



*Preparing Today's Learner for Tomorrow*

## Administrative Procedure 9070

### ***Naming of Schools/Rooms***

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#), [14](#), [16](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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The Interlake School Division (ISD) recognizes that many individuals contribute to the educational success of our students. The process for the naming of a school or room by staff or community is as follows:

1. A written rationale must be submitted to the Superintendent/CEO or designate explaining why an individual deserves such an honour. Rationale will be brought forward to Board for discussion.
2. The nominating person/group must indicate what location is to be named in their honour.
3. After submission of the rationale, representatives will be asked to appear as a delegation before the School Board.
4. The School Board will refer the proposal to a divisional committee or make a decision as a committee of the whole and respond in a timely manner.