



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES

### NAMING OF SCHOOLS AND BOARD FACILITIES

#### PROCEDURE FOR NAMING SCHOOLS

When naming a school, the board shall normally follow a consultative process. The director of education shall establish a committee to make recommendations to the board.

The committee will consist of the following members:

- 1) Two trustees, appointed by the board.
- 2) One superintendent of education.
- 3) One principal/designate (in case of consolidation, one representative from each school).
- 4) One teacher representative (in case of consolidation, one representative from each school).
- 5) One parent representative (in case of consolidation, one representative from each school council).
- 6) One student representative (in case of consolidation, one student representative from each school).
- 7) Parish priest or designated parish member from affiliated parish; and
- 8) One community member.

The committee will develop a process for inviting names which meet the board criteria. . The process will be submitted to the director of education in writing for approval prior to commencement of the determined process.

In cases where a single school building is being shuttered because a new school building is being erected, the new school facility will retain the name of the shuttered school building.

The Bishop of the diocese or designate shall be consulted as to the suitability of the name under consideration.

At the end of the process, through consensus, one name will be submitted for consideration of the board. The submission shall also include a summary of the consultation process, the input received and a description of the rationale / significance of the name submitted.

The Board of Trustees will make the final decision regarding the name of the school.

### CRITERIA FOR NAMING SCHOOLS

In keeping with the Catholic Christian philosophy of the Board, the schools and facilities of the Board shall be named in honour of:

- 1) Our Lord or the Blessed Trinity, a Saint, a local parish church, a closed school, or an exemplary Catholic person of local, national, international, or historic significance.
- 2) A Catholic tradition.
- 3) A name that aptly reflects our Catholicity.

Schools shall be designated as either “Catholic Elementary or Catholic Secondary School” in their official school name, unless otherwise approved by the Board.

The duplication of existing names within the board should be avoided.

### PROCEDURE FOR NAMING OTHER BOARD FACILITIES

Should a board facility, other than a school, need to be named, the director of education shall convene a meeting with the senior team. Through a consensus exercise, the senior team shall recommend a name to the board of trustees for approval.

Any name chosen will reflect our Catholicity and be subject to the same criteria as for the naming of schools.