

307.1AP – Naming and Permanent Recognition

Purpose

In alignment with [Policy 306 – Naming of School 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 306 to name or rename a facility under that Policy.

Recognition of Individuals – Recognition of Individuals includes any permanent installation on the interior, 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 306, 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

The district acknowledges the impacts that serious issues like the death of a student or staff member have on our community and seeks to provide short and long term supports for impacted students and staff. However, in the balance of doing so, long term memorials may have re-traumatizing or triggering impacts. This AP seeks to balance allowing the positives of short-term memorials against potential impacts of long-term memorials.

The district shall not allow the Recognition of Individuals within the District in a memorial capacity which means the district will not permit installation of internal or external benches, plaques or

307.1AP – Naming and Permanent Recognition

trees, etc. in honour or memoriam of individuals.

The district may permit school/work sites to create temporary memorials. If/when temporary memorials are created, the school/worksites will arrange to respectfully remove them within thirty days from when they were originally assembled.

The district may remove previously installed recognition, without notice, for reasons including: maintenance issues, safety reasons, cost, or educational needs.

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.

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 306.

However, changing the root name of the school into the Immersion language is not permitted without the approval of the Board under Policy 306.

Legal References:

Monitoring Method:	<i>Board of Education / Superintendent</i>
Monitoring Frequency:	
Previous Policy Number:	AP531
Adopted:	2021.10.01
Amended:	2025.01.17; 2025.04.09