

Toronto District School Board

Operational Procedure PR592

Title: **NAMING SCHOOLS, TEAMS, AND SPECIAL-PURPOSE AREAS**
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1.0 RATIONALE

The Naming Schools, Teams, and Special-Purpose Areas Procedure (the “Procedure”) supports the implementation of the Naming Schools, Teams, and Special-Purpose Areas Policy (P047).

2.0 OBJECTIVE

To outline requirements to be followed when naming and renaming schools, teams, and special-purpose areas.

3.0 DEFINITIONS

Board is the Toronto District School Board which is also referred to as “TDSB”.

Holding School is a school that temporarily accommodates students from a nearby area until their new school is built.

Special-Purpose Area is a room or other sub-component area of a school other than a classroom such as an auditorium, gymnasium, wing, courtyard, garden or field that is unique or has special significance to the school.

TDSB is the Toronto District School Board which is also referred to as the “Board”.

Team is any formally-organized, sports-related, recreational, curricular or extra-curricular group involving students that represents the local school and/or the TDSB. Icons associated with a team such as but not limited to mascots, logos, costumes, promotional materials, slogans, songs, and cheers are also included.

Type of School is the component of the school name that describes the panel, grade range or programming/focus of the school. It is usually the latter part of the school name such as Junior Middle School, Public School, Secondary School, or Collegiate Institute. For example, in the school name, Charlottetown Junior Public School, the latter part of the school name, Junior Public School, is the type of school.

4.0 RESPONSIBILITY

Associate Director, Modernization and Strategic Resource Alignment

5.0 APPLICATION AND SCOPE

This procedure applies to all those engaged in naming and renaming schools, teams, and special-purpose areas, as defined in section 3.0.

The naming of administrative buildings and non-operating school sites that do not house students is outside the scope of this procedure. Names of these buildings are typically based on street addresses.

6.0 PROCEDURES

The Toronto District School Board (TDSB) recognizes that names of schools, teams, and special-purpose areas contribute an important element to the creation of positive school climate and image and have a direct impact on students, staff, and the entire organization.

6.1. Guiding Principles

The following guiding principles will be followed to build a positive climate that reflects the diversity of TDSB students and communities, values their voices, and fosters a culture of equity, inclusion, dignity, and mutual respect.

The Naming/Renaming Process will:

- a) Reflect the TDSB's commitments as stated in the Mission, Values and Goals Policy (P022), the Human Rights Policy (P031), the Equity Policy (P037) and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples;
- b) Advance student voice so it is at the centre of the naming/renaming process by providing focused and intentional learning for students about the importance of identity, equity, anti-racism and anti-oppression, and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples;
- c) Provide inspiration, dignity, and respect; and
- d) Support fairness and transparency.

Names will:

- a) Prioritize names that have local community, district, provincial, Indigenous or Canadian significance and reflect the diversity of Toronto;
- b) Take into account the impact of colonialism and anti-Indigenous racism that are part of Canada's history and reject any names, symbols or namesakes that reinforce that history as well as the negative impacts of colonialism; and
- c) Reject any names, symbols or namesakes tied to systems of oppression, race, histories of discrimination, stereotypes, bias, prejudice or hate and uphold the TDSB's commitment to human rights.

6.2. Considerations for Naming/Renaming Schools

Names may be based on one or a combination of several considerations, including but not limited to the following:

- a) Word(s) or names(s) of significance to Indigenous peoples considered and developed in partnership with the Urban Indigenous Community Advisory Committee or Elders Council;
- b) The historical or current name of the district or local community in which the school is located;

- c) Word(s) descriptive or symbolic of the program focus of the school;
- d) The name of the street on which the school is located;
- e) Word(s) or name(s) of local, district, provincial, national or international significance; and
- f) A historical event of significance in the area in which the school is located.

The names of local, provincial, federal or international politicians who are currently in office will be excluded from consideration.

6.3. Naming a New School

- (a) The process to name a new school will be student-centred and led by the Superintendent of Education.
- (b) The Superintendent of Education will form a school naming committee to consider possible names.
- (c) Committee members will include seven holding school students* (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregivers), four parent/guardian/caregiver representatives, the Principal, the Superintendent of Education, and the local Trustee.

* Students who will be attending the new school once it opens.

- (d) The Principal will ensure that focused and intentional learning about the importance of identity, equity, anti-racism and anti-oppression and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples is provided to all students at the school.
- (e) The Principal will ensure that the selection of students for the committee reflects a diverse cross-section of students in the holding school and that the students are able to participate fully and freely share their thoughts.
- (f) Quorum will be defined as the majority of committee members. The committee will operate by consensus. If consensus cannot be reached, majority voting will be considered. Majority may not be appropriate in all situations. The outcome must reflect an anti-oppressive approach that provides a way for the needs of the minority, equity-deserving group to be met. In a tie vote, the Superintendent of Education will make the decision.

