



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### NAMING AND/OR DEDICATION OF BOARD PROPERTIES (Policy Statement: Naming and/or Dedication of Board Properties)

#### Purpose

The Algonquin and Lakeshore Catholic District School Board is the owner of record of all system properties and identifies parameters and procedures for the naming schools and or dedication of board properties.

#### References

*The Education Act and Regulations*

*The Algonquin and Lakeshore Catholic District School Board Mission Statement*

#### Procedures

##### **1. Naming of a New School**

- 1.1 As soon as the boundary is established for a school, the Superintendent of School Effectiveness shall establish a naming committee that includes two Trustees, the Principal, Parish Priest or representative and at least 4 members from the parent community.
- 1.2 The Naming Committee shall seek input and engage in consultation on possible school names from students, parents, guardians, and ratepayers. The invitation to the community should include a request for a school name and a rationale that aligns with the naming parameters.
- 1.3 The Naming Committee will review the suggested names in light of the naming parameters and prepare a recommendation to the Board, with an associated rationale and the name of the person(s) who put forth the suggested name.
- 1.4 The person(s) submitting the name which is selected will be invited to participate in the official opening of the school.
- 1.5 The Principal of the new school will ensure a suitable plaque or scroll, outlining the significance of the school name, is arranged for and displayed appropriately in the school.

## **Parameters**

- (i) The word "Catholic" shall be an integral part of the school name; i.e.,  
St Joseph Catholic Elementary School  
St Augustine Catholic Secondary School;
- (ii) The chosen name shall reflect in an obvious manner, the Catholic faith;
- (iii) Key consideration shall be given to the Parish name if not previously selected;
- (iv) The duplication of names within the Board shall be avoided;
- (v) Consideration can be given to naming a new school with the name of a closed school;
- (vi) The naming of the school shall be such that it does not encourage abbreviation or nicknaming;
- (vii) The possessive form shall not be used in the name;
- (viii) The final choice of the school name shall rest solely with the Board.

## **2. Dedication of Board Properties**

- 2.1 The Board will consider requests from school and community groups or individuals to name and dedicate a Board facility in part.
- 2.2 To honour a person, group or organization with the designation of a room or location, the nomination group should outline the following:
  - a written proposal which includes a rationale specific to the request;
  - proposed recognition signage and;
  - details of the planned celebration event to honour the dedicated person or group;
  - proposed budget and responsibility associated with request.

This information should be submitted by the Principal/Supervisor to the appropriate Supervisory Officer who will meet with the nominating group to verify the validity of the request. This step should occur three months in advance of any expectation of an event to publicize such an honour.
- 2.3 The Supervisory Officer will forward the formal request with all substantiating details to the Director of Education for review.
- 2.4 The Director of Education will take the formal request and recommendation to the Board for decision two months prior to any expectation of an event to publicize such an honour. A spokesperson from the nominating group will be invited to appear before the Board to address the group's recommendation.
- 2.5 The final decision of the request to dedicate Board property rests with the Board of Trustees.

### 3. Closed/Consolidated Schools

#### ***Definitions***

- (i) Two or more existing schools are closed, and the students are moved to one new consolidated location, or
- (ii) One or more existing schools are closed, and the students are relocated to fill existing space in one or more existing schools.

- 3.1 A Consolidated school can be named following the procedure described in 1, above with the provision that representatives from both schools are part of the Naming Committee. Consideration can also be given to retaining both names (double names) where this would be a preferred option.
- 3.2 The names of schools that are closed can be considered for chapels, wings, libraries and other important spaces within existing schools. The procedure to do this is outlined in 2, above.

#### **Appendices**

#### **Forms**

#### **Associated Documents**

Approved: January 22, 2002

Reviewed: April 28, 2015