

<b>PROCEDURE 187</b>	
<b>Adopted</b>	September 27, 2011
<b>Last revised</b>	March 2018
<b>Review date</b>	March 2023

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## **SCHOOL OPENINGS, CLOSINGS AND REDEDICATIONS**

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### **1) PURPOSE**

Hastings and Prince Edward District School Board supports celebrations to officially open a new school, rededicate school receiving major renovations or to celebrate the history of a school to be closed.

This administrative procedure describes the process for formal recognition of school openings, rededications and closings.

### **2) GUIDELINES**

- a) An official opening or rededication ceremony will be held for a new school and should be considered when a school addition alters the school size by 25% or more through significant renovations. A commemorative plaque will be presented at this event.
- b) A ceremony celebrating the history of a school to be closed will be held within reasonable proximity of the closing date.
- c) The principal of the school shall be responsible for coordinating the celebration in co-operation with the appropriate superintendent, Director's Office and Facility Services.
- d) Generally, the platform party shall include but not limited to:
  - i) chair of the Board and area trustee;
  - ii) director of education;
  - iii) superintendents;
  - iv) general contractor and architect, if applicable.

Other guests may be added at the direction of the principal in consultation with the superintendent and may include other individuals who have made significant contributions to the project or history of the school.

- e) The event program shall be student focused and developed by the principal in consultation with the superintendent. The program should not exceed one hour.
- f) The order of presenters/speakers for all official ceremonies shall be as follows:
  - i) the principal or designate shall lead the ceremony, welcome and acknowledge special guests and may offer closing remarks;
  - ii) dignitaries; if multiple dignitaries are in attendance, the speaking order is as follows:
    - (a) Indigenous representative or designate;
    - (b) federal representative;

- (c) provincial representative;
  - (d) in cases where government funding is involved, the government providing the funding speaks first;
  - (e) chair of the Board, or designate;
  - (f) municipal representative;
  - (g) director of education, or designate;
  - (h) school council chair, or designate;
  - (i) student council chair/student leader; and
  - (j) community partner or third-party stakeholder.
- g) In addition to students, staff and the school community, the list of invitees should include but not be limited to the following:
- i) trustees;
  - ii) director of education, superintendent;
  - iii) individuals whose names appear on the commemorative plaque;
  - iv) school council;
  - v) members of provincial parliament and local government;
  - vi) district manager, Regional Office and Ministry of Education personnel; and
  - vii) others as recommended by the superintendent and Administrative Council.
- h) The superintendent will confirm the invitation list with Administrative Council. Invitations will be distributed through the school office.

**District references**

- Board Policy 4: Corporate Board Job Description
- Board Policy 15: Student Enrolment/School Capacity
- Administrative Procedure 170: Communications and Media Relations
- Administrative Procedure 188: Naming of Board Properties