

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – GENERAL ADMINISTRATION	CODE:	AP 557
PROCEDURE:	NAMING OF EDUCATIONAL FACILITIES		

BACKGROUND

Each community should have the opportunity to participate in the naming of a new or amalgamated school facility. The chosen name should reflect the mission and values of our school division. The Board has retained authority for naming of schools and other Board owned facilities as noted in Board Policy 2 Selected Responsibilities.

GUIDELINES

1. The Director or Designate shall develop a process to invite students, staff, community members and trustees to submit suggestions to name schools. The process will involve research and rationale for such naming that includes recognition of the mission and values of the School Division.
2. In submitting names, some criteria considered is that the name should be:
 - 2.1 A source of inspiration to the staff and students of the wider Catholic community;
 - 2.2 Such that students may emulate the ideals of the individual;
 - 2.3 One with which students can identify;
 - 2.4 Easily identified as “Catholic.” Saints’ names are identifiable; however, names of lay Catholics could also be used. The concept of a wider Christian reality could be considered.
3. Information will be summarized and presented to the Board for consideration and approval.
4. The Board’s decision will be shared with all educational stakeholders, including the Ministry of Education.

PROCEDURES

1. Naming New Schools

- 1.1 When planning new school construction, there will be consultation with the school community.
- 1.2 The Director or Designate will propose a competition for naming each new school.
- 1.3 The school name will be determined six months to one year prior to completion by recommendation to and subsequent approval by the Board of Trustees.

2. Dedicating Room and Wings of Buildings:

- 2.1 A portion of a school or facility may be named providing that a consultation of suggested names is carried out.
- 2.2 When a memorial dedication is recommended, confidential consultation with the family is essential.
- 2.3 All recommendations must be presented and subsequently approved by the Board of Trustees, similar to Naming of Schools procedures.
- 2.4 School shall keep records as to which rooms and wings of buildings have been dedicated to whom, and for what reason(s).
- 2.5 For appropriate cause, not requiring disclosure, the Board of Trustees may rescind a name of a portion of a school facility.

Reference: *Sections 85, 87, 109, 110, Education Act*

Date Issued: February 8, 2016