



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Naming of Schools

		Policy Number:	400.17
Adopted:	June 26, 2007	Former Policy Number:	n/a
Revised:	November 22, 2007	Policy Category:	Operations
Reviewed:	February 3, 2014; December 12, 2017	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes the symbolic significance of a school's name and the opportunity to honour a person, event or symbol associated with the Catholic Community.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall determine names for schools that respect the Catholic identity of our school system through a consultative process.

In the naming of a new school, the follow criteria shall be observed:

- Schools shall be designated as either "Catholic Elementary or Catholic Secondary School" in their official school name unless otherwise approved by the Board.
- A school shall be given the name of Our Lord, Our Lady, a Saint, a Catholic tradition, or an exemplary Catholic person of local, national, international or historic significance as approved by the local Bishop.
- The duplication of names within the Board shall be avoided.
- The possessive form shall not be used.
- The school-naming committee shall include a local trustee(s), the appropriate superintendent of schools, local pastor, a principal, a teacher and a representative(s) designated by the appropriate school council(s) within the catchment area.

Glossary of Key Policy Terms: N/A

References: N/A



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Procedure for:	All Staff	Adopted:	June 26, 2007
Submitted by:	Superintendent of Education	Revised:	November 22, 2007
Category:	Operations	Reviewed:	February 3, 2014; December 12, 2017

Purpose

The purpose of this Administrative Procedure is to provide direction to staff and community partners for proposing names for schools in the Brant Haldimand Norfolk Catholic District School Board.

Responsibilities

The Superintendent of schools is responsible for implementing this Administrative Procedure.

Information

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- The duplication of names within the Board shall be avoided.
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Procedures

1.0 Consultative Process

The superintendent of schools shall issue a memorandum inviting suggestions for names of the new school from the school communities at large and all employees of the Board.

The school-naming committee consisting of a local trustee(s), the appropriate superintendent of schools, the local pastor, a principal, a teacher and a representative(s) designated by the appropriate school council(s), will review the suggested names and submit a maximum of three names to the Board of Trustees for consideration, as well as a summary of the process and consultation input.

The Board of Trustees will select and approve the name of the new school from the short list.

If an existing school facility is closed and the pupils are relocated to a new school facility, the name of the closed school facility shall become the name of the new school facility, unless the Catholic School Council requests in writing to the Director of Education that a name change be considered for the school.

The Bishop of the Diocese where the new school is to be located will be consulted as to the suitability of the name submitted.

Definitions – N/A

References – N/A