

POLICY	<u>NAMING OF SCHOOLS AND OPENING CEREMONIES</u>		#	<u>711</u>
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APPROVAL/REVISION	EFFECTIVE	REVIEW		
DATE <u>February 22, 2019</u>	DATE <u>February 22, 2019</u>	DATE: <u>February 22, 2024</u>		
CROSS REFERENCE: Guidelines for Planning School Openings/Dedications/Anniversaries				

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board recognizes that the naming of a school is an event that may generate considerable community interest.
- 1.2 The Board recognizes the symbolic significance of a school's name and the opportunity the name presents to honour a person, event or symbol associated with the Catholic community.
- 1.3 The name assigned to a school identifies a particular educational community, which, over a period of time assumes traditions, a reputation and a spirit and life of its own. Only secondarily does a school name identify a specific building.
- 1.4 The naming of a school and the opening ceremonies shall be in accordance with the guidelines provided in this policy.

B: GUIDELINES

2. At the September Board meeting, the Director will present to the Board a listing of all anniversaries, dedications and school openings for the coming academic year.
3. School Name Requirements
  - 3.1 Schools in the Thunder Bay Catholic District School Board shall be given a name associated with the Roman Catholic community. The name may be of a person, an event, a symbol, or other significant designation.
  - 3.2 The name of each new school shall clearly identify the distinct Catholic nature of our schools and will include the word "Catholic" wherever possible.
  - 3.3 Normally, a school will retain its current name when relocating to another building or site.
4. Naming of a School
  - 4.1 When a new school is opened, when two existing schools are amalgamated or when a request is made to change the name of an existing school, the Director of Education shall establish a Naming Committee to select the school name.
  - 4.2 The Naming Committee may consist of the following members:
    - Superintendent of Education for the new or existing school
    - one teacher representative
    - one member of the non-teaching staff
    - the school Principal
    - one student (if appropriate) selected by the Principal
    - one Trustee
    - one representative of the Diocese (i.e., Parish Priest)
    - one Catholic School Council representative (two, where two schools are being amalgamated)
    - one parent representative selected by the Catholic School Council (two, where two schools are being amalgamated)

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- 4.3 The Superintendent of Education shall act as Committee Chairperson and will be responsible for securing members to the Committee.
  - 4.4 The Principal representative shall be the principal(s) of the school(s). In the case of a new school, where a principal has not yet been designated, CPC-Thunder Bay will be asked to nominate a principal representative.
5. Choice of a Name
- 5.1 The name will be agreed to by simple majority of the Committee.
  - 5.2 The Committee may consult with the Bishop of the Diocese of Thunder Bay as to the suitability of a name under consideration.
  - 5.3 The Committee will bring its recommendation for a name to the Board of Trustees for approval.
6. Room Dedication
- 6.1 At times, the Board may choose to dedicate a room at the Catholic Education Centre or other board building in honour of an individual who has contributed significantly to the Thunder Bay Catholic District School Board or predecessor boards.
  - 6.2 The room to be named and the name itself will be approved by Board Motion.
  - 6.3 The Director will establish a Planning Committee for the naming ceremony according to the Guidelines for Planning School Openings/Dedications/Anniversaries.
7. Opening Ceremonies for New Schools and Additions
- 7.1 The Superintendent of Education for the school, in conjunction with the Principal, will be responsible for holding opening ceremonies as soon as possible after the completion and opening of a school or of an addition.
  - 7.2 The proposed date for the opening celebration shall be submitted to the Director's Office for approval.
  - 7.3 Where the opening celebration coincides with a school anniversary, the two activities may be celebrated as a joint event.
  - 7.4 Planning and resource material from various official school openings are available for reference in the Board Archives Centre located on the lower floor, Education Centre, St. Martin's School. The Board Archives may be accessed through the office of the Superintendent of Business.
8. Date Stones and Plaques
- 8.1 The Manager of Plant is responsible for providing and placing a date stone as part of the construction of a new school.

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- 8.2      The Manager of Plant is responsible for providing and displaying in the new school a plaque bearing the names of the Board members, the Director of Education, the Superintendents, and the Principal at the time of the initiation of the project. In the event that the plaque is a donation from the architect or other company associated with the project, the name of the architect or company shall also be inscribed.
  
- 8.3      The provision of a plaque for a major addition, an anniversary, or the transfer of a school to a different building or site shall be at the discretion of the Board.