



**1. Rationale**

All schools in SCDSB must be readily identified on a provincial basis. The SCDSB recognizes that the naming of a new school or the renaming of an existing school, is a matter of considerable interest to the community to be served and to the staff and students who may be directly involved.

**2. Policy Statement**

The SCDSB will give consideration to the following important factors when naming or renaming a school:

- 2.1 Local importance of the institution including the name of a school that has been closed;
- 2.2 Environmental setting;
- 2.3 Historical significance;
- 2.4 The significance of an individual whose national, provincial or local accomplishments are widely recognized and will have long lasting meaning to the school community;
- 2.5 The diversity of the school community;
- 2.6 The possible duplication of a similar school name within SCDSB and other co-terminus boards.

**3. Guidelines**

- 3.1 The Director will advise the appointed principal to follow the appropriate Administrative Procedure to assemble a special naming committee as follows:
  - 3.1.1 the local Trustee(s)
  - 3.1.2 school principal
  - 3.1.3 one additional member of board staff
  - 3.1.4 at least one but no more than three students who will attend the new school;
  - 3.1.5 at least one but no more than three parent representatives from the new school attendance area
  - 3.1.6 one member of each municipal council directly involved in the school
  - 3.1.7 one community member
- 3.2 After broad consultation, the committee will make a recommendation to the Board of Trustees.
- 3.3 In making the final decision the Board is not bound by the recommendations made by the committee.

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- 3.4 The name of all new or renamed elementary schools in SCDSB will include "Public" as part of their name.

**4. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED NOVEMBER 25, 1970  
REVISED – NOVEMBER 12, 1975  
REVISED – MARCH 26, 2008  
REVISED – FEBRUARY 23, 2011