



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2015	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2020	<i>Page</i> 1 of 4
<i>Contact Person/Department</i> Director of Education	<i>Identification</i> BD-2091

NAMING/RENAMING OF SCHOOLS, FACILITIES, AND SPECIAL PURPOSE AREAS

1.0 PURPOSE

Trillium Lakelands District School Board schools, facilities, and special purpose areas will be named or renamed by Board resolution. The Board will select distinctive and appropriate names with priority being given to:

- Persons generally recognized as having made a significant, positive contribution to society in the District, Province or Country;
- Historical or current names applied to the area in which the school is located;
- The name of the area the school or building will serve;
- The name of the street on which the facility is located;
- A description of the program presented at the school;
- A name recognizing a significant donor to a school, facility, or special purpose area.

2.0 REFERENCES/RELATED DOCUMENTS

2.1 Advertising Procedure BU-3066.

3.0 TERMS AND DEFINITIONS

3.1 FACILITY – A building that is the property of the Board but not a school.

3.2 SPECIAL PURPOSE AREA - A room or area other than a classroom that is unique or has special significance such as an auditorium, library, meeting room, athletic field, courtyard, or garden.

3.3 LOCAL COMMUNITY – Individuals living in the geographical area defined by a school's attendance area.

4.0 ADMINISTRATIVE PROCEDURE

4.1 Schools, Facilities, and Special Purpose Areas named prior to this procedure are not affected by this procedure unless there is consideration for renaming.

4.2 The name selected for a school, facility or special purpose area will not be that of a current Board member or employee and will not duplicate the names of other facilities within Trillium Lakelands District School Board's jurisdiction.

- 4.3 Names will not be given to other areas in schools or facilities not covered by this procedure (e.g. classrooms, utility rooms, etc.) Other areas previously named in schools and facilities named prior to this procedure are not affected by this procedure.
- 4.4 Given Trillium Lakelands District School Board's commitment to equity and inclusive education, school names being considered will take into account and reflect the diversity of the communities within the Board's jurisdiction in terms of gender, race, disability, ethnicity, etc.
- 4.5 **NAMING A NEW SCHOOL**
- 4.5.1 A school naming committee comprised of the local trustee, superintendent, principal, teacher representative, support staff representative, student council representative (secondary), parent council representative, and a local ratepayer, will be formed to consider possible names.
- 4.5.2 The committee will invite submissions from the school's students, staff, parents, and the local community. (See Appendix A)
- 4.5.3 The committee will determine a list of no more than three names to be considered by the Board and consistent with the criteria established by the Naming/Re-Naming of Schools, Facilities, and Special Purpose Areas Policy BD-2090.
- 4.5.4 The senior staff member from the committee will present a report to the Board on behalf of the committee.
- 4.6 **RENAMING AN EXISTING SCHOOL**
- 4.6.1 Approval of the Board is required prior to initiating the following process to rename an existing school:
- a) A school renaming committee comprised of the local trustee, superintendent, principal, teacher representative, support staff representative, student council representative (secondary), parent council representative, and a local ratepayer, will be formed to consider possible names.
 - b) The committee will invite submissions from the school's students, staff, parents and the local community (See Appendix A).
 - c) The committee will determine a list of no more than three names to be considered by the Board and consistent with the criteria established by Naming/Re-Naming of Schools, Facilities, and Special Purpose Areas Policy BD-2090.

- d) The senior staff member from the committee will present a report to the Board on behalf of the committee.

4.7 NAMING OR RENAMING SPECIAL PURPOSE AREAS IN SCHOOLS

- 4.7.1 When a special purpose area of a school is to be given a name, the school principal, in consultation with the appropriate superintendent of education and local trustee, will establish a committee. The committee will consist of the principal, a parent, teacher representative, support staff representative, a student council representative (secondary), a parent council representative, and the local trustee.
- 4.7.2 Part of the committee's deliberations will include surveying the school's students, staff, and school community for suggestions.
- 4.7.3 The committee will recommend a name to the Board consistent with Naming/Re-Naming of Schools, Facilities, and Special Purpose Areas Policy BD-2090. The local trustee will present the name to the Board for approval.

4.8 NAMING OR RENAMING A SPECIAL PURPOSE AREA OF A BOARD FACILITY OTHER THAN A SCHOOL

- 4.8.1 The Director of Education will canvas Board staff and trustees concerning possible names for the special purpose area.
- 4.8.2 The Director of Education will bring forward to the Board a summary of the submissions and a recommendation for an appropriate name.

5.0 APPENDICES

- 5.1 Appendix A - NAMING OF SCHOOLS APPLICATION



Naming of Schools Application

Guidelines:

The following guidelines are provided in suggesting names for new Trillium Lakelands District School Board schools:

1. Persons generally recognized as having made a significant, positive contribution to society in the School, District, Province, or Country;
2. Historical or current names applied to the area in which the school is located;
3. The name of the area the school or building will serve;
4. The name of the street on which the facility is located;
5. A description of the program presented at the school.

In consideration of the above guidelines, please complete the following information:

Suggested Name of School

Details regarding the historical background and significance of the name suggested

Name

Mailing Address

Telephone No.

Email Address

Please forward your submission to the **Director's Office**, Trillium Lakelands District School Board, PO Box 420, 300 County Road 36, Lindsay, ON K9V 4S4. You will be advised when the decision will be made by Trillium Lakelands District School Board regarding the selected name of the school under consideration. Thank you for taking the time to provide your input.