



# 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

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### 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.

#### School

A place of teaching and learning for KPR students.

Student Trustee

An elected student representative to the Board of Trustees to advocate for student voice and perspective within the Board.

Trustee

A person elected, acclaimed or appointed to the office of trustee of the Board pursuant to the provisions of the Education Act and the Municipal Elections Act, and a member of the Board of Trustees.

**3. APPLICATION**

This policy applies to all trustees and staff members who are involved in naming and renaming schools or Board facilities.

**4. RESPONSIBILITY**

The Director of Education will ensure the establishment of the ad hoc naming committee and will determine and allocate staff and other resources required to support the policy and this administrative regulation.

**5. PROCEDURE**

**5.1 Guiding Principles for Naming/Renaming Schools or Board Facilities**

When naming or renaming a KPR school or Board facility, the following guiding principles will be followed to build positive climate that reflects the diversity of KPR students and communities, values their voices, and fosters a culture of equity, inclusion, dignity and mutual respect.

5.1.1 Proposed names will:

- 5.1.1.1 align with KPR’s commitment to relationship with Indigenous Peoples, human rights, equity, diversity and inclusion and reflect the diversity of the communities within the Board's jurisdiction in terms of gender, race, disability, ethnicity, etc.,
- 5.1.1.2 be distinct from other names of schools and facilities across the district,
- 5.1.1.3 include a process of consultation with Indigenous communities before, during and after the naming process, starting with the Indigenous Education Advisory Committee,
- 5.1.1.4 be secular in nature,
- 5.1.1.5 not be that of a current Board member or employee.

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 intent of having a name established as early as possible, ideally before the sod-turning ceremony.

5.3.2 The ad hoc naming committee will invite suggested names from:

5.3.2.1 adjacent schools, including parent(s)/guardian(s), students and staff,

5.3.2.2 the community served by the school or facility,

5.3.2.3 Board staff.

5.3.3 These notifications will include the guidelines established within Board Policy BA-6.1, Naming/Renaming of Schools and Board Facilities, and specify the date by which submissions must be received by the ad hoc naming committee.

5.3.4 The notifications also will request a detailed background and rationale for each name submitted to the ad hoc naming committee.

5.3.5 The ad hoc naming committee will request permission to let a name stand, where appropriate; for example, where a person's name is suggested, that person and/or the individual's immediate family will be contacted for such permission.

5.3.6 The ad hoc naming committee will establish a short list of no more than three names, in descending order of priority.

5.3.7 The ad hoc naming committee will provide a report to the Board of Trustees with all three names, recommending one of those names for Board of Trustee approval.

### **5.4 Renaming of Existing Schools**

5.4.1 Any proposal or request for a name change will be referred to the Chairpersons' Committee for consideration.

5.4.2 Should the Chairpersons' Committee and the Board of Trustees decide to proceed, an ad hoc committee will be struck, with membership as outlined in Section 5.2.2.

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](#)