

Official School Ceremonial and Milestone Celebrations

Introduction

The Durham District School Board recognizes that the Milestone Celebrations (25th, 50th anniversaries, graduations, Commencements, etc) are important occasions for the school community. These ceremonies may be of a formal or informal nature and this decision shall reflect the will of the school. The Principal will work with the SCC and Area Superintendent to determine which approach is best for the school based on the milestone achieved. Working together on such an event will promote school programs and increase confidence in public education in the school community.

1.0 Committee

The Principal shall establish a committee to run the event. The committee shall include but not be limited to, staff, SCC, student leaders and community members.

1.1 Invitations:

Written or email invitations, where possible, should be sent to all guests to participate in ceremonies. Invitations should be mailed or delivered at least three weeks in advance of the ceremony and should contain information as to where and when the ceremony will take place and who will be participating.

1.2 Publicity:

The Communications Department will be notified three weeks in advance and shall issue a press release, if pertinent, and to invite local media representatives to attend the ceremony.

1.3 Refreshments:

Refreshments for the official ceremony should be simple and seasonal. Coffee/tea or cold beverages should be available, along with light snacks such as Ceremonial cake or cookies. Some refreshments may be obtained from the nearest local secondary school with a food school on the premises.

1.4 Officiating:

The school Principal and Area Administrative Officer under the direction of the Superintendent of Education / Area are responsible for planning, co-ordinating and officiating at the ceremonies. The agenda for the event is to be provided to the Superintendent of Education / Area no less than two weeks prior to the event.

2.0 Budget

2.1 No additional budget will be allocated for milestone ceremonies. The Principal will establish a budget from the block budget and shall ensure that the budget is not exceeded. Final budget will be approved by the Area Superintendent and the Superintendent of Business.

2.2 Fundraising may be used to support this activity. Please follow the fundraising guidelines.

3.0 Official School Milestone Ceremony (formal ceremony)

- 3.1 Ceremonies of this nature will generally consist of anniversaries (25th, 50th, etc). The actual ceremony should be a celebration and recognition to the staff and Trustees who have supported the school through the time period. The ceremony also acknowledges the school community and the students who attend(ed) the school.
- 3.2 The following people are to be invited to the school ceremony:
- Chairperson
 - Trustees
 - Director of Education and Superintendents
 - SCC
 - Local MPP
 - Mayor / designate
 - Representation from the family after whom the school is named, if applicable
 - All administrators, teachers and other school staff past and present.
 - Area team and regional support staff associated with the school
- 3.3 The following people shall comprise the platform party and be invited to speak during the ceremony:
- Chairperson
 - Director of Education or Superintendent of Education / Area
 - Area Trustee(s)
 - Principal
 - Vice-Principal(s)
 - Emcee
 - Family member after whom the school is named, if applicable
 - Student
- 3.4 The following people shall be seated in the VIP seating area, which is located at the front of the ceremony room, and not on the stage. This group of attendees will be advised on their invitation that they will not be invited to speak. A draft letter is provided at Appendix A.
- Trustees other than the Area Trustee(s)
 - Superintendents
 - SCC Chair and members
 - Local MPP
 - Mayor
 - Local councillors
 - Area team and regional support and facility services staff associated with the school
 - Any other person who has an official role in the school milestone event.
- 3.5 The Emcee should identify the presentation and welcome the presenter and recipient to the stage where the presentation will occur. No speeches by the presenter or recipient will be made. Commemorative plaques will be presented by the Area Trustee(s) to the school (ref. DDSB Regulation 7552).

4.0 Informal School Ceremony

- 4.1 Ceremonies of this nature will generally consist of graduations. The actual ceremony should be a celebration and recognition to the staff and Trustees who have supported the school through the time period. The ceremony also acknowledges the school community and the students who attend(ed) the school.

- 4.2 The following people are to be invited to the school ceremony:
- Trustee(s)
 - Director of Education and Superintendent of Education / Area
 - SCC
 - Special guests such as award presenters
 - Administrators, teachers and other school staff.
 - Area team and regional support staff associated with the school
- 4.3 The following people shall comprise the platform party and be invited to speak during the ceremony:
- Director of Education and / or Superintendent of Education / Area
 - Area Trustee(s)
 - Principal
 - Vice-Principal(s)
 - Emcee
 - Student award winner (if the school practice)
- 4.4 The following people shall be seated in the VIP seating area, which is located at the front of the ceremony room, and not on the stage. This group of attendees will be advised on their invitation that they will not be invited to speak. A draft letter is provided at Appendix A.
- Trustees other than the Area Trustee(s)
 - Superintendents other than the Superintendent of Education / Area
 - SCC Chair and members
 - Area team and regional support staff associated with the school
 - Any other person who has an official role in the school event.
- 4.5 The Emcee should identify the presentation and welcome the presenter and recipient to the stage where the presentation will occur. No speeches by the presenter or recipient will be made.

Appendix:

Appendix A – Draft Letter to Community Members Who Will Be Invited to Attend

Effective Date

2013-03-18

Amended/Reviewed