

Facilities 6400 Naming/Renaming of Facilities	Administrative Application	
	Last Reviewed /Approved on:	October 21, 2024
	References:	Policy 2 – Role of the Board Policy 12 – Role of the Director
	Status:	Operational

Preamble

The naming or re-naming of facilities within the Regina Catholic School Division (RCSD) shall be a function of the Board, in consultation with stakeholders. This includes the name of schools, specific areas within schools, Division office building(s) and any other Division-owned facilities. When naming or renaming an elementary or a high school, the chosen name must be that of a Catholic saint or a name that has Catholic significance. (e.g. Name of our Lord; Archbishop, etc.).

The naming of specific areas within a school, Division office building(s) and any other Division-owned facilities may be considered in recognition of those individuals who have made significant contributions to the educational community within the school division.

Application

1. Facility Naming/Renaming

The Director shall invite the following list of stakeholders to submit a proposed name and its rationale for the naming/renaming of a school facility as per the requirements above:

- a. Pastors of the Archdiocese
 - b. Parents, Catholic School Community Councils, and ratepayers
 - c. Students
 - d. All school division staff
 - e. Trustees
2. After the submission process is completed, the Archbishop will be consulted as to the suitability of names submitted.
 3. **Specific areas within School Division Facilities**
 - a. In general, specific areas within Division-owned facilities such as gymnasiums, resource centers, auditoriums, cafeterias, athletic and outdoor education facilities may be named for persons who have made significant contributions to the educational community and/or the development and use of the particular space or facility within RCSD. Consideration may be given to:

- i. Students
 - ii. Division employees
 - iii. Trustees
 - iv. Catholic priests and/or religious
 - v. Parent/guardian/community/volunteers
 - vi. Ministry of Education officials
 - vii. University staff
 - viii. Officials of organizations that work in close cooperation with the Division (e.g. Saskatchewan Health Authority, City of Regina, Community Services Department, Regina Police Services, YMCA, YWCA, Red Cross).
- b. The following factors shall be taken into consideration when assessing the individuals being considered for recognition:
 - i. Length of service
 - ii. Nature of service
 - iii. Personal qualities
 - iv. Unique contributions to the school division
 - v. Unique contributions to the Catholic faith community;
 - vi. Outstanding service within the city and pivotal historical periods within the local community
- c. The Director will invite school staffs to submit proposals from the staff of a school or school community.
- d. In an effort to ensure that there is ample opportunity for many individuals to be honored, other types of recognition that an individual has received, such as the naming of street, park or other city facility shall be considered.
- e. It is recognized that there is merit in naming a specific area for a person who is still living in the school community which will allow them to visit the school and meet with students.
- f. The Director will communicate with the Principal and/or staff of the school concerned prior to making a decision regarding the naming of any specific area.