



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Naming of Catholic Schools/Board Facilities	<i>Administrative Procedure Number</i> 210
<i>Directional Policy</i> 200 - Catholic Education	

Title of Administrative Procedure:

Naming of Catholic Schools/Board Facilities

Date Approved:

November 2021

Projected Review Date:

November 2026

Directional Policy Alignment:

The Naming of Catholic Schools/Board Facilities Administrative Procedure aligns with Directional Policy 200 – Catholic Education by outlining the transparent community consultation process by which our Catholic schools and board facilities are named or renamed.

Alignment with Multi-Year Strategic Plan:

The Naming of Catholic Schools/Board Facilities Administrative Procedure supports the Board’s Multi-Year Strategic Plan to inspire faith, value relationships and maximize resources.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Board recognizes that the naming of a new Catholic school, the renaming of an existing Catholic school, or the naming of a consolidated Catholic school, is a significant step in the process of establishing a new Catholic school community and serves to express the Catholic heritage both locally and universally. The name and its symbolic significance provide a focus for the school and kindle a unique identity and spiritual bond for students, staff and community members for generations to come.

The final choice of a Catholic school/Board facility name shall be approved by Trustees during a public Board meeting. This decision shall be informed by the recommendations of an ad-hoc School/Board Facility Naming/Renaming Committee, which will bring back recommended names following the public consultation process outlined in this administrative procedure.

1. Any consideration of the name of a school/Board facility shall respect the Catholic identity.
2. When final approval of the building proposal has been received from the Ministry of Education for a new school/Board facility or for a name change to an existing building, or a consolidation of schools, the Board shall appoint an ad-hoc School/Board Facility Naming/Renaming Committee.
3. Prior to naming/renaming schools/Board facilities, the Board shall follow a consultative process to seek suggestions from parents, staff, students, clergy, and ratepayer representatives of the area within which the school/Board facility is located.
4. Schools/Board facilities shall be named in honour of the Divinity, or in honour of a person or group that has been officially recognized by the Church through beatification or canonization, or an outstanding Catholic national, or international figure. The name of a person to be honoured shall not be considered until after the first anniversary of their death.
5. The word "Catholic" shall be an integral part of the school/Board facility name.

E.g., St. John Catholic Elementary School

6. The word "Elementary" or "Secondary" shall be an integral part of a school name.

E.g., St. Stephen Catholic Secondary School

7. The duplication of names within the Board should be avoided.
8. The duplication of names within coterminous Catholic Boards should be avoided.
9. The possessive form shall not be used in the name and all schools shall follow the same naming convention.
10. Names of closed schools/Board facilities shall be considered for Chapels, wings, libraries, etc., in the receiving or consolidated school.

Process for Naming a New School/Board Facility

1. The Board will form a School/Board Facility Naming Committee as soon as final approval of the building project is received from the Ministry of Education to study and formulate recommendations for the name of the school/Board facility.
2. Members of the School/Board Facility Naming Committee will include the local trustee(s) from the area, Director of Education (or designate), Superintendent of Schools for the area, Manager of Communications, appropriate board-level staff assigned by the Director of Education and the new school principal (and/or principal(s) from a feeder school). The committee will also invite representation to join the Naming Committee from the Faith and Equity Committee, local clergy, Catholic School Council Chairpersons from the catchment area feeder schools, parents/guardians and students from the new school community and any other representation deemed necessary by the Naming Committee.
3. Local trustee(s) will serve as chairperson(s) for the School/Board Facility Naming Committee.
4. The School/Board Facility Naming Committee will review the Naming of Schools/Board Facilities Administrative Procedure at the first meeting of the Committee.
5. The School/Board Facility Naming Committee will seek input and engage in consultation on possible school names with parents, staff, students, ratepayers, and the parish community from the area in which the school is located, as deemed appropriate.
6. Communication Services will create a communications plan to support the committee's work and to promote engagement in the naming process within the community.
7. The School/Board Facility Naming Committee will review all submissions and present a maximum of three proposed names (in order of preference) and a rationale for each to the Bishop of the Diocese for review and feedback.

