

## Administrative Procedure 540

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### NAMING OF EDUCATIONAL FACILITIES

#### Background

Each community shall have the opportunity to participate in the naming of educational facilities within the community.

#### Procedures

1. The name of an educational facility may
  - 1.1. Honour deceased individuals who were prominent at the local, provincial, or national level.
  - 1.2. Be identified with a group.
  - 1.3. Include only the location.
  - 1.4. Identify a geographical or other prominent feature.
2. The name selected is not to be in conflict with the names of other schools in the Division.
3. The Superintendent shall select a committee for the naming of the school.
4. The committee will be chaired by a local trustee and shall have representation from the community at large, the school administration, the local teaching staff, the school council, and the students.
5. The Superintendent will serve in an ex-officio capacity.
6. The committee will recommend three names to the Board, giving the reasons for each choice.
7. The Board shall approve the name of the facility.

Reference: Section 60, 61, 113 School Act