



INDEPENDENT PROCEDURE

Title: **COMMEMORATIONS AND DEDICATIONS**

Independent Procedure No.: **9058**

Effective Date: **2020 JAN 27**

Department: Director's Services

Reference(s):

School Principals wishing to honour the contributions of a staff member, volunteer, or community partner are encouraged to work with the staff, students, and/or School Council to determine the appropriate type of recognition. Examples may include, but are not limited to, recognition of the individual through the school website and/or at a school assembly.

In exceptional circumstances, a school Principal may recommend the placement of a commemorative object (e.g., bench, tree, boulder, or plaque) or the naming of a room or part of a school in honour of an individual having made significant and lasting contributions toward student achievement and well-being at the school. In determining this level of recognition, the Principal is required to consult with the School Council and receive the approval of Administrative Council through the school Superintendent.

Transition Committees meeting for the purposes of accommodating two or more school populations at one site may recommend to the school Principal the naming of a room or part of a school in recognition of the school that is closing.

Schools are encouraged to limit room dedications to program spaces broadly used by the full school population such as the library or gymnasium.

1.0 Approval Process

The school Principal is required to consult with Facility Services for the location/installation of any signage that may be used. Final approval for the dedication and any signage is by Administrative Council through the school Superintendent.

Following Administrative Council approval, the school Principal is required to contact the individual or their family to advise them of the commemoration/dedication and to secure their permission.

A master list of approved room dedications is maintained by Corporate Services. The recognition of an individual in more than one school is discouraged.

Administered By: Director's Office - Corporate Services
Amendment Date(s): note: previously incorporated in <i>Recognitions – Staff, Students, Schools, System</i> Independent Procedure (#9042, rescinded 2020 Jan. 27)

2.0 Removal of a Commemorative Object or Dedication

At the discretion of the school Principal and in consultation with the Superintendent and the School Council a commemorative object may be removed, a room may be rededicated, or the dedication may be removed in such circumstances where:

- a. A significant time has passed and the original dedication no longer holds significance to the school and the school community.
- b. There are renovations, additions, or closures of a school necessitating the rededication or removal of the dedication or removal of the commemorative object.
- c. The family of the honoree requests the recognition be removed.

When a commemorative object is removed, school Principals may consult with Corporate Services-Records Department to determine its archival value and final disposition. The Principal will make reasonable efforts to contact the honouree or their family or other appropriate contact.

The school Principal, at the direction of the Director, shall revoke the dedication of a school room or part of a school where it is determined the honouree's actions have brought dishonour to the Thames Valley District School Board or where other such circumstances warrant the revoking of the dedication.