



Date of Issue	February 2004
Original Date of Issue	November 25, 1998
Subject	SPECIAL EVENTS – INCLUDING OPENING CEREMONIES, COMMENCEMENTS AND GRADUATIONS
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Administrative council has established a protocol for schools to follow when planning for special events such as commencement/graduation exercises and the official opening of major additions or new schools. The protocol ensures a consistent system approach to public occasions.

Special events provide schools with an opportunity to benefit from media coverage. The local media appreciate early notification of upcoming special events.

1. Opening Ceremonies for New Schools and Major Additions

- 1.1 The date of the opening ceremonies should be set in consultation with the district superintendent of education and the director's office and will be determined at least six weeks prior to the opening ceremonies.
- 1.2 Written invitations to attend are to be extended to all trustees, the director of education, all superintendents, the school council chair, the Ministry of Education, the local Member of the Provincial Parliament (MPP), representative(s) of the local municipality(ies), the architect, a representative(s) of the construction company(ies), and board staff responsible for the project. Invitations should be mailed at least six weeks prior to the ceremony.
- 1.3 Invitations to bring greetings are to be extended to the chairperson of the Board (on behalf of the trustees), the director of education and/or district superintendent of education (on behalf of the staff), the school council chair (on behalf of the school community), the Minister of Education and/or the local MPP (on behalf of the provincial government).
- 1.4 Invitations to attend and participate in the program may be extended, in accordance with school practice, to the local Member of Parliament and a representative(s) of the local municipality(ies).

1.5 The provincial and national flags will be on display at all official ceremonies.

1.6 The order of presenters/speakers should be as follows (where applicable):

- 1.6.1.1 Principal – Welcome;
- 1.6.1.2 Chairperson of the Board;
- 1.6.1.3 A local trustee;
- 1.6.1.4 Director of Education or designate;
- 1.6.1.5 National Representative;
- 1.6.1.6 Provincial Representative;
- 1.6.1.7 Municipal Representative;
- 1.6.1.8 School Council Chair.

1.7 The cost of the school opening ceremonies will be limited to an amount approved by the director of education.

2. Secondary School Commencements/Graduations

2.1 Invitations to attend and present awards are to be extended to the chairperson of the Board, all local trustees, the director of education, the district Superintendent of education and other supervisory officers, the school council chair and the local MPP.

2.2 Invitations to bring greetings are to be extended to the chair/local trustee as appropriate (on behalf of the Board) and the director of education/district superintendent of education (on behalf of staff) and the MPP (on behalf of the provincial government).

2.3 Invitations to attend and participate in the program may be extended, in accordance with school practice, to the local MP and a representative(s) of the local municipality(ies).

2.4 The provincial and national flag will be on display at all official ceremonies.

2.5 All invitations are to be distributed at least six weeks in advance of the event.

3. Elementary School Graduations

3.1 Invitations to attend are to be extended to all local trustees, the district superintendent of education, and the school council chair;



- 3.2 Invitations to bring greetings are to be extended to a local trustee (on behalf of the Board) and the district superintendent of education (on behalf of staff).
- 3.3 The provincial and national flags will be on display at all official ceremonies.
- 4. A balance should be struck between official presentations and student participation/performance at all official ceremonies.

First Issued November 25, 1998
Revised February 11, 2004; April 3, 2001;

Issued under the authority of the Director of Education