8. The Chairperson(s) of the School/Board Facility Naming Committee will provide a summary report to the Board of Trustees outlining the process, consultation input, feedback from the Bishop and recommendations.
9. The School/Board Facility Naming Committee will present to the Board of Trustees a maximum of three proposed names (in order of preference), a rationale for each, and a recommendation from the Committee for review and final approval.
10. If the Board of Trustees does not approve any of the name recommendations provided by the School/Board Facility Naming Committee, the processes outlined in this administrative procedure shall be repeated.
11. Upon approval of a new name, Communication Services will design and produce a suitable plaque outlining the significance of the school/Board facility name to be located in a prominent location at the school/Board facility.
12. The name of each school/Board facility will be clearly displayed at the front entrance of the school/Board facility.
13. The corporate Board logo, name, and cross will be affixed adjacent to the name of the school and displayed in a prominent location at the front of the school/Board facility.
14. Communication Services will design the official school logo with the new name.

Process for Renaming a New School/Board Facility

1. When a school or community group wishes to rename a school/Board facility, a proposal shall be provided to the Board of Trustees, which will vote on whether to engage the renaming process.
2. If the Board approves a school/Board facility renaming, a School/Board Facility Renaming Committee will be formed.
3. Members of the School/Board Facility Renaming Committee will include the local trustee(s) from the area, Director of Education (or designate), Superintendent of Schools for the area, Manager of Communications, appropriate board-level staff assigned by the Director of Education and the school principal (and/or principal(s) from a feeder school). The committee will also invite representation to join the Naming Committee from the Faith and Equity Committee, local clergy, Catholic School Council Chairpersons, parents/guardians and students from the school community and any other representation deemed necessary by the Renaming Committee.

4. Local trustee(s) will serve as chairperson(s) for the School/Board Facility Renaming Committee.
5. The School/Board Facility Renaming Committee will review the Naming of Schools/Board Facilities Administrative Procedure at the first meeting of the Committee.
6. The School/Board Facility Renaming Committee will seek input and engage in consultation on possible new school names with parents, staff, students, ratepayers, and the parish community from the area in which the school is located, as deemed appropriate.
7. Communication Services will create a communications plan to support the committee's work and to promote engagement in the renaming process within the community.
8. The School/Board Facility Renaming Committee will review all submissions and present a maximum of three proposed names (in order of preference) and a rationale for each to the Bishop of the Diocese for review and feedback.
9. The Chairperson(s) of the School/Board Facility Renaming Committee will provide a summary report to the Board of Trustees outlining the process, consultation input, feedback from the Bishop and recommendations.
10. The School/Board Facility Renaming Committee will present to the Board of Trustees a maximum of three proposed names (in order of preference), a rationale for each, and a recommendation from the Committee for review and final approval.
11. If the Board of Trustees does not approve any of the name recommendations provided by the School/Board Facility Renaming Committee, the processes outlined in this administrative procedure shall be repeated.
12. Following final Board approval of the name change, an official renaming ceremony will be held at the local school/Board facility.
13. Upon approval of a new name, Communication Services will design and produce a suitable plaque outlining the significance of the school/Board facility name to be located in a prominent location at the school.
14. Communication Services will design the official school logo with the new name.
15. The former logo and name will be archived in the Records Retention Centre at the Catholic Education Centre.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment of this administrative procedure with the Catholic Education Directional Policy
- Reviewing the Naming of Schools Administrative Procedure as part of its regular policy and procedure review cycle
- Approving the naming and renaming of Catholic schools/board facilities

Local Trustees are responsible for:

- Chairing the naming or renaming committee as outlined in this administrative procedure

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure
- Participating as a member of the naming or renaming committee or designating staff as outlined in this administrative procedure

Superintendents of Schools and System Portfolios are responsible for:

- Participating as a member of the naming or renaming committee as outlined in this administrative procedure

Principals are responsible for:

- Participating as a member of the naming or renaming committee as outlined in this administrative procedure

Manager of Communications is responsible for:

- Providing communications support to the naming or renaming committee as outlined in this administrative procedure

Progress Indicators:

- Meaningful community engagement in the naming or renaming of a school community.