- (g) All committee members will vote. Voting will be done by ballot.
- (h) The committee will invite submissions from the holding school students and their parents/guardians/caregivers. Committee members can make submissions.
- (i) The Superintendent of Education and the Principal will engage committee members and stakeholders in a clear, collaborative, fair, and equitable process that emphasizes student voice, centres marginalized and Indigenous communities, and considers positive inspiration versus potential negative impact.
- (j) The committee will develop a shortlist of no more than three names in order of preference and consistent with the guiding principles established by the Naming Schools, Teams, and Special-Purpose Area Policy (P047) (referred to as “the guiding principles”). The committee will determine the process to develop the shortlist.
- (k) If a person’s name is being considered, the Superintendent of Education will contact the individual or family to secure approval to consider the name before moving forward. If approval is not given, the committee will select an alternate name for consideration.
- (l) If an Indigenous name is being considered, the Superintendent of Education will engage the Urban Indigenous Community Advisory Committee or Elders Council before student input is sought regarding the three names.
- (m) The Principal will conduct a vote of the holding school students to obtain input.
- (n) The committee will review the results of the student vote and determine which name will be recommended.
- (o) The Superintendent of Education will present a recommendation on behalf of the naming committee to the appropriate standing committee and the Board of Trustees for approval.
- (p) If the committee is unable or unwilling to fulfill its role for any reason, TDSB administration will have the discretion to extend the timeline or terminate the work of the committee. If the work of the committee has been terminated, the process will be completed by central TDSB staff.
- (q) The Board of Trustees will make the final decision about the name of the new school.
- (r) Following approval by the Board of Trustees, the name of the new school will be shared with students and parents/guardians/caregivers.

- (s) The cost of signage with the name of the new school will be part of the capital budget for the construction of the new school.

6.4. Renaming a School

- (a) The process to rename a school will be student-centred and led by the Superintendent of Education.
- (b) Schools may need to be renamed for different reasons:
 - i. The review of the name of an existing school is required when the name is not consistent with the guiding principles established by the Naming Schools, Teams, and Special-Purpose Area Policy (P047) (referred to as “the guiding principles”).
 - ii. Renaming may be requested by a school to reflect a significant change in school focus or the development of a new school identity (e.g., following a school consolidation).
- (c) In the case of a school name that is not consistent with the guiding principles, a formal vote of students currently enrolled in the school is not required at the beginning of the process. The Central Name Review Committee will present a report to the appropriate standing committee and the Board of Trustees requesting approval to proceed with the renaming process.
- (d) In all other cases, the Principal will conduct a student vote to determine if there is interest in the name change before the process to rename a school is initiated.

A formal vote of students currently enrolled at the school will be done as follows:

- i. Each student registered at the school and expected to be at the school in the following year is eligible to cast one vote;
 - ii. Students in Grades 7-12 may cast their own vote;
 - iii. Students in Kindergarten to Grade 6 will be represented by their parents/guardians/caregivers who will vote on their behalf; and
 - iv. The vote must have a participation rate of 70 percent of the eligible voters with a 60 percent approval rate by the participating voters to move forward with the process.
- (e) If the vote result confirms student interest, the Superintendent of Education will present a report to the appropriate standing committee

and the Board of Trustees requesting approval to proceed with the renaming process.

- (f) If approved, the Superintendent of Education will form a school renaming committee to consider possible names.
- (g) Committee members will include seven students (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregivers), two school staff, two school council or parent/guardian/caregiver representatives, the Principal, the Superintendent of Education, and the local Trustee.
- (h) The Principal will ensure that focused and intentional learning about the importance of identity, equity, anti-racism and anti-oppression and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples is provided to all students at the school.
- (i) The Principal will ensure that the selection of students for the committee reflects a diverse cross-section of students in the school and that the students are able to participate fully and freely share their thoughts.
- (j) Quorum will be defined as the majority of committee members. The committee will operate by consensus. If consensus cannot be reached, majority voting will be considered. Majority may not be appropriate in all situations. The outcome must reflect an anti-oppressive approach that provides a way for the needs of the minority, equity-deserving group to be met. In a tie vote, the Superintendent of Education will make the decision.
- (k) All committee members will vote. Voting will be done by ballot.
- (l) The committee will invite submissions from the school's students, staff, and school council. Committee members can make submissions.
- (m) The Superintendent of Education and the Principal will engage the committee members and stakeholders in a clear, collaborative, fair and equitable process that emphasizes student voice, centres marginalized and Indigenous communities, and considers positive inspiration versus potential negative impact.
- (n) The committee will develop a shortlist of no more than three names in order of preference and consistent with the guiding principles. The committee will determine the process to develop the shortlist.
- (o) If a person's name is being considered, the Superintendent of Education will contact the individual or family to secure approval to

consider the name before moving forward. If approval is not given, the committee will select an alternate name for consideration.

