

# **School Council: Suggested Guidelines for Naming/Renaming of a School**

Updated Jan. 10/2017

Any naming or renaming of a school must follow the direction set out in the District policy (POLICY #: GOV-103).

## **Process:**

The process for developing suggestions for the naming and renaming of schools is delegated to the school council. Where two or more schools are coming together, a joint school committee should be formed consisting of members of the previous school councils/communities. Where a new school community is created before the formation of a school council, a parent advisory committee should be formed by the Principal (if appointed) or the responsible Senior Education Officer.

## **Phase 1 - Generating Potential Names**

The first part of the process is to generate potential names. School councils can generate potential names in a variety of ways, with the most common practice being to directly communicate to the students and parents/guardians that the school council is looking for suggestions.

Some schools have used drop boxes in the office area, or have an email address for all suggestions to be sent. The school website and social media accounts are other ways to generate interest and suggestions from the broader school community.

## **Phase 2 - Narrowing the List**

Upon completion of the first phase, and having received potential names from the broader school community, school councils should then meet to narrow the list of suggestions. It is recommended that the school council consider the factors the Board of Trustees of the Newfoundland and Labrador English School District will use in reviewing recommendations from the school council, as indicated in *The Naming and Re-Naming of Schools* policy:

*5.1 The historical or current name of the community or local area in which the school is located.*

*5.2 Historical or geographical features of the community or local area in which the school is located.*

*5.3 The names of persons who have made outstanding contributions to Newfoundland and Labrador and/or Canada, or who otherwise have significant meaning to the members of the school community.*

### **Phase 3 - Consultation**

Once a shortlist has been developed, typical processes involve a survey of parents/guardians and students. This comes in many formats but could be a simple form letter sent home to families - although modern technologies could be used, such as SynerVoice or Google Forms. This information should also be posted on the school website for community information and response, if possible.

School councils may also wish to seek input from the broader community (beyond parents/guardians and students) and can use the methods outlined above. Should a school council decide to broaden the scope in this manner, information should be shared with local media (e.g., in the form of public service announcements) in order to help provide details of the consultation process to those outside of the school's typical communications network.

### **Phase 4 - School Name Recommendation**

The school council should compile the results of the survey, to be used to finalize the recommendations to the Board. It should be noted that a simple majority of those surveyed by the school council does not determine the recommendation, as the school council may wish to reflect upon the survey results received from the variety of groups surveyed. Decisions may be made based upon a number of factors as outlined in the policy, and as the council believes is in the best interest of the school.

The school council then submits the recommended name to the Board of Trustees for consideration.