

Policy 25

NAMING OF FACILITIES

Background

As outlined in Policy 2, Role of the Board, the Board is responsible for the naming of all Division schools and facilities. Naming must be in compliance with Canon Law (793-806/Appendix A)

1. The Superintendent shall facilitate with the formation of a committee for the purposes of shortlisting the names of a school, a portion of a school, a facility or of property.
2. The committee will seek to have representation from the local trustee(s), community at large (parish council, historical societies, senior citizens), school administration, the local teaching staff, parents, and the students.
 - 2.1 Each representative group shall be limited to a maximum of two members.
3. The committee shall determine the process that will be followed in identifying which names get submitted to the Board for consideration.
4. The names that go forward to the Board for consideration may:
 - 4.1 Have significance for the students, parents and the community of the particular facility;
 - 4.2 Be associated with saints or individuals who have exemplified Catholicity;
 - 4.3 Be easily identifiable with the facility;
 - 4.4 Not be in conflict with the names of other facilities in the system, or surrounding divisions;
5. The names that go forward to the Board for consideration shall:
 - 5.1 Be appropriate in terms of copyright and trademark provisions;
 - 5.2 Receive prior approval from the Archbishop.
6. Where possible, new facilities shall be assigned names before construction begins.
7. The Board is responsible for approval of names of all Division-owned facilities or property. The approval will be done through resolution.
8. For appropriate cause, not requiring disclosure, the Board of Trustees may choose to designate a replacement name for a school or portion of a school. In such circumstances, the process of designating a new name shall be in accordance with the procedures outlined in this policy.

Reference: Section 33,52,53,222 Education Act