- (p) If an Indigenous name is being considered, the Superintendent of Education will engage the Urban Indigenous Community Advisory Committee or Elders Council before student input is sought regarding the three names.
- (q) The Principal will conduct a student vote to obtain input.
- (r) The committee will review the results of the student vote and determine which name will be recommended.
- (s) The Superintendent of Education will present a recommendation on behalf of the renaming committee to the appropriate standing committee and the Board of Trustees for approval.
- (t) If the committee is unable or unwilling to fulfill its role for any reason, TDSB administration will have the discretion to extend the timeline or terminate the work of the committee. If the work of the committee has been terminated, the process will be completed by central TDSB staff.
- (u) The Board of Trustees will make the final decision about the new school name.
- (v) Following approval by the Board of Trustees, the new school name will be shared with students, staff and parents/guardians/caregivers.
- (w) The cost for signage to reflect the new school name will be covered centrally.

6.5. Naming or Renaming a Team

- (a) The process to name or rename a team will be student-centred and led by the Principal.
- (b) In the case of a team name that is not consistent with the guiding principles established by the Naming Schools, Teams, and Special-Purpose Area Policy (P047) (referred to as “the guiding principles”), a formal vote of students currently enrolled in the school is not required at the beginning of the process.
- (c) In other cases, the Principal will conduct a student vote before the process to rename a team is initiated to determine if there is interest in the name change. Schools will follow democratic principles and determine the percent approval needed to move forward with the process.

- (d) If the vote result confirms student interest, a committee will be formed to consider possible names.
- (e) Committee members will include five students (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregivers), two school staff, two school council or parent/guardian/caregiver representatives, and the Principal.
- (f) The Principal will ensure that focused and intentional learning about the importance of identity, equity, anti-racism and anti-oppression and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples is provided to all students at the school.
- (g) The Principal will ensure that the selection of students for the committee reflects a diverse cross-section of students in the school and that the students are able to participate fully and freely share their thoughts.
- (h) Quorum will be defined as the majority of committee members. The committee will operate by consensus. If consensus cannot be reached, majority voting will be considered. Majority may not be appropriate in all situations. The outcome must reflect an anti-oppressive approach that provides a way for the needs of the minority, equity-deserving group to be met. In a tie vote, the Principal will make the decision.
- (i) All committee members will vote. Voting will be done by ballot.
- (j) The committee will invite submissions from the school's students and staff. Committee members can make submissions.
- (k) The Principal will engage the committee members and stakeholders in a clear, collaborative, fair and equitable process that emphasizes student voice, centres marginalized and Indigenous communities, and considers positive inspiration versus potential negative impact.
- (l) The committee will develop a shortlist of no more than three names in order of preference and consistent with the guiding principles. The committee will determine the process to develop the shortlist.
- (m) If a person's name is being considered, the Principal will contact the individual or family to secure approval to consider the name before moving forward. If approval is not given, the committee will select an alternate name for consideration.
- (n) If an Indigenous name is being considered, the Principal will engage the Urban Indigenous Community Advisory Committee or Elders Council before student input is sought regarding the three names.

- (o) The Principal will conduct a student vote to obtain input.
- (p) The committee will review the results of the student vote and decide on the name.
- (q) If the committee is unable or unwilling to fulfill its role for any reason, TDSB administration will have the discretion to extend the timeline or terminate the work of the committee. If the work of the committee has been terminated, the process will be completed by central TDSB staff.
- (r) The name will be shared with students and staff.
- (s) The cost for signage and uniforms to reflect the new name will be covered centrally.

6.6. Naming or Renaming a Special-Purpose Area in a School

- (a) The process to name or rename a special-purpose area will be student-centred and led by the Principal.
- (b) In the case of a name that is not consistent with the guiding principles established by the Naming Schools, Teams, and Special-Purpose Area Policy (P047) (referred to as “the guiding principles”), a formal vote of students currently enrolled in the school is not required at the beginning of the process.
- (c) In other cases, the Principal will conduct a student vote before the process to rename a special-purpose area is initiated to determine if there is interest in the name change. Schools will follow democratic principles and determine the percent approval needed to move forward with the process.
- (d) If the vote result confirms student interest, a committee will be formed to consider possible names.
- (e) Committee members will include five students (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregivers), two school staff, two school council or parent/guardian/caregiver representatives, and the Principal.
- (f) The Principal will ensure that focused and intentional learning about the importance of identity, equity, anti-racism and anti-oppression and the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples is provided to all students at the school.

