and Equity Office (non-voting).
- 6.5 The First Nations, Métis, and Inuit Education Advisor (non-voting).

7.0 Selection of name choices

- 7.1 The Selection Committee shall consider submissions received. The recommendation of the Selection Committee shall include three unranked names that meet the criteria of section 4.0 and will include at least one name connected to local Indigenous Peoples, history, and traditions. Submissions shall provide an inspiration to all students and promote a positive and inclusive image of the Thames Valley District School Board. The report will include the rationale for the three names chosen.

- 7.2 The Superintendent of Student Achievement, Capital Planning will present the Selection Committee's recommendation to the Board of Trustees at the next occurring public board meeting. Prior to presenting a name as part of this recommendation, board administration will prepare and provide to the Superintendent, Capital Planning, a summary of information regarding its background, origins, and significance.
- 7.3 The Board of Trustees may accept or reject any recommendation of the Selection Committee. Where the Board rejects a recommendation of the Selection Committee, it will provide a rationale. If the Board does not accept a recommendation(s), the Board shall reconvene the Selection Committee to select up to three new names as appropriate based on the decision of the Board and the Superintendent of Student Achievement, Capital Planning, will present a new report containing three unranked names.

8.0 School community poll

- 8.1 The Selection Committee's recommendations, including the rationale and context, shall be communicated to all families, parents/guardians of students enrolled at the school being renamed or the schools being consolidated.
- 8.2 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 and all families from Chippewas of the Thames First Nation, Munsee-Delaware Nation, and Oneida Nation of the Thames.
- 8.3 Each family, parent/guardian will be provided with 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. When a new school is being named, all families from Chippewas of the Thames First Nation, Munsee-Delaware Nation, and Oneida Nation of the Thames shall have an opportunity to participate in the community poll.
- 8.4 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 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.
- 8.5 Ranking/voting participation of families from Chippewas of the Thames First Nation, Munsee-Delaware Nation, and Oneida Nation of the Thames will be

supported by TVDSB Research and Assessment in collaboration with education departments in the First Nations communities.

- 8.6 The Selection Committee will recommend the highest ranked name, as determined by the school community poll, to the Board of Trustees at the next occurring public board meeting.
- 8.7 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 the preference indicated by the school community poll.

9.0 Transition to a new name

Where the Board has approved a name change to an existing school, the school's new name will be considered to take effect on the first day of the school year following the selection of the new name.

The renaming of a school is a significant event for the school's students, staff, families, and community. Over time, a school's name becomes part of the school community's identity and history. Notable events and achievements of students and staff are recognized or celebrated in association with the school's name through memorabilia and other visible reminders in the school environment. Changes to a school's physical environment as part of its transition to a new name must reflect the school community's interest in commemorating past achievements connected to its previous name. However, the Board may approve a name change to an existing school because the school's name does not reflect Thames Valley's commitment to equity and inclusion. In these circumstances, a school's name should be displayed in the school environment only to the extent necessary to recognize the school community's interest in commemorating past achievements out of recognition that the legacy of a school's previous name may cause harm for students and staff.

9.1 Memorabilia and other visual displays

Decisions regarding memorabilia and other visual displays or representations of the former name of a school transitioning to a new name are the responsibility of school administration and will focus on recognizing staff and student contributions and achievements. Items solely dedicated to the display of the school's former name will be removed and replaced.

9.1.1 Memorabilia, displays, recognitions and other items bearing the school's former name will remain in the school until the school administration has completed its review of these items, no later than the first day of the school year following the name change.

9.1.2 The following guidelines will apply to school administration's review:

- All items that recognize past achievements of staff and students will

remain in place as space permits in the school.

- New recognitions and dedications will contain the school's new name and will be displayed next to those recognizing past achievements wherever possible, to demonstrate a continuum of celebrations of the school community's accomplishments.
- All items that are intended to identify or display the name of the school (and not to recognize staff or students in the school) will be removed and replaced with displays or signage with the school's new name.
- Uniforms and equipment used for school athletics will be replaced with new uniforms and equipment with the school's new name.

9.1.3 TVDSB will ensure funds are available to support the school with all costs related to replacement of signs, displays, uniforms and equipment with the school's former name.

9.1.4 Further to its review based on the above guidelines, school administration will remove items and arrange for transportation to the TVDSB Records Centre. TVDSB Records Management will retain and dispose of materials in accordance with the **TVDSB Guide for Archival Evaluation and Selection**.

9.2 Documenting the history of a school's name

A school that has been given a new name will display information in the school about the school's previous name or namesake, together with information providing the rationale for the name change, ensuring it is visible to visitors in the school as well as students and staff.

9.2.1 The display will describe the history and significance of the school's previous name and the rationale for changing the name.

9.2.2 School administration is responsible for determining the contents and location of the display based on all the circumstances.

9.2.3 The display will be revealed at or following a renaming ceremony as outlined in s. 9.3 below.

9.3 Rededication ceremony

A rededication ceremony will be held at a school that has been given a new name, during the school year in which the name takes effect. The purpose of the ceremony will be to:

- Acknowledge the rationale for changing the school's name; and
- Bring the school community together in recognition of the school's new name.

The rededication ceremony will include the invitees listed in the **School Rededications, Openings and Closures Procedure**.