

NEW CONSTRUCTION

Official School Opening

The Durham District School Board recognizes that the construction and opening of a new school is an important addition to a community. All efforts will be taken to ensure that the process increases public confidence in education.

1.0 Staffing

- 1.1 Administrative staff positions will be posted appropriately to meet the construction timeline in order to ensure that the school is operational on the opening day.
- 1.2 Clerical and CUPE staff will be hired according to needs of the school and respecting the requirements of the Collective agreements.
- 1.3 The teaching staff will be hired, to address the unique needs of the school and in accordance to the hiring practices pertaining to the appropriate group.

2.0 Construction

- 2.1 The Board will follow the recognized tender process.
- 2.2 Staff will monitor the construction project and provide regular progress reports to the Board.

3.0 Budget

- 3.1 An appropriate budget will be allocated to each new school. The Principal shall ensure that the budget is not exceeded without approval from the Area Superintendent and the Superintendent of Business.
- 3.2 The finance department will meet with the administrative staff to ensure compliance with the assigned budget and purchasing policies and regulations.

4.0 Ground Breaking Ceremonies

- 4.1 Ground Breaking ceremonies will be held in accordance with Procedure #3316.

5.0 Official School Opening Ceremony

- 5.1 Principals will refer to the School Opening Guideline binder for information.
- 5.2 The actual ceremony should be a celebration and recognition to the staff and Trustees who have supported the construction of the school. The ceremony also acknowledges the school community and the students who attend the school.

5.3 The following people are to be invited to the school opening ceremony:

- Chairperson
- Trustees
- Director of Education and Superintendents
- Minister of Education / designate
- Royal Canadian Legion Representative (presents the Canadian flag)
- Teacher Federation Representatives
- CUPE representative
- SCC
- Local MPP (present Ontario flag)
- Local MP (presents framed Charter of Rights and Freedoms / letter from the Prime Minister)
- Imperial Order of the Daughters of the Empire representative (presents a portrait of the Queen)
- Architect and contractor
- Mayor / designate (presents municipal flag)
- Representation from the family after whom the school is named, if applicable
- All school administrators
- Area team and regional support staff associated with the school
- Appropriate Facilities Services staff
- Manager of Communications

5.4 The following people shall comprise the platform party and be invited to speak during the ceremony:

- Minister of Education / designate
- Chairperson
- Director of Education
- Area Trustee(s)
- Superintendent of Education / Area
- Principal
- Vice-Principal(s)
- Emcee
- SCC Chair
- Family member after whom the school is named, if applicable
- Student

5.5 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:

- Trustees other than the Area Trustee(s)
- Superintendents
- Teacher Federation Representatives
- CUPE representative
- Legion representative
- SCC members
- Local MPP (if not the designate of the Minister of Education)
- Local MP
- Mayor
- Local councillors
- Imperial Order of the Daughters of the Empire (IODE) representative

- All school administrators
 - Area team and regional support staff associated with the school
 - Appropriate Facilities Services staff
 - Manager of Communications
 - Any other person who has an official role in the school opening
- 5.6 During the various presentations 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.
- 5.7 The order of events is to be followed as noted in the Official School Opening binder
- 5.8 Other aspects of the Official Opening should be in accordance with the Official Opening binder.

Appendix:

None

Effective Date

2010-03-22

Amended/Reviewed

2014-12-04

2019-11-08