

Administrative Procedure 541

NAMING OF DISTRICT SCHOOLS AND WORK SITES

Background

The District is committed to ensuring that names selected for its new schools reflect appropriate models, readily identifiable with the Catholic faith or the history of the District. The lives of saints and Catholic historical figures selected as patrons of new schools and District buildings are to reflect a commitment to gospel values, exemplary service to others and willingness to journey in faith with God, through Christ, in the Spirit.

The selection process for a new school or building name is one of the initial steps to building community among the individuals who will learn and work together in the new building. The process is intended to encourage involvement of a wide range of interested parties: parents, District personnel, trustees and parishioners.

Procedures

1. The Superintendent will maintain a master list of potential saints' names, including brief biographies, considered to be appropriate names for schools. The list includes saints and prominent Catholic figures.
 - 1.1 Upon the request, the Superintendent will bring the master list of names to the Board for review. The list is updated on the basis of suggestions received from schools, parishes and communities during the naming process or as necessary.
2. The Superintendent may establish a School Naming Committee which may include the following members:
 - 2.1 District Administrator (Chair).
 - 2.2 Designated Principal
 - 2.3 Student representative
 - 2.4 Teacher representative
 - 2.5 School Council/Parent representative.
 - 2.6 Additional representation determined by the Superintendent.
3. At its initial meeting, the Naming Committee:
 - 3.1 Reviews naming of District schools procedure that outlines the school naming process;
 - 3.2 Reviews the school profile;
 - 3.3 Shares the list of potential names which shall include both names previously on school

- naming surveys, as well as, names from the general list;
- 3.4 Establishes the timeline for communication with the school and parish communities;
 - 3.5 Sets the date for the follow-up committee meeting to review the input from the school and parish.
4. Following the first meeting of the School Naming Committee, the Superintendent, may conduct further research into any additional names.
 5. The School Naming Committee shall then meet to:
 - 5.1 Review the data from the school community and the parish, which is compiled by the Superintendent
 - 5.2 Make a recommendation, including rationale, to the Superintendent for the name of the new school.
 - 5.3 It is important to note that while input from the parish is collected, considered and valued, in cases where there is a difference in preference between the parish input and the school community's, the input from the students and parents of the students who will be attending the school will be given greater consideration.
 6. The School Naming Committee's recommendation is then submitted to the Board for review and final approval.
 7. Following approval, the Superintendent advises the Board and notifies the Bishop of the approved new school name.
 8. It is important to note that should a school name need to be altered because the Pope proclaims the candidate beatified or canonized, the name of the school is not to be changed prior to the official beatification or canonization date.

Approved: June 14, 2018

Reference: Board Policy 18 – Naming of Division Schools