
Administrative Procedure XX – Naming/Permanent Recognition

AP XX – Naming/Permanent Recognition

Purpose

In alignment with [Policy 2.19 - Naming of School Facilities or Parts of Facilities](#), this Administrative Procedure (the “AP”) is intended to provide guidance with respect to issues of naming and/or the recognition of individuals or organizations through the placement of cairns, plaques etc. not specifically addressed by the Policy.

Definitions

Naming of Facilities – Naming of Facilities refers to a request under Policy 2.19 to name or rename a facility under that Policy.

Recognition of Individuals – Recognition of Individuals includes any permanent installation on the exterior or grounds of a District facility that recognizes an individual or organization and may include but is not limited to a cairn, plaque or stamp containing the name of the person/s or organization.

Procedure

All requests for naming and or permanent recognition shall be sent to the office of the Secretary-Treasurer at: SecretaryTreasurer@sd68.bc.ca

In the case of a request for the Naming of Facilities covered by Policy 2.19, upon receipt of the request, the Secretary-Treasurer shall forward the request to the Chair of the Board. A request for the Recognition of Individuals shall be addressed directly by the Secretary-Treasurer following the requirements of this AP.

Recognition of Individuals

Generally, the District shall not allow the Recognition of Individuals within the District in a memorial capacity. The District shall not permit the external installation of benches, plaques or trees in honour or memoriam of individuals or organizations.

The District shall not proactively remove previously installed recognition, however, at its discretion it may remove such recognition (e.g. due to maintenance issues or safety) without notice.

Where a school or parent advisory council fundraises for infrastructure, with the approval of the Superintendent and Secretary Treasurer a small sign or plaque may be installed on the infrastructure to recognize contributions to the project. Such a sign may be removed at the discretion of the District.

The District may allow the installation of plaques or signs associated with individuals or organizations in cases of historical significance or at the request of District rights holders. Such installations shall be reported to the Board.

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Recognition in the form of school issued awards placed on the interior of a school is not subject to this AP.

Immersion Schools

At an Immersion school, the school may substitute the word for school in its name with the word for school in the corresponding language without the requirement for approval under Policy 2.19. However, changing the root name of the school into the Immersion language is not permitted without the approval of the Board under Policy 2.19.

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