

PROCEDURE 188	
Adopted	October 6, 2008
Last revised	August, 2022
Review date	August, 2027

NAMING BOARD PROPERTIES

1) Purpose

Hastings and Prince Edward District School Board (HPEDSB) recognizes the value of schools to their communities. The naming of a school and the names of other HPEDSB properties and the consideration of a potential school/property renaming require transparent and thoughtful consideration of equity, inclusion, consultation and discussion.

The purpose of this procedure is to outline the process for naming new schools and/or properties or the renaming of existing schools and/or properties that support the Board's commitment and legal responsibilities to indigenous rights, human rights, anti-oppression, anti-racism, anti-discrimination, and equitable and inclusive education. This administrative procedure describes the process and expectations for the naming of HPEDSB properties.

2) Name recommendations

- a) Recommendations for the naming of HPEDSB properties shall be presented to the Board for consideration for:
 - i) each new school;
 - ii) a building or any portion of a building, such as a library, auditorium, gymnasium, or other significant part of the building; or
 - iii) a site or portion of a site, such as an athletic field or playground and, where appropriate, for the renaming of a school, building, or site.

3) Distinct names

- a) HPEDSB shall ensure that a distinctive and appropriate name is selected when naming and/or renaming HPEDSB property, and that all principles of equity and inclusion, legal restrictions and obligations are considered.
- b) HPEDSB is committed to providing services and workplaces that are safe, welcoming, respectful, inclusive, equitable and accessible, and that are free from discrimination and harassment under the Ontario Human Rights Code.
- c) HPEDSB recognizes that Indigenous rights are inherent and distinct. Recommendations of possible names for schools will not be such as to infringe or otherwise offend the inherent rights of indigenous peoples and will support the rights of all student and employees to an environment that is free from discrimination.

4) Process for support to proceed with a new name or renaming

- a) any request to name or rename HPEDSB properties may be presented to the school principal, a superintendent or director of education appropriate superintendent, then to Administrative Council.
- b) All requests will be brought forward to Administrative Council for consideration prior to moving forward.

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- c) If approval to proceed is given by Administrative Council, a committee will be formed to consider the options and implications of the request. The committee shall include at a minimum:
- i) the school principal,
 - ii) a local trustee,
 - iii) one student,
 - iv) one school staff,
 - v) one school council member,
 - vi) one member of the Indigenous Advisory team,
 - vii) one community member,
 - viii) school group superintendent, and
 - ix) the Communication Officer.
- d) no two members of the committee shall be members of the same immediate family,
- e) all members of the committee are voting members,
- f) the school group superintendent will chair the committee and will be a non-voting member.

5) Naming Committee Guiding Principles

- a) The naming committee shall:
- i) undertake a process to receive submissions from the broader school community,
 - ii) review and consider submissions made to it and narrow them for a second round of consultation with the school community,
 - iii) avoid the duplication of names of school buildings or sites within the jurisdiction of the Board.
 - iv) encourage the selection of:
 - name of the street on which the school is located,
 - geographic feature of the district which the school services,
 - historical name that once applied to the area, or
 - local, provincial, or national diversities,
 - consider the names of prominent Canadians of either local or national recognition who have contributed to society in a positive, meaningful way, only following a review of independent research requiring thoughtful consideration of equity and inclusion,
 - consideration and community consultation shall be given to groups which have historically been under-represented or those who have experienced oppression,
 - ensure the name reflects a positive image of the board and stands the test of time. In circumstances where renaming a school is being considered, the committee will consider all voices and perspectives, including the community(ies) that raised the concern, The school group Superintendent will ensure that a rigorous vetting process has taken place, to ensure all choices put forward to the Board of Trustees for consideration reflect the values of the district.

6) Board approval process

- a) The School group Superintendent will bring forward a report to the Board of Trustees with the top three choices from the Naming Committee with a rationale for all three choices. The report will indicate the top choice of the Naming Committee for the Board of Trustees consideration.

- b) The Board of Trustees is not bound by the recommendations made by the committee.
 - c) Once the Board of Trustees selects the name or new name for the school/property, all materials produced with that name will include the HPEDSB logo.
- 7) **Sponsorship**
- a) Recognition of a sponsor in the naming of a portion of a school, site or building may be considered in keeping with Administrative Procedure 182: Sponsorship/Partnership/Fundraising.
- 8) **Ceremony/Recognition**
- a) An appropriate ceremony may be planned by the representative committee in accordance with Administrative Procedure 187: School Openings, Closings and Rededications.

District references

- Board Policy 4: Corporate Board Job Description
- Administrative Procedure 182: Sponsorship/Partnership
- Administrative Procedure 187: School Openings, Closings and Rededications,