

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

**Regulation Name: Naming/Renaming of Schools
and Board Facilities**

Regulation Code: BA-6.1.1

Section: Business and Administrative Services **Policy Code Reference: BA-6.1**

Established: June 14, 1999

Revised or

Reviewed: April 16, 2014; April 25, 2019; May 6, 2024

1. OBJECTIVE

The guiding principles included in this administrative regulation support an inclusive, transparent and equitable approach to the naming or renaming of a school or Board facility. They will ensure that the impacted school community is involved in the request of the formation an ad hoc naming committee while also ensuring that the wider KPR community has input.

2. DEFINITIONS

Ad Hoc Committee

An ad hoc committee is a temporary committee established with the sole mandate to resolve a specific issue and is dissolved when the specific task is complete.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Facility

A building that is owned by KPR but is not functioning as a school.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

5.1.2 As part of the naming process, consideration may also be given to:

- 5.1.2.1 the traditional territory or Indigenous name which once applied to the area in which the school is located,
- 5.1.2.2 the name of the area/local community the school or building will serve,
- 5.1.2.3 the name of the street on which the school, special area of the school or the facility faces.

5.2 Ad Hoc Naming Committee

5.2.1 For the naming of each school or building, the appropriate superintendent will bring forward to the Board of Trustees a recommendation that an ad hoc naming committee be formed.

5.2.2 The committee, whose membership will be approved by the Board of Trustees, will include:

- 5.2.2.1 the trustee(s) representing the area in which the school will be located,
- 5.2.2.2 one trustee from another part of the jurisdiction, that trustee being chosen by the Board of Trustees,
- 5.2.2.3 one student trustee, with superintendent support, who will collect and share student voice and perspective from each existing school which will be affected by the new school attendance areas,
- 5.2.2.4 the superintendent for the family of schools (FOS) who will act as chairperson,
- 5.2.2.5 the principal, or principal designate, of the school,
- 5.2.2.6 the Communications Officer, or designate,
- 5.2.2.7 one parent representative, to be chosen by the school council, from each existing school which will be affected by the new school's attendance areas, and
- 5.2.2.8 one community member, to be chosen by the school council(s), representing the school community(ies) which will be affected by the new school's attendance areas.

5.2.3 All members of the ad hoc naming committee will have voting privileges.

5.3 Newly Constructed Schools or Additions

5.3.1 The ad hoc naming committee will convene before the start of construction, with the in-5.3 (i)EMC /P κ

5.4.3 The ad hoc committee, in addition to fulfilling the procedures noted in Section 5.3 (5.3.1 to 5.3.7), will:

5.4.3.1 inform the individual or group proposing the name change of the process to be followed,

5.4.3.2 consult with staff, students and the school council of the affected school, and

5.4.3.3 advertise and ensure opportunity for community input.

5.5 Naming of a Facility

5.5.1 Components of a school facility (e.g., library/gymnasium/track) may be named or otherwise recognized upon request by the school community.

5.5.2 School-based facility designations shall be by motion of the Board, in alignment with the broader principles of the policy and this administrative regulation.

5.5.3 Non-school-based facilities may be titled by senior administration, for operational purposes or functionality, in alignment with the broader principles of the policy and this administrative regulation.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

[BA-6.1, Naming/Renaming of Schools and Board Facilities](#)

Administrative Regulations:

[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)

7. REFERENCE DOCUMENTS

Legislation:

[Education Act](#)

[Human Rights Code](#)