

Naming of Schools Procedure

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that naming schools provides a unique opportunity to further develop an identity for the Board, its schools and its students.

Naming or renaming a section of a school could involve areas such as the library, auditorium, gymnasium, track or theatre.

Naming or renaming a section of a school should support the Board's mission, vision and values and meet the best interests of the school's students.

TERMINOLOGY:

Closure of one or more schools and consolidation into an existing school: Refers to closing one or more schools because of an accommodation decision and moving the students into an already established school.

Closure of two or more schools and consolidation into a new build on an existing or new site: Refers to closing two or more schools because of an accommodation decision and building a new school to accommodate all students from the closing schools.

District: The areas across the City of Hamilton where HWDSB schools are located.

New build due to growth: A new school construction to alleviate accommodation pressures in growth areas.

Replacement school built on an existing or new site: Refers to moving students from an existing school into a newly built school.

School in part: Refers to a section of a school, which could involve areas such as, but not limited to, the library, auditorium, gymnasium, track or theatre.

School in whole: Refers to the entire school.

Underrepresented groups: Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues.

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PROCEDURES:

The following procedures apply to either naming/renaming the entire school, or naming/renaming a section of the school.

1.0 New Build due to growth; or Consolidation of Two or More Schools into a New Build on an Existing or New Site

- 1.1 When a name for a school or a section of the school is required, the Board will solicit suggestions for names from stakeholder groups including, staff, parents, students and community members. The consultation will take place over a 45-day period.
- 1.2 Corporate Communications will issue a media release to all appropriate media outlets to make the community aware that the consultation is taking place. The consultation will also be displayed through:
 - Posters throughout the affected school(s);
 - Advertisements in local newspapers; and
 - The Board's website, where dates of any meetings will be advertised.
- 1.3 E-BEST will receive and collate all names suggested as a result of the consultation process and forward to Corporate Communications.

2.0 Closure of One or More Schools and Consolidation into an Existing School; or Replacement School Built on an Existing or New Site

- 2.1 The naming of the entire school or a part of the school will only begin after discussion with the affected School Councils. This is to determine whether the school community would like to proceed with renaming the school or a part of the school.
- 2.2 The Principal, in discussion with the Chair of School Council, will add this item as a discussion piece to a future School Council meeting and will provide sufficient notice to the school community about when the item will be discussed.
- 2.3 The Principal will inform their Superintendent of Student Achievement of the desire of the committee to proceed or not with either naming/renaming the school in whole or in part.
- 2.4 The Superintendent of Student Achievement will bring a report to the Board of Trustees, summarizing the discussion held at the School Council meetings, for a final decision to proceed or not.

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- 2.5 If it is determined to proceed with either naming/renaming the school in whole or in part, the Board will solicit suggestions for names from stakeholder groups including, staff, parents, students and community members. The consultation will take place over a 45-day period.
- 2.6 Corporate Communications will issue a media release to all appropriate media outlets to make the community aware that the consultation is taking place. The consultation will also be displayed through:
 - Posters throughout the affected school(s);
 - Advertisements in local newspapers; and
 - The Board's website, where dates of any meetings will be advertised.
- 2.7 E-BEST will receive and collate all names suggested as a result of the consultation process and forward to Corporate Communications.

Naming Advisory Committee Terms of Reference

1. Mandate of the Naming Advisory Committee:

- 1.1 The Naming Advisory Committee is to meet and scrutinize the potential names submitted through public consultation for either the whole school or a section of the school.
- 1.2 The committee will review the current names of schools in HWDSB.
- 1.3 The committee will receive and review the suggestions from stakeholders.
- 1.4 If the recommendation includes an individual's name, the 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.
- 1.5 The committee will provide a report to the appropriate meeting of Trustees listing **up to three** names for either the whole school and/or a section of the school, in alphabetical order and a summary report from the Evidence-Based Education and Services Team (E-BEST) providing the rationale that reflects the following criteria:
 - reflect HWDSB's vision, mission, commitments and community composition
 - provide inspiration to students
 - have community and district acceptance
 - be appropriate for the whole district
 - have local community, district, provincial, Canadian or international significance
 - where appropriate and possible, address underrepresented groups

2. Membership of the Advisory Committee

- 2.1 The Naming Advisory Committee should consist of the following persons:

Non-voting members

- Two trustees (the ward trustee of the school, who will act as co-chair of the Advisory Committee; and one other trustee)
- Superintendent of Student Achievement who will act as co-chair of the Advisory Committee
- Manager of Corporate Communications or Designate
- Manager of HWDSB Educational Archives & Heritage Centre

Naming Advisory Committee Terms of Reference

Voting members

- Principal(s) of the affected school(s)
- Two School Council representatives from any school in whole or in part affected by a name change or new school construction
- Two Home and School Association representatives, where they may exist.
- Representative from Hamilton Public Library and/or local historical society
- One elementary or secondary teacher (whichever is applicable to the school)
- Two student representatives (grades 7-12)
- Community Representative (neighbourhood association, Business Improvement Area, etc.)

2.2 Adjustments to membership of the Naming Advisory committee may be made at the discretion of administration in order to balance the needs of the community.

3. Operation of the Naming Advisory Committee

- 3.1 Quorum, for the purpose of convening an official meeting, shall be defined as the majority of voting members.
- 3.2 The decision making process will be considered and determined by voting members who are present, using the Guiding Principles of the policy.
- 3.3 Ideally, the committee will use consensus to decide on up to three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.