



Niagara Catholic District School Board

NAMING/RENAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL POLICY

ADMINISTRATIVE OPERATIONAL PROCEDURES

100 - Board

Policy No 100.15

Adopted Date: June 21, 2016

Latest Reviewed/Revised Date: September 2, 2025

The naming or renaming of a Board facility, designated area or chapel, in whole or in part, will meet the criteria outlined in these Administrative Operational Procedures.

NAMING OF A NEW SCHOOL

The Family of Schools' Superintendent of Education, with support from the Communications' Department, Board Chaplaincy Leader, and Research and Data Analytics Department, will initiate a consultation process for the naming of a new school.

The naming of a new school must adhere to the following criteria:

- named after a Saint, a Pope, one of the mysteries of the Catholic Church or an exemplary Catholic group of individuals;
- "Catholic" must be designated in the name of the school;
- the name should reflect the unique characteristics of the school community;
- the name should be relatable to students; and
- the name has not been utilized within the Board for another school.

CONSULTATION PROCESS

Niagara Catholic parents/guardians, students and school staff within the new school boundaries will be invited to participate in a consultation process.

1. A communications notice will be sent through *school messenger*, inviting parents/guardians, students and school staff to submit a name including a brief rationale, for the naming of a new school.
2. Submissions that meet the criteria will be presented to the Ad Hoc Committee for consideration.

AD HOC COMMITTEE

The Director of Education will convene an Ad Hoc Committee comprised of:

- local Trustee(s)
- Family of Schools' Superintendent
- Director of Education/Designate
- Chair and Vice-Chair of the Board
- Board Chaplaincy Leader
- Episcopal Vicar for Education of the Diocese of St. Catharines
- Parish priests from parishes within the naming school boundaries
- Communications and Community Engagement Officer
- Up to 2 Parent/guardian representative(s) from schools within the naming school boundaries
- Up to 2 Student Council representative(s) from schools within naming school boundaries

- Principal of the naming school (if appointed);
- Elementary principals/vice-principals from schools within the naming school boundaries
- Family of Schools' secondary principal/vice-principal within the naming school boundaries.

CONSULTATION PROCESS

1. The Family of Schools' Superintendent of Education will serve as Chair of the Ad Hoc Committee and at the first meeting will review the policy, administrative operational procedures, and timelines.
2. The Ad Hoc Committee will review the eligible submissions from the consultation process provided by the Administrator of Research and Data Analytics.
3. At this time a new name(s) that meets the criteria, and has not been submitted may be considered by the committee.
4. The Board Chaplaincy Leader will provide a brief biography of the eligible submissions for review by the committee.
5. The Ad Hoc Committee will discuss the biographies, and by consensus, will recommend one name to the Director of Education.
6. The Director of Education will present the name to the Bishop of the Diocese of St. Catharines for endorsement.
7. If endorsed by the Bishop of the Diocese of St. Catharines, the Family of Schools' Superintendent and the Board Chaplaincy Leader will prepare a report for the Director of Education to present the recommendation to the Board of Trustees.
8. The Board of Trustees will approve the recommendation for the name of the new school in a motion at a Board meeting.

SIGNAGE

- All signage of a school name must be displayed prominently on the exterior of the facility or designated area along with the Board logo for the naming of an entire facility; or,
- Displayed prominently in the interior of the facility identifying the named designated area.

REQUEST FOR NAMING OR RENAMING OF A DESIGNATED AREA WITHIN A BOARD FACILITY

A request for the naming or renaming of a designated area of a Board facility must adhere to the following:

1. A request for the naming or renaming of a designated area within a Board facility must be submitted in writing to the Family of Schools' Superintendent of Education for review and consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education.
3. If supported by the Director of Education, the Director will present the recommendation to the Board of Trustees.
4. The Board of Trustees will approve the naming or renaming of a designated area within a Board facility in a motion at a Board meeting.

PROCESS FOR NAMING OR RENAMING A CHAPEL WITHIN A BOARD FACILITY

A request for the naming or renaming of a chapel within a Board facility must adhere to the following:

1. All chapels will be named for the Blessed Trinity, or a name for Christ, a mystery of His life, the name of the Holy Spirit, a name for the Blessed Virgin Mary, a name of a holy angel, the name of a Saint, or the name of a Blessed with approval by the Bishop of the Diocese of St. Catharines.
2. A request for the naming or renaming of a chapel within a Board facility must be submitted in writing to the Family Schools' Superintendent of Education for review and consideration.

3. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education.
4. The Director of Education will consult with the Bishop of the Diocese of St. Catharines for endorsement.
5. If endorsed by the Bishop of the Diocese of St. Catharines, the Director of Education will present the recommendation to the Board of Trustees.
6. The Board of Trustees will approve the naming or renaming of a chapel within a Board facility in a motion at a Board meeting.
7. The name of the chapel within a Board facility will be displayed with appropriate interior signage or lettering.

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