



# Northeastern Catholic District School Board

## NAMING OF SCHOOLS AND FACILITIES

Administrative Procedure Number: APE016

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) believes that school and facility names should promote a safe, equitable, welcoming, respectful and inclusive environment for teaching and learning. The NCDSB recognizes the significance of naming a school and ensuring that the name chosen is reflective of the Catholic dimension of our school board.

### REFERENCES

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NCDSB Multi-Year Strategic Plan  
NCDSB Policy  
E-16 Naming of Schools and Facilities

### DEFINITIONS

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#### School-Naming Committee

Assigned by the Director of Education, the committee will consist of a Superintendent of Education (who will serve as chair of the committee), the Catholic school trustee from the school jurisdiction, the principal, the pastoral care worker, a staff member from the school, and a representative designated by the appropriate Catholic School Council.

### PROCEDURES

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#### 1.0 GENERAL PROVISIONS

- 1.1 The objective of this policy is to establish the process for the naming or renaming of schools that supports the Board's commitment and legal responsibilities to Indigenous rights, human rights, anti-oppression, anti-racism, anti-discrimination, and equitable and inclusive Catholic education.
- 1.2 NCDSB recognizes that Indigenous rights are inherent and distinct. Recommendations of possible names for schools will not be such as to infringe or otherwise offend the inherent rights of Indigenous Peoples and will support the rights of all students and employees to an environment that is free from discrimination.
- 1.3 When a new school is approved, when two or more 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 School Naming Committee to select the school name.

1.4 In the case of selecting a name for a Board facility other than an educational centre or school, the committee shall be comprised of the Director of Education, one Manager, one representative from the staff of the facility, and one Catholic school trustee. The Director of Education will serve as chair.

1.5 The duplication of existing names within the Board shall be avoided.

## **2.0 PROCESS**

2.1 The process for selecting the new school name will include, but is not limited to:

- i) The establishment of a school-naming committee;
- ii) A consultative process designed to engage appropriate school community members from the area in which the school is located;
- iii) Research and information gathering relating to name choices;
- iv) A financial analysis of the associated costs of the naming /renaming of a school.

2.2 The School-Naming Committee will report to the Director of Education, through the appropriate Superintendent of Education.

2.3 The appropriate Superintendent of Education will submit a shortlist of no more than three names, in order of preference, to the Board for consideration. The submission shall include a summary of the consultative process, the input received, and a description of the rationale/significance of the short-listed names.

2.4 Notwithstanding the establishment of a School-Naming Committee, the Committee has the discretion to recommend that the name of the school remain unchanged.

## **3.0 CRITERIA FOR NAMING/RENAMING A SCHOOL**

3.1 All schools within the NCDSB will be named using one or several of the following criteria:

- i) to honour Divinity;
- ii) to acknowledge a Catholic tradition;
- iii) in recognition of a person or group that has been officially recognized by the Church (through beatification or canonization); or
- iv) in honour of an outstanding Catholic figure.

3.2 The school name should:

- i) Reflect, in an obvious manner, the Catholic faith;
- ii) Be a source of encouragement and inspiration to the school and wider Catholic community;
- iii) Be such that students may identify with and emulate the ideals of the individual/name of the school;
- iv) Be such that the name does not encourage abbreviation or inappropriate nicknaming.

- 3.3 A school shall be eligible to be renamed under this policy if:
- i) The current name does not align with the Board's commitment or legal responsibilities to Indigenous rights, human rights, anti-oppression, anti-racism, anti-discrimination and equitable and inclusive Catholic education.
  - ii) The current name constitutes a significant departure from generally-recognized standards of public behaviour which is seen to undermine the credibility, integrity or relevance of the Board's values.
  - iii) The current name was appropriated from a culture or community without the necessary engagement and consultation with representatives from the community.
  - iv) The Board, in conjunction with the school community, has developed a new identity for the school.

- 3.4 Notwithstanding the provisions above, either the Board or the Director of Education shall reserve the right, in exceptional circumstances, to declare the name of a school Board facility or dedicated area within a Board facility by Board motion.

#### **4.0 DECISION-MAKING**

- 4.1 The final choice of a school or facility name shall rest solely with the Board of Trustees.
- 4.2 The Board may choose to accept or reject any recommendation of the School-Naming Committee but shall not choose any name not on the short-list of names recommended by the School-Naming Committee.
- 4.3 The Board of Trustees shall declare the name of a school or facility by Board motion.

#### **5.0 FORMS AND RELATED DOCUMENTS**

Nil

**Director of Education:**

*Tricia Stefanie Weltz*

**Date:**

August 2025