PROCEDURE FA-003

NAMING/RENAMING OF SCHOOLS AND FACILITIES

Superintendent Responsible: Superintendent of Business & Treasurer/ Family of School Superintendent	**Initial Effective Date:** 2005/09/26
Last Updated: 2025/10/02	**Next Review Date:** 2029/10/02

Purpose:
To establish guidelines for the naming/renaming of schools and facilities.

Guiding Principles:

1.0 **Process for Naming/Renaming of Schools**

1.1 When a name for a school is required, Grand Erie will solicit suggestions from the school's community and all stakeholder groups via standard methods of internal and external communications, i.e., requests in the media, internally to employees, to federations and union leaders, School Councils, Student Councils and the school community whose school is to be named.

1.2 The call for community and stakeholder suggestions will typically commence one year preceding the opening of the new school or renaming of a school.

1.3 Public solicitation will take no less than 60 days from the call for suggestions.

1.4 In considering the naming of schools, the following may apply:

1.4.1 Name of street on which school is located.

1.4.2 Name of district which school serves.

1.4.3 Historical name applied to area in which school is located.

1.4.4 Historical events.

1.4.5 Geographic connections.

1.4.6 Recognition of an individual for outstanding and enduring contribution to the Grand Erie educational community.

1.4.7 Recognition reflective of local, provincial and national diversities to include groups in the community through an equity and diversity lens which includes those that have been historically marginalized or have experienced oppression

1.5 The Naming/Renaming Working Committee will consider suggestions received and make a recommendation through the Family of Schools Superintendent.

1.6 The Family of Schools Superintendent is responsible for the initial report and final report with recommendations.

1.7 The initial report should include the request and rationale for the naming/renaming of a school

1.8 The Naming/Renaming Working Committee may include:

- Family of Schools Superintendent,
- up to two (2) Board of Trustees,
- the existing Administrator(s) or the Administrator(s) named when this relates to a new school build,
- two (2) School Council/parent(s)/caregiver(s) representative(s) whose children will be attending the new school or attending the school being renamed
- two (2) student representative(s) that will be attending the new school or attending the school being renamed

- Additional members as the Chair of the Working Committee deems appropriate

1.9 The Family of Schools Superintendent or designate chairs the committee meeting.

1.10 The consultation process may include both paper and electronic (via online with language translation) submissions. All submissions will be reviewed by the working committee.

1.11 When an individual's name is recommended as a possible school name, the name selected will be researched. If the recommendation includes an individual's name, the individual or a representative of the individual whose name is being recommended will be contacted to ensure their agreement to have their name submitted for consideration.

1.12 The working committee will attempt to meet a maximum of two (2) times once a short list of recommended names has been identified.

1.13 The working committee will attempt to decide on the name of the school by consensus.

1.14 If consensus cannot be reached and a vote is necessary, the Family of Schools Superintendent will not have a vote.

1.15 The final report will include why the name should be changed, a rationale for the preferred name by the naming/renaming working committee, and how the names promote a positive and appropriate representation of Grand Erie.

2.0 **Naming/Renaming of Facilities**

2.1 The process outlined in section 1.0 above must be followed, where applicable.

2.2 Any proposal for the naming/renaming of a facility, will include a detailed rationale for the proposed name change and submitted to Chief Executive Officer (CEO) or Superintendent of Business and Treasurer. A Superintendent will be appointed to initiate the report(s), working committee, and process for the naming/renaming of a facility.

2.3 The working committee members may include

- Superintendent(s)
- up to two (2) Board of Trustees,
- Administrator(s), Senior Manager(s), Manager(s) or Supervisor(s), employees, students, parent(s)/caregiver(s), and community members will be invited where appropriate.

Reference(s):

- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)