



## Schools

### **B.M.04 Naming Schools/Administrative Buildings/Designated Areas within a School or Building PROCEDURES**

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#### **Schools:**

1. In the naming of a school each of the following will be invited to submit a proposed name:
  - a) the pastor of the parish where the school will be located;
  - b) the parents of the students of the new school;
  - c) the Trustees;
  - d) the Director of Education.
2. In the selection of a school name the Bishop of the Diocese shall be consulted and will have the option of submitting a school name. He will also have the option to make the final choice.
3. Names submitted by Catholic school ratepayers and Board staff will also be given consideration.
4. The exterior signage on schools will contain a cross and the name assigned to the school.

#### **Administrative Buildings/Designated Areas Within A School Facility:**

1. In the naming of such buildings or designated areas within a school facility, the proposed name shall be submitted to the Board of Trustees for approval.
2. The proposed name shall be acceptable to the Bishop of the Diocese.
3. The exterior signage will contain the name assigned as well as a cross.
4. An appropriate dedication of the name and blessing is to be conducted