



Naming/Renaming a School in Whole or in Part

Date Approved: June 2013

Projected Review Date: June 2017

PURPOSE:

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

GUIDING PRINCIPLES:

Names for schools chosen under this policy shall:

- 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
- address underrepresented groups

INTENDED OUTCOMES:

Through choosing a name for a school, it is expected that the name will:

- have community and district acceptance
- be appropriate for the whole district
- have local community, district, provincial, Canadian, or international significance
- address underrepresented groups

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

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

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. This includes, but is not limited to, youths, seniors, people with disabilities, the socio-economic disadvantaged, immigrants, and racial or ethnic minorities.

Accommodation Decision: May include, but is not limited to, construction of a new school, replacement of a school on its existing site, replacement of a school(s) on a new site, or merging of school communities into an existing school due to a school closure.

ACTION REQUIRED:

The Naming/Renaming a School in Whole process SHALL begin under the following circumstance:

- Following a Board approved accommodation decision; or
- Recommendation of the Board of Trustees

The Naming/Renaming a School in Part process SHALL begin under the following circumstance:

- Recommendation from a Superintendent of Student Achievement, upon Board approval; or
- Recommendation of the Board of Trustees

Trustees will consider at the Standing Committee, a report from the ad hoc committee (Appendix A or B), and will take one of two actions:

1. Recommend one name to the next regularly scheduled Board Meeting;

OR

2. Refer the report of the ad hoc committee to administration, whereby the Superintendent of Student Achievement as co-chair will reconvene the ad hoc committee to prepare a revised report for the earliest possible regularly scheduled meeting of the Standing Committee.

PROGRESS INDICATORS:

Intended Outcome

- Has community and district acceptance
- Is appropriate for the whole district
- Has local community, district, provincial, Canadian, or international significance

Assessment

- Will be assessed through feedback from public consultation
- Will be assessed through feedback from public consultation
- Will be assessed through feedback from public consultation

REFERENCES:

Government Documents

N/A

HWDSB Strategic Directions

Achievement Matters

Engagement Matters

Equity Matters

HWDSB Policies

Public Consultation

Naming/Renaming a School in Whole Directive

Directive for Policy 2.7 Naming/Renaming a School in Whole or in Part

Projected Review Date: June 2017

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.

PROCEDURES:

1.0 Consultation

- 1.1 When a name for a school is required, the Board will solicit suggestions for a name 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 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 meeting 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 Trustees

- 2.1 Trustees will consider at the Standing Committee, the report of the School Naming Advisory Committee and will take one of two actions:
 1. Recommend the name to the next regularly scheduled Board Meeting;

OR

 2. Refer the report of the School Naming Advisory Committee to administration, whereby the Superintendent of Student Achievement 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 Standing Committee.

Naming/Renaming a School in Part Directive

Directive for Policy 2.7 Naming/Renaming a School in Whole or in Part

Projected Review Date: June 2017

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.

The steps outlined in this Directive will begin when administration is approached by a member of the community, with a suggested name for a section of the school.

PROCEDURES:

1. Upon receiving a suggestion to name a section of the school, the Principal of the school will approach the Superintendent of Student Achievement with the request; or
2. The process may begin at the recommendation of the Board of Trustees

1.0 Consultation

- 1.1 When a name for a section of a school is required or offered, the Board will solicit suggestions for a name 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 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.
- 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 Trustees

- 2.1 Will consider at the Standing Committee, the request for a name or name change for a section of the school and will take one of two actions:

1. Recommend the name to the next regularly scheduled Board Meeting;

OR

2. Refer the request by the In-School Advisory Committee to the Superintendent of Student Achievement to reconvene the In-School Advisory Committee and bring forth another suggested name.



School Naming/Renaming Advisory Committee Terms of Reference

Terms of Reference for Policy 2.7 Naming/Renaming a School in Whole or in Part

1. Mandate of the School Naming/Renaming Advisory Committee:

- 1.1 The School Naming/Renaming Advisory Committee is to meet and scrutinize the potential school names submitted through public consultation
- 1.2 The committee will review the current names of schools in HWDSB and categorize them according to the criteria/guiding principles within the intended outcomes
- 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 Standing Committee listing THREE names 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
 - 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

2. Membership of the Advisory Committee

- 2.1 The School Naming/Renaming 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

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 representative, 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 School Naming/Renaming Advisory committee may be made at the discretion of administration in order to balance the needs of the community.

3. Operation of the School Naming/Renaming 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 the policy.
- 3.3 The committee will review existing school names
- 3.4 Ideally, the committee will use consensus to decide on three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.



In-School Advisory Committee Terms of Reference

Terms of Reference for Policy 2.7 Naming/Renaming a School in Whole or in Part

1. Mandate of the In-School Advisory Committee

- 1.1 The In-School Advisory Committee is to meet and scrutinize a potential name for the specified section of the school.
- 1.2 The committee will use the same intended outcomes as outlined in HWDSB's Naming/Renaming a School Policy.
- 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 Chair will forward a written request to Trustees for approval of ONE name and the reason for the name or name change.

2. Membership of the Advisory Committee

- 2.1 The In-School Advisory Committee should consist of the following representatives:

Non-voting members

- The Ward Trustee
- Superintendent of Student Achievement

Voting members

- Principal who will act as Chair of the committee
- Two teachers
- Two School Council representatives
- Two Home and School representative, whereas they may exist
- Two student representatives from the school (grades 7-12)
- Two non-teacher representatives

2.2 Adjustments to the membership of the In-School Advisory Committee may be made at the discretion of administration in order to balance the needs of the community.

3. Operation of the School Naming/Renaming 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 the policy.
- 3.3 Ideally, the committee will use consensus to decide on three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.