



# TCDSB Policy Register

## School Names S.07

<b>Date Approved:</b> 11 Oct. 06	<b>Date of Review:</b>	<b>Dates of Amendment:</b>
<b>Cross Reference:</b>		

### Policy:

1. TCDSB schools shall be designated as either "Catholic Elementary or Catholic Secondary School in their official school name, unless otherwise approved by the Board.
2. A TCDSB Catholic school shall be given the name of Our Lord, Our Lady, a Saint, a Catholic tradition, a local parish church, a closed school, or an exemplary Catholic person of local, national, international, or historic significance.

### Regulations:

#### (A) NEW SCHOOLS:

1. In the naming of a new school each of the following shall be requested by the local School Superintendent to submit to the Director of Education a proposed name:
  - (a) The pastor in the name of his parish where the school will be located,
  - (b) The Catholic School Advisory Council, or where there is no Catholic School Advisory Council the parents of the future students of the new school.
  - (c) The Superintendent of Education for the area where the new school is located.
  - (d) The local trustee representing the TCDSB ward where the new school is located.
2. The Archbishop of the Toronto Diocese will be consulted as to the suitability of the names submitted.
3. Subsequent to 1 and 2 the Board shall select the name through the usual reporting procedure. The report outlining the proposed names and their rationale, shall be presented to the Administrative and Corporate Services Committee of the Board for review and a decision on the name. The report shall include the



recommendation of the Director of Education, who after reviewing the names submitted under Regulations (A) 1. (a)-(d), may also add a name to the list and the rationale.

Consideration of the school name will be in accordance with numbers one and two of the policy.

4. The exterior signage on schools will contain the TCDSB logo and the name assigned to the school.
5. The school principal shall ensure that a suitable plaque/scroll, outlining the significance of the school name, is arranged for and displayed appropriately in the school.

**(B) CLOSED/CONSOLIDATED SCHOOLS:**

1. Consolidated schools include the following conditions:

- (a) Two or more existing schools are closed and the students are moved to one new consolidated location, or
- (b) One or more existing schools are closed and the students are relocated to fill available space in one or more existing school.

2. Where two or more schools are closed and consolidated into one new school and students are moved to a new consolidated facility (the facility may be a newly constructed or renovated school for the purpose of consolidation); a name change shall be considered by the newly established CSAC for the school (or where there is no CSAC the parents of the future students of the school) to reflect the consolidated school communities using the process outlined in regulation (B) 5.

Consideration of the school name will be in accordance with numbers one and two of the policy.

3. Where one or more schools close and the students are re-located to fill available space in one or more other existing receiving school(s), and the relocated students from any one school will form no more than 33% of the total school population after consolidation (based on the September 30 enrolment summary), no name change is required for the primary receiving school. The names of closed schools are mothballed for possible future use.

4. Where one or more schools close and the students are re-located to available space in one or more other existing receiving school(s), and the transferred students from any one school will form greater than 33% of the total receiving school population after consolidation (based on the September 30 enrolment summary), a name change shall be considered upon recommendation of the newly established CSAC for the school to reflect the consolidated school communities as outlined in the following regulation (B) 5.

Consideration of the school name will be in accordance with numbers one and two of the policy.

5. In the naming of any school consolidated from two or more schools communities, each of the following will be requested by the local School Superintendent to submit to the Director of Education a proposed name.

- (a) The pastor in the name of his parish where the consolidated school is located.



- (b) The new Catholic School Advisory Council for the consolidated school.
- (c) The Superintendent of Education for the area where the new school is located.
- (d) The local trustee representing the TCDSB ward(s) where each of the schools which have been consolidated are located.

6. The key consideration in the school name shall be the Parish name in which the primary receiving school is located. The Archbishop of the Toronto Diocese will be consulted as to the suitability of the names submitted.

7. After all names have been submitted the Director of Education shall submit a report to the Administrative and Corporate Services Committee of the Board for review outlines all names proposed and their rationale, and recommend that the Board select a name, and inform the consolidated school communities of the decision. The report shall include the recommendation of the Director of Education who, also after reviewing all of the names submitted under Regulations (B) 5. (a)-(d), may also add a name to the list and rationale.

Notwithstanding regulations B2, B3 and B4 where the Director of Education determines that there are extenuating circumstances, he/she may require that the CSAC of the closed/consolidated school shall consider a name change and that in such circumstances the process outlined in B5, B6, B7 shall be followed.

8. That the names of closed schools be considered for wings, libraries etc. in the receiving or consolidated schools.

#### (C) Relocated School

1. 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 Advisory Council (CSAC) requests in writing to the Director that a name change be considered for the school due to:

- (a) Its location in a new Parish
- (b) Its location in an area served by two or more Parishes
- (c) Another reason precipitated by the location change (to be outlined in the request to the Director of Education)

2. Following a request by the CSAC in such circumstances, the Director will request that the local school Superintendent for the area of the new school location implement the process outlined in Regulation A (1-5).

3. Notwithstanding regulations C1 and C2, where the Director of Education determines that there are extenuating circumstances, he/she may require that the CSAC of the relocated school shall consider a name change and that in such circumstances the process outlined in (A)1-(A)5 shall be followed.



(D) Closed School Names:

1. If a TCDSB school is closed by the Board due to consolidation of schools or relocation as outlined in the Regulations (B) and (C), and the name of the closed school is not used for a consolidated or relocated school; the name shall be recorded and such record maintained by the Director of Education (or designate) for possible future use of the Board, as the name of a school, part of a school, library or a building. That the names for the closed schools be considered for wings, libraries etc. in the receiving schools.

**(E) RENAMING EXISTING SCHOOLS**

**1. Non Program Needs**

- a) Where the title of the individual for whom the school has been named is changed by the Catholic Church, the local superintendent shall consult with the school CSAC and shall draft a report to the Board recommending renaming the school to incorporate the new title.
- b) Notwithstanding (a) , where the Director determines that there are extenuating circumstances, the Director may require that the CSAC of the school consider a name change and that in such circumstances, the procedures in A (1-5) be followed.

**2. PROGRAM NEEDS**

- a) In the event that there is a significant change to the program offering at an existing school and a change of name is contemplated, the Catholic School Advisory Council shall be consulted. The school name may only be altered by the addition (or deletion) of an extension to the existing name. If the CSAC endorses the proposed name change, the CSAC must request in writing to the Director that a name change be considered.
- b) Following the request by the CSAC in such circumstances, the Director will request that the local school Superintendent implement the process outlined in regulation A (1-5).