


**Administrative Procedures 541**

**Naming of Schools, Division Buildings and Rooms**

		<b>Adopted:</b> <b>June 28, 2011</b>  <b>Amended:</b> <b>March 14, 2012</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109, 110, 175</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• BP 2 Role of the Board</li> </ul>

**Background**

In naming a school, Division building or rooms therein, it is desirable to use a name that identifies the building as unmistakably being part of the Division.

**Procedures**

1. Procedures for Naming

- 1.1 Names for schools, Division buildings and rooms therein, are to be submitted to the Director who will submit them to the Board for its consideration.
- 1.2 Names may be submitted by School Community Councils for new facilities or as a request to change the name of an existing facility.
- 1.3 Discussion of proposals is to occur, in the first instance, at the local community level.

2. Signage

- 2.1 Signage on Division facilities and grounds must be done in consultation with and with the approval of the Superintendent of Business.