

Administrative Procedures Manual	Administrative Procedure 542
	Naming of Facilities
	APPROVED: September 2013
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LEGAL REFERENCE:	Section 52, 53, 222 Education Act

Background

Naming a school, a portion of a school or a Division facility is a matter that deserves thoughtful attention.

Procedures

1. The Superintendent or designate shall form a committee for the naming of a school or a portion of a school.
2. The committee may have representation from the community at large, school administration, the local teaching staff, parents and students.
3. The naming of schools, a portion of a school or a Division facility in honour of an individual shall only be done so posthumously.
4. The names considered shall:
 - 4.1 Have significance for the students, parents and the community of the particular facility;
 - 4.2 Be easily identifiable with the facility;
 - 4.3 Not be in conflict with the names of other facilities in the Division or surrounding Divisions;
 - 4.4 Be appropriate in terms of copyright and trademark provisions.
5. Where possible, elementary schools shall be given geographic or neighbourhood identification.
6. Where possible, new facilities shall be assigned names before construction begins.
7. The Board is responsible for approval of names of all Division-owned facilities.