

ADMINISTRATIVE PROCEDURES	
Administrative Procedure Section PUBLIC RELATIONS/ COMMUNICATIONS	Policy Number 713
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ADMINISTRATIVE PROCEDURE TITLE

Naming of Schools/Board Facilities

1.0 ADMINISTRATIVE PROCEDURE

Process for Naming a New School/Board Facility

- 1.1 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.
- 1.2 Members of the School/Board Facility Naming Committee will include the local trustee(s) from the area, Director of Education, Superintendent of Schools for the area, Manager of Communications and Freedom of Information/Protection of Privacy, staff member from the Office of Faith Development, representative from the Equity and Inclusive Education Committee, local clergy, principal (where appointed), Catholic School Council Chairpersons (from feeder schools), principal(s) (from feeder schools), parent(s) of future students of the new school, student representative(s) who will be attending the new school, and other members as deemed appropriate.
- 1.3 Local trustee(s) will serve as chairperson(s) for the School/Board Facility Naming Committee.
- 1.4 The School/Board Facility Naming Committee will review the Naming of Schools/Board Facilities Policy and Administrative Procedure at the first meeting of the Committee.
- 1.5 The School Naming/Board Facility 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.

- 1.6 The Manager of Communications and Freedom of Information/Protection of Privacy will promote the process for the selection of a name for the school/Board facility through media releases, flyers, parish bulletins, school newsletters.
- 1.7 The School Naming/Board Facility Committee will review all submissions and present a maximum of three proposed renames (in order of preference identified by the process), a rationale for each, and a recommendation from the Committee to the Bishop of the Diocese for review and approval. The Bishop will be requested to advise the Committee of his preference from among the three names provided and give his advice in the event none meet diocesan criteria - in which case procedures will be repeated.
- 1.8 The School Naming/Board Facility Committee will present a maximum of three proposed renames (in order of preference identified by the process), a rationale for each, and a recommendation from the Committee and the Bishop of the Diocese for review and final approval.
- 1.9 The Manager of Communications and Freedom of Information/Protection of Privacy will prepare a summary report for the Board of the process, consultation input, and recommendations.
- 1.10 The selection of the new school/Board facility name will be promoted at a public meeting/event of the school community and through the media.
- 1.11 A suitable plaque and scroll, outlining the significance of the school/Board facility name, will be designed and produced by the Board's Communication Services for display and distribution.
- 1.12 The name of each school/Board facility will be clearly displayed at the front entrance of the school/Board facility.
- 1.13 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.
- 1.14 The official logo with the new name will be designed by Communication Services.
- 1.15 The former logo and name will be archived in the Records Retention Centre at the Catholic Education Centre.

- 1.16 Prospective school names will be reviewed by the Equity and Inclusive Education Committee to ensure compliance with the Board's Valuing Diversity Policy and Administrative Procedure.

Process for Renaming a School/Board Facility

- 1.1 When a school or community group wishes to rename a school/Board facility, a rationale will be approved by the Board prior to the initiation of the process.
- 1.2 If the Board approves a school/Board facility renaming, a School/Board Facility Renaming Committee will be formed.
- 1.3 Members of the School/Board Facility Renaming Committee will include the local trustee(s) from the area, Director of Education, Superintendent of Schools for the area, Manager of Communications and Freedom of Information/Protection of Privacy, staff member from the Office of Faith Development, local clergy, principal (where appointed), Catholic School Council Chairpersons (from feeder schools), principals (from feeder schools), parent(s) of future students of the new school, student representative(s) who will be attending the new school, and other members as deemed appropriate.
- 1.4 Local trustee(s) will serve as chairperson(s) for the School/Board Facility Renaming Committee.
- 1.5 The School/Board Facility Renaming Committee will review the Naming of Schools/Board Facilities Policy and Administrative Procedure at the first meeting of the Committee.
- 1.6 The School Renaming/Board Facility 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.
- 1.7 Notice of possible school/Board facility renaming will be sent to local residents living within 500 meters.
- 1.8 The Manager of Communications and Freedom of Information/Protection of Privacy will inform the media of the renaming initiative and the process for the selection of a rename for the school/Board facility.

- 1.9 The School Renaming/Board Facility Committee will review all submissions and present a maximum of three proposed renames (in order of preference identified by the process), a rationale for each, and a recommendation from the Committee to the Bishop of the Diocese for review and approval. The Bishop will be requested to advise the Committee of his preference from among the three names provided and give his advice in the event none meet diocesan criteria - in which case procedures will be repeated.
- 1.10 The School Renaming/Board Facility Committee will present a maximum of three proposed renames (in order of preference identified by the process), a rationale for each, and a recommendation from the Committee and the Bishop of the Diocese for review and final approval.
- 1.11 The Manager of Communications and Freedom of Information/Protection of Privacy will prepare a summary report for the Board of the process, consultation input, and recommendations.
- 1.12 The selection of the new school/Board facility rename will be promoted at a public meeting of the school community and through the media.
- 1.13 Pending final approval by the Board, an official renaming ceremony will be held at the local school/Board facility.
- 1.14 A suitable plaque and scroll outlining the significance of the school/Board facility name, will be designed and produce by the Board's Communication Services for display and distribution.
- 1.15 The name of each school/Board facility will be clearly displayed at the front entrance of the school/Board facility.
- 1.16 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.
- 1.17 The official logo with the new name will be designed by Communication Services.
- 1.18 The former logo and name will be archived in the Records Retention Centre at the Catholic Education Centre.

2.0 TERMS AND DEFINITIONS

2.1 CLOSED/CONSOLIDATED SCHOOLS

Closed/consolidated schools are two or more existing schools that are closed and the students are moved to one new consolidated location, or one or more existing schools that are closed, and the students are relocated to fill existing space in one or more existing schools.

2.2 COTERMINOUS SCHOOL BOARDS

Coterminous school boards are neighbouring school boards that border the boundaries of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

3.0 REFERENCES/RELATED DOCUMENTS

4.0 RELATED ADMINISTRATIVE PROCEDURES

5.0 RELATED FORMS

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

March 2017

7.0 APPROVED BY BOARD

March 27, 2012

8.0 EFFECTIVE DATE

March 27, 2012

9.0 REVIEW BY

Communication Services

10.0 LAST REVISION DATE