

OFFICIAL OPENING CEREMONY FOR SCHOOLS

Background

As the establishment of a new school is a significant event in a community, the District believes that there should be a formal, public ceremony held to mark the occasion. The official opening ceremony shall be held as early as possible after construction of a new school is completed.

Procedures

1. The Superintendent shall determine the person to officiate at the opening.
2. A plaque shall be designed according to the current King's Printer for BC Design specifications and template:
 - 2.1 school name
 - 2.2 date of ceremony
 - 2.3 names of the Principal, Superintendent, Secretary-Treasurer,

It shall be purchased and available at the school and installed permanently in the school on the date of the official opening ceremony, if possible, or a temporary plaque may be used until the official plaque is available.

3. The Principal of the school shall arrange a program for the opening ceremony. The program shall include, and arrangements shall be made for:
 - 3.1 the Principal of the school to act as Chair of the program
 - 3.2 an introduction of all platform guests
 - 3.3 turning over of the keys from the District to the Principal of the school
 - 3.4 greetings by the Superintendent.
4. Invitations to attend the opening ceremony shall be from the Board Chair and shall include the following:
 - 4.1 Minister of Education
 - 4.2 Trustees in current and last two previous calendar years
 - 4.3 Superintendent and Secretary Treasurer
 - 4.4 President and executive members of the CPVPA, CTA, CUPE Local 561, DPAC and local school PAC.
 - 4.5 Staff of the school

- 4.6 Assistant Superintendents
- 4.7 Directors of Instruction
- 4.8 Other professional Managers
- 4.9 Local MPs, M.L.A.s, Mayors, Councilors, and Senior Administrative Officials of the relevant city/village in the district.
- 4.10 News media
- 4.11 General contractor
- 4.12 Design architect
- 4.13 Guests as designated by any trustee and/or Principal of the school.
- 4.14 Parents and students of the school

Reference: Section 65, 85, School Act

Last revised: April 2026