



Policy Manual – Schools

S.18 – Official School Closing Ceremonies PROCEDURES

The following procedures shall be adopted for the planning and conducting of a school closing ceremony:

1. School Closing Program Committee

Once **the Board has approved that a school be closed**, the Superintendent of Education, **with the assistance of the Board's Special Events Coordinator**, will organize the School Closing Program Committee comprised of the local school trustee(s), the principal, other designated school staff, Child Care Co-Ordinator and chair or designate of the Catholic School Council. A representative from the Director's Office and the Board's **Media & Communications Manager** will assist the Committee with the necessary organization and administrative functions required for the event.

At the initial meeting of the Program Committee, the official school closing ceremonies policy and procedures are to be reviewed.

2. Date and Time of Closing Ceremony

Subject to a date and time suitable for the local pastor, the Superintendent of Education with as much advance notice as possible, arranges an appropriate date and time through communication with:

- Chairperson of the Board
- Director of Education
- School Principal

The date and time for a School Closing Ceremony shall be announced officially at a Board meeting.

3. Announcements

Once confirmed by the Board of Trustees, a memorandum announcing the date and time for the official Closing Ceremonies is to be sent to the Board of Trustees, Senior Administration and the School system by the Director of Education.

4. Invitations

In consultation with the school's Superintendent of Education, invitations are to be prepared and distributed through the office of the Director of Education.

Once invitations are approved and printed, they are to be sent at least once month prior to the closing ceremonies.

The guest list shall have three parts. They are:

- Official guests
- Special guests
- General

Official Guests play a prominent role in the official closing ceremonies. They are to be invited by the Chairperson of the Board, through the Director's office, who will notify them of the date, time, where and to whom to report, and duty they are to perform, i.e., bring greetings, offer remarks. RSVP's are to be received by the Director's office.

The list of official guests shall/may include:

- Local Pastor
- Chairperson of the Board
- Local School Trustee(s)
- Director of Education
- Superintendent of Education
- Chairperson, Catholic School Council
- President, Student Council
- Principal

Special Guests are to be invited by printed invitation and "Special Guest" ticket, through the Director's office. An RSVP would not be required.

The list of special guests shall include:

- Trustees
- Area Clergy
- City Councillor(s) within school's jurisdiction (??)
- Superintendents of Education
- Representatives from religious orders previously affiliated with the school
- Former Trustees of the Ward (where applicable)
- Former Administrators (where applicable)
- Former Principals of the school
- Contributors to school
- Representatives of Staff Associations/Organizations
- Co-Ordinator, Child Care Program
- Supervisor, Child Care Centre

Those in the General group receive an invitation from the Principal of the school/Director's Office. An RSVP would not be required.

The general invitation list shall include:

- School Staff
- Parents of Student Body
- Principals of Neighbouring Public Elementary and Secondary Schools
- Representative(s) from Business Community
- Others at discretion of Principal
- All Principals – Elementary/Secondary and Managers/Supervisors of various Board Departments (invitations sent through Director's office)

5. Programme

The programme shall consist of:

- Opening Prayer (if ceremonies not preceded with Celebration of the Eucharist)
- Opening Comments
- A Farewell Tribute – by means of visual presentation
- Presentation of Speakers: (where appropriate) in the following order:
 - Chairperson of the Board
 - Area Trustee(s)
 - Director of Education
 - Superintendent of Education
 - Chairperson, Catholic School Council
 - President, Student Council
 - School Principal
- Student Choral Presentation
- Closing Prayer
- National Anthem
- Refreshments and Tour of School (Memory Lane)

Master of Ceremonies:

The Master of Ceremonies shall be the School Principal or the trustee from the ward or designate.

The Master of Ceremonies' duties would include opening remarks, introduction of speakers and other parts of the program.

Reception

In keeping with the idea of bringing together former students, parents and other guests to celebrate the history of the school, school staff is encouraged to round up memorabilia/photographs etc. to be put on display throughout the school prior to and on the day of the closing ceremonies and reception.

6. Printed Program / Prayer Card

For posterity purposes, the Board/School shall provide a Closing Ceremony printed program and commemorative prayer card or other symbolic item to be given to students, parents and guests as a remembrance of their affiliation with the school and school community.

7. Communication:

The Board's **Media & Communications Manager** will notify the area print and broadcast media at least two to three weeks prior to the closing ceremonies and co-ordinate news media requirements the day of the event.

8. Photographs:

Arrangements for photography and video will be the responsibility of the **Media & Communications Manager** and the school.

9. Budget

The Superintendent of Education and Principal will establish a budget for the costs of the Closing Ceremonies. The costs will be covered centrally. The budget shall be approved by the Superintendent of Education. An itemized statement of disbursements, along with corresponding receipts, is to be submitted to the school's Superintendent within thirty (30) days following the event.

10. Post Ceremony

Thank you cards/letters will be sent, by the Chairperson of the Board, to the platform guests for their participation. The Superintendent of Education and Principal shall decide what other participants are to be thanked and shall convey their gratitude to them.