

# 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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March 24, 2020 January 25, 2022 March 27, 2025 September 2, 2025