



# Kawartha Pine Ridge District School Board

## Administrative Regulation Appendix A

**Regulation Name:** Naming/Renaming and Opening Ceremonies of Schools and Board Facilities      **DRAFT Regulation Code:** BA-6.1.1A

**Section:** Board and Community      **Policy Code Reference:** BA-6.1

Established: October 15, 2024

Revised or

Reviewed:

### **Principal's Sample Ceremony Checklist (Groundbreaking Ceremonies, School Opening Ceremonies, Building Expansion Ceremonies, etc.)**

Please note that the timelines included in this checklist are generally applicable to new builds, although the tasks noted might also be appropriate for ceremonies surrounding closures/renovations/consolidations (with modified timelines).

An official opening of a new school, consolidation of schools or expanded school will be held within the first two months of the first year of operation.

Some new builds are a result of consolidations and will also include the transition of students and staff from other schools. It is important throughout this process to be inclusive of all parties as they are to be involved in the new school.

Principals should work in coordination with the Office of the Director and the Family of Schools (FOS) superintendent to apply/modify these timelines, as appropriate.

#### **1. Minimum five months before (if possible)**

- Refer to Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities. Call the school FOS superintendent with any questions.
- Discuss the ceremony with your FOS superintendent related to available dates, clarification of the invitation list, format of the event, etc.
- Discuss a budget plan with the FOS superintendent and assign a budget code for all anticipated costs.

#### **2. Minimum four months before**

- Create a Ceremony Planning Committee to plan and organize the details of the ceremony. Consider teaching, support staff, students, school council, and key community members including those serving within the First Nations Community. It is important to remain aware of the contextual and cultural makeup of stakeholders

in the new school and the importance of inclusion of appropriate content greetings, treaty acknowledgments coupled with reconciliation statements etc.

- At the first planning meeting, prepare a To Do list with timelines and assigned responsibilities for each facet of the event. Discuss what your committee would like to do to make it unique to your school considering what is appropriate given the reason for the event, i.e., rededication, opening or closure. Assign responsibilities to committee members with completion dates identified.

### **3. Three months before**

- Contact the proposed speakers for the ceremony. Discuss the format for the event, their time frame for speaking, and request a confirmation of their participation one month prior to the event. Follow-up immediately in writing to confirm the details you have discussed.
- Speak with staff about student involvement. Consider songs, presentations and dances by classes or groups as well as choir and band participation. It is important to focus on inclusiveness such as culturally sensitive songs and welcome messages. Have teachers confirm their group's participation by an established date.
- Collaborate with the Communications Officer and the Graphic Design and Print Centre to design invitation and programs. Refer to Administrative Regulation BA-6.1.1, Naming/Renaming and Opening Ceremonies of Schools and Board Facilities, for a list of invitees. Contact your FOS superintendent if you require assistance with the printing. Allow for at least two weeks for completion. Set an RSVP date for one month prior to the event.
- Programs for formal school opening ceremonies or major renovation ceremonies will reflect the following outline:

Welcome – School Principal  
Land Acknowledgement  
National Anthem  
Opening Remarks from Kawartha Pine Ridge District School Board  
    Chairperson of the Board  
    Director of Education  
    Local Trustee(s)  
School Choir or Student Participation  
Greetings from Local Partners  
    Minister of Education/Member of Provincial Parliament  
    Member of Parliament  
    Mayor/Local Councillor  
Child Care Partner Greetings (if applicable)  
Student Leadership Presentation of School Logo

Official Ribbon Cutting  
Closing Remarks – School Principal  
Refreshments and Tour of School

Program outline for groundbreaking ceremonies or ceremonies for school expansions can be adjusted. Invitations and programs will be reviewed and approved by the FOS superintendent.

- Contact the Director's Office regarding the presentation of a plaque, if applicable.
- Identify any other presentations to be made and make arrangements for them.

#### **4. Two months before**

- Speak with staff about additional student involvement to reflect all stakeholders including those involved in the consolidation or the new build. Consider the Master of Ceremonies, student hosts for dignitaries, door greeters, tour guides, refreshment hosts, coat-check people, and set-up, sound, lighting, audiovisual support and breakdown teams.
- Speak with selected students and send permission forms home for all student participants with return date to confirm their participation.
- Mail invitations or forward to the office of the FOS superintendent for mailing. In addition, consider invitations for the following: construction supervisor, former principals of the school, bus drivers, crossing guards, child care staff, and community partners.
- Work with the Communications Officer to create a photomontage or video loop of the phases of construction if applicable.
- Call the Executive Officer, Corporate Affairs, to arrange photography and coverage of the event
- Work with the Communications Officer to create appropriate messages to inform the local newspaper(s) and other media.
- Work with the students on speeches, presentations, greetings, touring, thanking dignitaries and any other duties they have been asked to perform.
- Reserve any required equipment, e.g., audio visual, choir risers, etc.

**5. One month before**

- Order decorations, flowers, refreshments, linens.
- Write your speech for the event, if applicable.
- Meet with the students participating regarding their responsibilities.
- Identify a room for special guests to meet prior to the ceremony and assign greeters and hosts along with refreshments.

**6. Three weeks before**

- Confirm with the Director's Office when presentation plaque will arrive (if applicable).
- Follow-up on any equipment that will be required.

**7. Two weeks before**

- Do a walk-through of the school to ensure that the rooms being used are ready for visitors.
- Consult with the school custodian about arrangements for the event room – podium, microphone, platform seating, audience chairs, flag stands, physical displays (i.e. memorabilia, photos, floral etc.) and any special attention that may be required to the rooms.

**8. Three to five days before**

- Follow-up with participating students and staff regarding their responsibilities.
- Provide pictures, if possible, of special guests to assist staff and assign greeters to the front doors. Request that all speakers enter through the front doors as students will need to recognize them on their arrival.
- Confirm receipt of presentation items or follow-up as necessary.
- Prepare archival and display items.
- Confirm flower order, if appropriate.
- Prepare nametags if they are being used.

**9. Day of**

- Set-up the room where the ceremony will take place, the main entrance, foyer, signage for directions, guest meeting room and any rooms being used for refreshments, decorations, etc.
- Provide reserved seating near the podium for the dignitaries, speakers and the platform guests.
- Set-up a coat check area, if necessary.
- Arrange for a staff member(s) to look after flowers when they arrive.
- Have presentation items ready.
- Meet with participating students regarding their specific responsibilities.
- Set up displays.

**10. Follow-up after ceremony**

- Contact all participants thanking them for their participation.
- Complete any budget reconciliations.
- Contact the Director's Office regarding the proper retention process for any archival items.