

NAMES FOR SPECIAL LOCATIONS

Background

The Division recognizes that, from time to time schools, School Community Councils, community organizations or persons may want to recognize the extraordinary contributions of individuals to education in the school and or the community by honoring that individual. There may be occasions when the desire is to provide that honour by naming a location within a school or a grounds facility.

Procedures

1. Schools or organizations wishing to name a location to honour an individual shall obtain approval from the Director before making any contact with the individual or the individual's family.
2. Any school community desiring to name a special room in honour of an individual shall receive approval to do so from both the individual or family concerned and the Director.
3. The school or organization making the nomination shall have the support of the school staff or the membership of the organization.
4. The criterion to be considered when nominating an individual for recognition shall be that the individual has made a major contribution to the education of students in the school system and preferably in the school in which the room is located.
5. Special locations will not be named after persons who are in the employ of the Board nor shall the individual be a Board member at the time of dedication.
6. The Division shall provide a maximum of \$500 towards a plaque or a sign which officially names the location.
 - 6.1. If the cost of the plaque or sign is more than \$500, local funds, not including decentralized school budgets, may be used to cover the additional expense.
7. The principal shall be responsible for the arrangements for the dedication ceremony.
8. The Chief Financial Officer shall maintain a list of all rooms in the school system which have been officially named.

Reference: Section 85, 87, 109, 110, Education Act

Updated: December 2015, March 2018, February 2019