



AP 533 – NAMES FOR SPECIAL ROOMS

BACKGROUND

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.

PROCEDURES

1. Schools or organizations wishing to name a room to honour an individual shall obtain approval from the director before making any contact with the individual or the individual's family.
2. The school or organization making the nomination shall have the support of the school staff or the membership of the organization.
3. 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.
4. Special rooms 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.
5. The division shall provide a plaque or a sign, which officially names the room.
6. The school staff shall be responsible for the arrangements for the dedication ceremony.
7. The director shall maintain a list of all rooms in the school system, which have been officially named.

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