- (g) The Principal will ensure that the selection of students for the committee reflects a diverse cross-section of students in the school and that the students are able to participate fully and freely share their thoughts.
- (h) Quorum will be defined as the majority of committee members. The committee will operate by consensus. If consensus cannot be reached, majority voting will be considered. Majority may not be appropriate in all situations. The outcome must reflect an anti-oppressive approach that provides a way for the needs of the minority, equity-deserving group to be met. In a tie vote, the Principal will make the decision.
- (i) All committee members will vote. Voting will be done by ballot.
- (j) The committee will invite submissions from the school's students, staff, and school council. Committee members can make submissions.
- (k) The Principal will engage the committee members and stakeholders in a clear, collaborative, fair and equitable process that emphasizes student voice, centres marginalized and Indigenous communities, and considers positive inspiration versus potential negative impact.
- (l) The committee will develop a shortlist of no more than three names in order of preference and consistent with the guiding principles. The committee will determine the process to develop the shortlist.
- (m) If a person's name is being considered, the Principal will contact the individual or family to secure approval to consider the name before moving forward. If approval is not given, the committee will select an alternate name for consideration.
- (n) If an Indigenous name is being considered, the Principal will engage the Urban Indigenous Community Advisory Committee or Elders Council before student input is sought regarding the three names.
- (o) The Principal will conduct a student vote to obtain input.
- (p) The committee will review the results of the student vote and decide on the name.
- (q) If the committee is unable or unwilling to fulfill its role for any reason, TDSB administration will have the discretion to extend the timeline or terminate the work of the committee. If the work of the committee has been terminated, the process will be completed by central TDSB staff.
- (r) The name will be shared with students, staff, parents/guardians/caregivers, and the local Trustee.

- (s) The Principal will inform the System Planning Officer of the name for record-keeping purposes.
- (t) The cost for signage to reflect the new name will be covered centrally.
- (u) Naming Rights and Donations:

Naming rights for a special-purpose area in recognition of a major donation from an individual or an external organization (e.g., corporation, commercial organization or non-profit organization) will be referred to the Business Development department for review and processing. Although outside the scope of this procedure, the process will align with the Mission, Values and Goals Policy (P002), the Equity Policy (P037) commitments, and TDSB's guiding principles for naming outlined in the Naming Schools, Teams, and Special-Purpose Areas Policy (P047).

6.7. Critical Review of Names

- (a) Proactive Review of Names:

The TDSB will establish a process and dedicate adequate resources for the proactive review of names to identify those that are not consistent with the guiding principles outlined in the Naming Schools, Teams, and Special-Purpose Areas Policy (P047). Names that are not consistent with the guiding principles will be reviewed on a priority basis. If necessary, research will be done to identify and provide context for names of schools which may not be compliant.

Each year, the TDSB will determine which schools will be reviewed. The specific number will be based on need for renaming as well as school and system capacity. The renaming process will be led by a review committee of central TDSB staff called the Central Name Review Committee with support from external experts as required.

The TDSB will also proactively plan for the possible renaming of a newly consolidated school following a school closure.

Factors to be considered by the Central Name Review Committee:

- i. Whether and how the current name compromises the Board's Mission, Values and Goals Policy (P002), the Human Rights Policy (P031), the Equity Policy (P037) commitments, the Truth and Reconciliation Commission of Canada: Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples and TDSB's guiding principles for naming as outlined in the Naming Schools, Teams, and Special-Purpose Area Policy (P047);

- ii. The source and strength of evidence;
- iii. The nature of the offensive behaviour and its proportion to the person's life and contribution to society (in the case of a school named after a person); and
- iv. The harmful impact to students, staff, parents/guardians/caregivers, the community, and the TDSB of not changing the name.

If the Central Name Review Committee determines that renaming is justified, its findings and the list of schools will be shared with the Principal, Superintendent of Education, and the local Trustee before the names of the schools to be reviewed are made public and presented to the Board of Trustees.

The Board of Trustees will approve the initiation of a school renaming process and the approval of the recommended name at the end of the process.

The review of names will be student-centred and will follow the Naming Schools, Special-Purpose Areas, and Teams Policy (P047) and this procedure.

The review of school names will be prioritized followed by those of teams and special-purpose areas.

