



YORK CATHOLIC DISTRICT SCHOOL BOARD

| BOARD POLICY | |
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| <i>Policy Section</i> Facilities | <i>Policy Number</i> 709 |
| <i>Former Policy #</i> 509 | <i>Page</i> 1 of 4 |
| <i>Original Approved Date</i> | <i>Subsequent Approval Dates</i> |
| January 1970 | March 17, 1987 February 3rd, 2009 March 25, 2014 June 16, 2020 September 29, 2020 |

POLICY TITLE: NAMING OF SCHOOLS

SECTION A

1. PURPOSE

The selection of a school name is a significant step in the process of establishing a new school community because, from the name, the ethos of the school will develop. Within a Catholic school community, the school name is intended to forge a connection with a Saint or other significant Catholic individual or tradition, whose gifts/meaning will provide a focus for the school and kindle a unique identity and spiritual bond for the students and staff. The purpose of this policy and related guidelines is to provide direction to staff and community partners who are responsible for proposing names for new schools in the York Catholic District School Board.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that schools of the Board shall be named in honour of the Divinity, a Catholic tradition, a person or group that has been officially recognized by the Church through beatification or canonization.

3. PARAMETERS

3.1 The chosen name shall reflect, in an obvious manner, the Catholic faith, e.g.:

Blessed Trinity Catholic Elementary School
 Sacred Heart Catholic High School
 St. Augustine Catholic High School
 St. Joseph Catholic Elementary School

3.2 Key consideration shall be given to the local Parish name if not previously selected.

3.3 The duplication of names within the Board will not be permitted (including names of schools that have closed or have been consolidated).

3.4 The name of the school shall be such that it does not encourage abbreviation or nicknaming.

- 3.5 The possessive form shall not be used in the name.
- 3.6 The final choice of a school name shall rest solely with the Board.
- 3.7 If a school name is modified, a new plaque will be produced with the name of the Board of Trustees, on the Board at the time of approving the name change.

4. RESPONSIBILITIES

4.1 Board of Trustee(s)

- 4.1.1 To chair the school naming committee.
- 4.1.2 To present a recommended list of names to the Board.

4.2 Director of Education

- 4.2.1 To oversee the compliance of the Naming of Schools Policy and related guidelines.

4.3 Superintendent of Education: School Leadership

- 4.3.1 To support the implementation of the Naming of Schools Policy and related guidelines.
- 4.3.2 To form a school naming committee consisting of the local Trustee(s), Principal (where appointed), local pastor(s), parents of the future students of the new school, students who will be attending the new school and other community members deemed appropriate.

4.4 Principals

- 4.4.1 To ensure that a suitable plaque or scroll, outlining the significance of the school name, is arranged for and displayed appropriately in the school.

5. Cross References

YCDSB Policy 702 Solemn Blessing and Official Opening of New Schools and Additions

YCDSB Handbook for School Blessings and Official Openings

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|--------------------------|------------------------------------|
| Approval by Board | September 29, 2020 _____ |
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POLICY TITLE: NAMING OF SCHOOLS

SECTION B GUIDELINES: PROCEDURES FOR NAMING SCHOOLS

1. New Schools

- 1.1 As soon as the boundaries are established for the new school, the Superintendent of Education for the school, in consultation with the Trustee(s) representing the attendance area shall meet to determine membership for this committee.
- 1.2 The committee shall seek input and engage in consultation on possible school names.
- 1.3 The committee shall recommend at least three names, in order of preference, with rationale, to the Board.

2. Closed/Consolidated Schools

- 2.1 If two or more existing schools are closed, and the students are moved to one new consolidated location the procedure for the naming of new schools shall be followed
- 2.2 If one or more existing schools are closed, and the students are relocated to fill existing space in one or more existing schools the name of the receiving school(s) shall be maintained.
 - 2.2.1 Upon electing the new Catholic School Council, a subcommittee shall be established, with representatives from all merged school communities. The subcommittee will devise a plan to honour the closed school(s) name (i.e., chapel, peace garden, reflection area in the library).

3. Replacement / Relocated Schools

- 3.1 If an existing school is replaced or relocated, and the pupils are relocated to a new school facility, the name of the closed school shall become the name of the new school unless the Catholic School Council requests, in writing to the Director of Education, that a name change be considered due to:
 - a. Its location in a new Parish;
 - b. Its location in an area served by two or more Parishes; or,
 - c. Another reason precipitated by the location change.
- 3.2 Following a request by a Catholic School Council, the Director of Education will request that the Superintendent of Education assigned to the new school location implement the naming of new school's guidelines.

4. Renaming Existing Schools

4.1. Non Program Needs

- 4.1.1 Where the title of the individual for whom the school has been named is changed by the Catholic Church, the Superintendent of Education assigned to the school shall consult with the Catholic School Council and shall draft a report to the Board recommending renaming the school to incorporate the new title.
- 4.1.2 Under extenuating circumstances the Board may decide that a name change is required. In such circumstances, a motion to approve the start of a school renaming process similar to a new school shall be followed. A list of at least three names shall be presented to the Board, in order of preference, for final approval.

4.2 **Program Needs**

- 4.2.1 In the event that there is a significant change to the program offering at an existing school, and a change of name is contemplated, the Catholic School Council shall be consulted.
- 4.2.2 The school name may only be altered by the addition or deletion of an extension to the existing name
- 4.2.3 The recommended change shall be presented to the Board by the local Trustee for approval.