

Value Statement

To promote a positive image of the Hamilton-Wentworth District School Board through the choice of names given to schools.

Responsibility: The Secretary of the Board

1. Guiding Principles:

Names for schools chosen under this policy shall:

- reflect HWDSB's vision, mission, commitments and community composition;
- have community and district acceptance;
- be appropriate for the whole district;
- have local community, district, provincial, Canadian or international significance;
- provide inspiration to students;
- address underrepresented groups as determined by a review of existing school names;

2. Policy Objectives

- Define the criteria to be used for choosing a name for a school
- Define who is to be consulted about the naming of a school
- Define the membership and mandate of a school naming steering committee
- Define the process by which trustees will approve a name for a school.

3. A Statement of Intended Outcomes:

- The chosen name for a school shall: promote a positive image of the HWDSB; reflect HWDSB's vision, mission, commitments and community composition; have community and district acceptance; be appropriate for the whole district; have local community, district, provincial, Canadian or international significance; provide inspiration to students; and address underrepresented groups in the names of other HWDSB schools.

4. The Action Required:

- 4.1 When a name of a school is required the Board will approve the name at least six calendar months prior to the scheduled opening.
- 4.2 Consultation

When a name for a school is required, the Board will solicit suggestions for a name from all stakeholder groups allowing 30 days notice. The stakeholders will include: staff; federations and union leaders; the Home and School Council; school councils; HWDSB advisory committees including the Parental Involvement Committee, SEAC, and the Rural Advisory Committee; local historical associations; appropriate standing advisory committees of the City such as the Status of Women committee, and the Advisory Committee for Disabled person; the Centre for Civic

Inclusion; SISO; and the Native Indian Center. Corporate Communication will receive and collate all names suggested as a result of the consultation.

4.3 School Naming Advisory Committee

Membership:

Non Voting Members:

- 2 trustees, the ward trustee of the school to be named to act as co-chair of the Advisory Committee and one other trustee
- Associate Director or Designate
- Manager of Corporate Communications or Designate

Voting Members:

- Superintendent of Education to act as co-chair of the Advisory Committee
- President of the HWDSB archives
- Principal of school to be named
- School council chair from any school in whole or in part affected by a name change or new school construction
- Representative from Public Library and or historical society
- Representative from the elementary and secondary teachers' organizations
- Hamilton-Wentworth Council of Home and School representative
- Student trustee

Committee Terms of Reference:

- Quorum, for the purpose of convening an official meeting, shall be the attendance of 50% plus one of the voting members of the committee
- The selection process will be considered and determined by those in attendance
- Ideally, the committee will use consensus to reach a decision on the three unranked names. Majority voting will be used if the committee cannot reach consensus

Mandate:

The School Naming Advisory Committee is to meet to determine three unranked names for presentation to the Committee of The Whole by completing the following tasks:

- a) Review the current names of schools in HWDSB and categorize them according to the criteria/guiding principles.
- b) Receive and review the suggestions from stakeholders.
- c) The School Naming Advisory Committee Chair will contact the individual or a representative of the individual whose name is being recommended to ensure their agreement to having his/her name submitted for Board consideration.
- d) Provide a report to the Committee of the Whole with three unranked names with rationale that reflect the following criteria:
 - Reflect HWDSB's vision, mission, commitments and community composition
 - Have community and district acceptance
 - Be appropriate for the whole district
 - Have local community, district, provincial, Canadian or international significance
 - Provide inspiration to students
 - Address underrepresented groups as determined by the review of current names of schools in HWDSB

4.4. Board of Trustees

Will consider, at the Committee of the Whole, the report of the School Naming Advisory Committee including the three unranked names and take one of two actions: (1) approve one of the three unranked names OR (2) refer the report of the School Naming Advisory Committee to administration whereby the Cluster SOE as co-chair will reconvene the Naming of Schools Advisory Committee to prepare a revised report for the earliest possible regularly scheduled meeting of the Committee of The Whole.

Final Board approval must follow at the next Full Board Meeting

5. Key Measures of Success

Names chosen will promote a positive image of the HWDSB, and provide inspiration to students. Over time all the names of HWDSB's schools will reflect the composition of the local community and have local community, district, provincial, Canadian or international significance.

6. References to Any Related Policies

Consultation Policy