

RE-NAMING EXISTING SCHOOL FACILITIES

Background

Many school buildings were named decades ago in memory of prominent historical figures from the past. School names may hold strong and endearing connections for some current and past staff and students. It is for this reason the District is committed to following a clear and transparent process by which historical names of school buildings can be reviewed and considered for possible renaming. The District will consider proposals to re-name a school where the existing name is deemed to no longer be serving the needs of the school population or the community and no longer aligns with the District's core values and strategic priorities.

Procedures

1. The name of an existing school facility will be reviewed and considered for possible renaming under one of four possible pathways:
 - 1.1. The school building has been approved and funded to undergo a full replacement as part of the seismic mitigation program. An automatic review of the school name for possible renaming will occur as soon as possible following approval of funding.
 - 1.2. The school community brings forward a request that the school name be reviewed and considered for possible renaming. This request can be initiated by the school administration, staff, students (secondary), and the Parents' Advisory Council. This request must have been thoroughly discussed by each of these groups prior to formally requesting a review of the school name occur.

The request to have a school name reviewed shall be submitted, in writing, to the attention of the Secretary Treasurer and shall be signed by the School Principal and the School PAC Chair.
 - 1.3. The Board passes a motion requesting a school name be reviewed.
 - 1.4. One or more school communities are amalgamated into one site. This does not apply in instances of an annex and its main school being accommodated at one site. In these instances, the name of the main school shall be used for the amalgamated site, unless identified for possible renaming as per sections 1.1, 1.2, 1.3.
2. If one of the four pathways in section 1 have been met a *Consideration for Renaming Summary Report* (Appendix B) will be completed by an ad hoc working group and submitted to the Facilities Planning Committee for consideration.
 - 2.1. The working group will be assembled by the Director of Instruction for the school who will also chair the committee.
 - 2.2. Representatives on the *Consideration for Renaming Committee* will include:

- 2.2.1. The School Principal who shall serve as representative and liaison to the school community.
 - 2.2.2. The District Principal, Educational Planning who will represent the District and serve as liaison to District staff as necessary.
 - 2.2.3. A representative from VTF, CUPE, DPAC, and VDSC who shall represent their organizations and liaise with them as necessary. It is recommended that representatives named for this step not be from the school site.
- 2.3 The *Consideration for Renaming Summary Report* (Appendix B) will be submitted to the Facilities Planning Committee for review once complete.
- 2.4 The Facilities Planning Committee will make a recommendation to the Board to either retain the current school name or to start a renaming process for the school.
- 3 If approved for renaming by the Board, a joint District, school and community-based *School Renaming Committee* will be struck at the school level.
- 3.1 The terms of reference for the *School Renaming Committee* will be to research and propose a new name for the school site.
 - 3.1.1 The identification of a place-based name is to be prioritized by the committee. The committee should carefully consider the relationship between the school building and the land on which it is located selecting a name. Generally, schools will not be named after individuals.
 - 3.1.2 The committee will consult with the Indigenous Education Department should there be an interest in seeking an Indigenous place-based name, or a dual English and Indigenous name, for the school facility. The Indigenous Education Department will seek guidance from the appropriate local Nation(s).
 - 3.2 The *Renaming Committee* will consist of a:
 - 1 District Administrator Educational Planning
 - 1 Director of Instruction Educational Services (Committee Chair)
 - 1 Principal (school site)
 - 1 PAC representative (school site)
 - 1 VTF representative (school site)
 - 1 CUPE representative (school site)
 - 1 Student representative – secondary schools (school site)
 - 1 Community representative (local area)
 - 3.2.1 Other District or community staff can be engaged as required to support the work of the School Renaming Committee.
 - 3.3 The committee will be responsible for developing a plan and timeline for involving students, parents, staff and community representatives.
 - 3.4 The committee will present a final report to the Board summarizing the process, findings and the recommended name/names to the Board for consideration.

3.5 The final decision will be made by the Board. The Board is not bound by the recommendations of the School Renaming Committee.

4. An official public dedication ceremony will be held at the school being renamed.
5. An education and communication plan will be developed and implemented to support understanding the history and significance of a new school name and to teach the proper pronunciation of the name given, when appropriate.

Reference: Sections 22, 65, 85 School Act

Adopted: May 4, 1992

Revised: September 1994; January 1999; October 2000; September 24, 2018, May 11, 2022