



PROCEDURE

Title: **SCHOOL REDEDICATIONS
OPENINGS AND CLOSURES** Procedure No.: **2007a**
Effective Date: **2000 November 21**

Department: Learning Support Services

Reference(s): Procedure: Naming of Schools
Policy: School Rededications, Openings and Closures
TVDSB Guide to Archival Appraisal and Selection

- 1.0 An official opening or rededication shall be held for a new school or where a school addition alters the school size or renovates the school by at least 25%. A Board flag will be presented at the event. An official opening or rededication shall be held for a newly built school, or as appropriate, due to significant building renovations, a program conversion and / or the amalgamation of two or more schools. Similarly, a ceremony celebrating the history of a school shall be held when it is to be closed.
- 2.0 Where a new school is being built or Board approval has been given to consider a name change to an existing school the Naming of Schools Procedure will be implemented.
- 3.0 A ceremony celebrating the history of a school to be closed will be held during the month of the closing. The TVDSB Guide to Archival, Appraisal and Selection will be used to take a consistent, structured approach to collecting, maintaining, and preserving items as a permanent memory. This guide is intended to assure that the most relevant items of the institution are collected and preserved. It applies to all applicable items regardless of format.
- 4.0 The Principal of the school shall be charged with the responsibility of coordinating the celebration in co-operation with Learning Support Services, Director's Services and the Chair of the Board. A planning guide is available through Learning Support Services
- 5.0 Generally, the platform party shall include but is not limited to:
 - Chair of the Board and area Trustees;
 - Director of Education;
 - Associate Directors;
 - Superintendent of Student Achievement;
 - Superintendent of Facility Services and Capital Planning;

Administered By: **Learning Support Services**

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- General Contractor;
- Architect.

Other guests may be added at the direction of the Principal in consultation with the Superintendent of Student Achievement and may include other individuals who have made a significant contribution to the project.

- 6.0 The program shall be student-focused and developed by the Principal in consultation with the Superintendent of Student Achievement, Director's Services, and the Chair of the Board. Where appropriate, other organizations may contribute to the development of the program. The program should not exceed one hour.

In addition to the students, staff and the school community, the list of invitees shall include but not be limited to the following (where applicable):

- Chair of the Board;
- Trustees;
- Director of Education;
- Associate Directors;
- Supervisory Officers;
- Individuals whose names appear on the dedication plaque;
- School Council;
- Home and School Association;
- Student Council representative;
- Local MPPs;
- Local MPs;
- Ministry of Education, Regional Manager, Field Services Branch;
- Others as recommended by the Board Chair and Administrative Council;
- Minister of Education (by email at least three weeks in advance);
- Architect;
- Project Manager;
- Project Coordinator;
- Board Communications representative;
- Co-Build Partners; and
- Local media.

NOTE: For all new school openings as well as openings of major additions which may also include child care, the Minister of Education must be invited as early as possible to the event. Invitations can be sent to Minister.EDU@ontario.ca with a copy sent to the Regional Manager, Field Services Branch. The event cannot proceed until a response is received from the Minister's Office regarding the Minister's attendance.

The Associate Director of Learning Support Services will confirm the invitation list with Administrative Council. Learning Support Services will distribute the invitations at the Principal's request.

- 7.0 A budget for each event shall be maintained by the area Superintendent of Student Achievement.

8.0 Building Dedication Plaque

- 8.1 The cost of a building dedication plaque will be incorporated into the building cost of a new school building, or the refurbishment costs for a significant school renovation.
- 8.2 The plaque shall be placed prominently at the entry inside the building.
- 8.3 To maintain consistency, a standard plaque template will be used as a guideline when designing the plaque.
- 8.4 The building dedication plaque will be unveiled at the official school opening.

9.0 Ground Breaking – New School

- 9.1 For all new school builds there will be a planned ground breaking ceremony, the purpose of which will be to celebrate the first day of construction.

10.0 Official Opening, Rededication or Closing Ceremony

10.1 Planning

10.1.1 The Principal shall establish a Planning Committee including representation of the following groups:

- Teaching and support staff;
- School Council;
- Home and School Association (if applicable);
- Student Council;
- Key community members.

10.1.2 The Principal will request a permit for the use of the school if necessary.

10.1.3 It is important to note that school closures / amalgamations can be very emotional for all school community stakeholders. It is key to establish a positive tone / celebratory atmosphere in the school very early on.

10.2 Date, Time and Location

10.2.1 A ceremony celebrating the history of a school to be closed will be held within a reasonable proximity of the closing date.

10.2.2 An official opening of a school / rededication of schools will be held within

a reasonable proximity of the official first day of school.

- 10.3 The Principal of the new school, or designate, (or the school which students will be amalgamated into), along with the Planning Committee, will have the responsibility of designing and printing programs. Programs should include:

10.3.1 “Official Opening”, School and TVDSB logo, Building name, Date of Event;

10.3.2 Background information of new building (e.g., size, capacity, grades, schools replaced, etc.);

10.3.3 O Canada;

10.3.4 Greetings / Speakers;

10.3.5 Ribbon cutting;

10.3.6 Unveiling of the plaque;

10.3.7 Closing remarks.

10.4 **Order of Presenters/ Speakers**

10.4.1 The order of presenters / speakers for all ceremonies should be as follows (where applicable and available);

- Principal / Vice Principal;
- Chairperson of the Board (or delegate);
- Trustees who represent students at the school;
- Student representative;
- School Council Chair;
- Director of Education;
- Superintendent of Student Achievement;
- First Nations representative;
- Provincial representative;
- Co-build partner(s).

10.5 **Thank You Notes**

The Principal and Planning Committee will be responsible for assigning committee member(s) to send Thank You Notes to all platform guests, speakers and other individuals involved in the process, as deemed appropriate.