(b) Reactive Review of Names:

The Superintendent of Education may initiate the process to review the name of a school, team or special-purpose area in response to a request submitted by the Principal on behalf of students, parents/guardians/caregivers, staff or community members.

In the case of a school renaming, the request must be presented to the Central Name Review Committee and include the reason for the name change request.

Renaming may be requested by a school to reflect a significant change in school focus or the development of a new school identity.

In the case of a team or special-purpose area, the Superintendent of Education will work with the Principal to follow the process outlined in this procedure. Board approval will not be required to initiate the review process or approve the recommended name.

6.8. Type of School in the School Name

- a) When a new school name is developed through the Naming a New School process or the Renaming a School process, the type of school will be determined by central staff under the leadership of the Associate Director, Modernization and Strategic Resource Alignment, in consultation with the affected school's Superintendent and Principal and be part of the recommended new school name to the Board of Trustees for approval.
- b) In instances where the type of school needs to be updated to reflect the grade range or programming/focus of a school but the main part of the school name remains the same, it is not necessary to follow the Renaming a School process. Instead, a recommendation will be developed by central staff under the leadership of the Associate Director, Modernization and Strategic Resource Alignment, in consultation with the affected school's Superintendent and Principal and be submitted to the Board of Trustees for approval. This recommendation can be part of a report coming out of a Program Area Review or similar investigation or as a standalone report.

7.0 EVALUATION

This Procedure will be reviewed as required but at a minimum every five years.

8.0 APPENDIX

Appendix A: Summary Chart of Naming/Renaming Processes

9.0 REFERENCE DOCUMENTS

Policies:

Advertising (P006)

Equity (P037)

Human Rights (P031)

Mission, Values and Goals (P002)

Naming Schools, Teams, and Special-Purpose Areas (P047)

Procedures:

Advertising (PR507)

Resources:

Truth and Reconciliation Commission of Canada: Calls to Action

United Nations Declaration on the Rights of Indigenous Peoples

Appendix A

Summary Chart of Naming/Renaming Processes

	Naming a New School	Renaming a School	Naming/Renaming Teams	Naming/Renaming Special Purpose Area
Student Vote to Determine Interest in Moving Forward with Renaming	N/A	No – if current name is not consistent with guiding principles Yes – if current name is consistent with guiding principles The vote must have a participation rate of 70 percent of the eligible voters with a 60 percent approval rate by the participating voters to move forward with the process.	No – if current name is not consistent with guiding principles Yes – if current name is consistent with guiding principles Schools will follow democratic principles and determine the percent approval needed to move forward with the process.	No – if current name is not consistent with guiding principles Yes – if current name is consistent with guiding principles Schools will follow democratic principles and determine the percent approval needed to move forward with the process.
Board Approval to Begin Process	No – it is part of the process to construct a new school	Yes	No	No
Committee Chair	Superintendent	Superintendent	Principal	Principal
Committee Membership (must be representative of demographics and diversity of school population)	seven holding school students* (students in Grades 7 to 12 will represent themselves and younger students will be represented by their	seven students (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregive	five students (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregive	five students (students in Grades 7 to 12 will represent themselves and younger students will be represented by their parents/guardians/caregivers

	Naming a New School	Renaming a School	Naming/Renaming Teams	Naming/Renaming Special Purpose Area
	<p>parents/guardians/caregivers), four parent/guardian/caregiver representatives, the Principal, the Superintendent of Education, and the local Trustee.</p> <p>The Principal will ensure that the selection of committee members reflects a diverse cross-section of students in the school.</p> <p>* Students who will be attending the new school once it opens.</p>	<p>rs), two school staff, two school council or parent/guardian/caregiver representatives, the Principal, the Superintendent of Education, and the local Trustee.</p> <p>The Principal will ensure that the selection of committee members reflects a diverse cross-section of students in the school.</p>	<p>rs), two school staff, two school council or parent/guardian/caregiver representatives, and the Principal.</p> <p>The Principal will ensure that the selection of committee members reflects a diverse cross-section of students in the school.</p> <p>Upon request of the Principal chairing the committee, the Superintendent of Education may be a resource to the committee.</p>	<p>), two school staff, two school council or parent/guardian/caregiver representatives, and the Principal.</p> <p>The Principal will ensure that the selection of committee members reflects a diverse cross-section of students in the school.</p>
Student Consultation re Potential Names	Yes	Yes	Yes	Yes
Committee Decision Making	Consensus or majority vote by ballot – all committee members vote	Consensus or majority vote by ballot – all committee members vote	Consensus or majority vote by ballot – all committee members vote	Consensus or majority vote by ballot – all committee members vote
Board Approval of New Name at End of Process	Yes	Yes	No	No