

A) Purpose:

A ceremony that reflects the nature of a Catholic school shall be arranged for the blessing and official opening of a new school or an addition to a school and for anniversary celebrations.

B) Procedure:

1. Blessing and Official Openings of New School and Major Additions:

The following procedure shall be followed with respect to blessing and official openings of new schools and major additions.

a) Date:

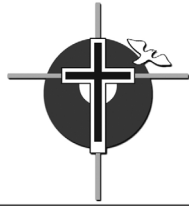
Prior to any planning, the date of the official opening of a new school shall be agreed upon by the Bishop/Archbishop and the Board. The date of the official blessing of a major school addition shall be determined by the local school committee.

b) Planning Committee:

The program will be planned by the Board Committee and the School Committee. The following shall be invited to be part of the Committee:

- the principal
- teachers,
- Superintendent,
- Communications Officer,
- Executive Assistant,
- the local pastor(s) and or school chaplain,
- the Principal of the Religious Education Department,
- the local school trustee,
- the Chair of the Catholic School Council and
- in the case of secondary schools, the President of the Student Council.

The program should ensure appropriate focus on student activities, the local school community or communities, Board and Parish(es).



c) Length of Ceremony:

The length of the official opening ceremony should be no longer than 60 minutes except in cases where there is a Mass. A tour of the school and a reception will follow the ceremony.

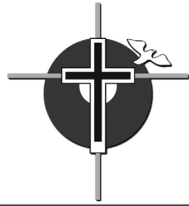
d) The Commemorative Plaque:

The commemorative school opening/blessing plaque will be ordered through the Communications Officer six months before the event. The Committee shall supply information to be included on the plaque. The plaque will include:

- the Bishop/Archbishop's name,
- the name of the Chair of the Board
- the vice-chair of the Board
- all trustees (including student trustee)
- Director of Education
- Superintendents of Education
- Superintendent of Business
- School Principal
- School Vice-Principal
- Manager of Plant Maintenance
- the building project manager's name,
- the name and logo of the architect and construction company.

e) The list of guests to receive invitations:

- The Bishop/Archbishop
- Members of the Board
- Parish Priests
- Minister of Education
- Regional District Manager
- Education Officer
- senior board officials
- architect
- contractor
- the Mayor of the local municipalities
- Provincial Member of the legislature
- Federal member of Parliament
- former area trustees
- former Exec Council members,



- Local CUPE President,
- Local OECTA President,
- Knights of Columbus
- CWL
- Plant and Maintenance Manager and Supervisors.
- Project Manager
- All school principals
- Program Principals
- Other guests at the discretion of the planning committee
- Catholic School Council Chairs of the feeder schools/Family of schools

f) The program will include:

National Anthem

Gathering Song/Music for Mass

Welcome by Principal of the School

Liturgy of the Word or Mass presided over by the Archbishop/Bishop (*in the case of an addition, the local Priest may preside*)

Blessing of the School by the Archbishop/Bishop

Speakers (2 minutes maximum):

- Chair of the Board
- Director of Education (*Presentation of the School Key, for a new school*)
- Superintendent of Education
- Minister of Education or Ministry designated representative
- Local Trustee (*presentation of commemorative school opening/blessing plaque*)
- Local Member of Provincial Legislature
- Local Member of Parliament
- Mayor of the Municipality or designated representative
- Chair of the Catholic School Council

Ribbon Cutting Ceremony

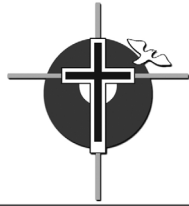
Closing Remarks by the School Principal and a student.

Closing Song and Procession

Tour of the school and refreshments

The Master of Ceremonies will be the Principal.

The program will be produced by the CDSBEO Communications Department.



The letters to the guest speakers will be forwarded by the Director's office.

- g)** Others to be invited should include:
- school staff, students, parents, and local Catholic school community (by Principal via by general flyer, newsletters or e-mail and through ads in local newspaper by Communications Officer)
 - All Board staff via e-mail/flyer by Communications Officer
 - All local media with invitation/media release by Communications Officer
- h)** Reserved seating will be available for program participants, Exec Council, Trustees
- i)** Stage will include the display of the Papal, Provincial and Canadian flags, Board Cross and Board banner, school banner, the school plaque or mock-up, a liturgical candle, the liturgical colour of the season should be displayed, a prayer table with a tablecloth or a banner.

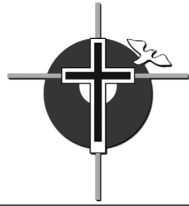
Additional items required if Mass is celebrated.

2. Major School Additions:

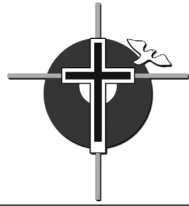
For major school additions, schools may follow similar format of official opening of new school based on the discussion with the Catholic School Council, the School Principal, the Superintendent of Education and the local Trustee. The Board would anticipate that the program referred to under tem 1 f) and the list of invitees would be modified to suit the needs of the community.

3. School Anniversary Celebrations:

- a)** The Board shall support schools celebrating their twenty-fifth, fiftieth, seventy-fifth and hundredth anniversaries.
- b)** Funds shall be allocated in the annual budget for the purpose of supporting such celebrations.
- c)** The Principal of the school will submit to the Board the proposed program for the celebration.
- d)** The amount of money provided by the Board will be authorized by the Director of Education

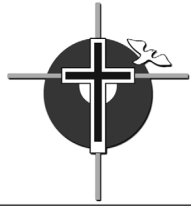


- e) The Principal will encourage participation by members of the school community, or communities including the Catholic School Council, in planning activities for the celebration.
- f) The celebration will include the Board Chair, Trustees, the Director of Education, Superintendents of Schools, clergy, members of the Catholic School Council, parents, teachers, administrative and support staff, alumni, and other members of the local community.
- g) All other celebrations are left up to the discretion of the school principal.



Tasks for Official School Opening and Blessing

Task	Person or Group Responsible
Select Date	Bishop/Archbishop and the Board
Order plaque	Communications Officer
School logo and motto for school plaque to Communications Officer	School Principal
Invitations to speakers, trustees, Director of Education and follow-up for program	Director's Office
Confirmation with Communications Officer of speakers for program	Director's Office
Invitation List	Official Opening Committee
Draft Invitation	School Principal and Communications Officer
Printing invitations	Communications Officer
Mailing of invitations	Communications Officer
Draft program	Official Opening Committee
Printing program	Communications Officer
Stage arrangements (decorations, flowers, ribbon, reserved seating, sound system, provincial and federal flags, board banner, school banner, Board cross, scissors).	Principal
Student greeters	Principal
Liturgy of the Word or Mass and Blessing	Bishop/Archbishop Principal of Religious Education School Principal
Ribbon Cutting	Principal and Superintendent of Education
Presentation of School Key	Communications Officer and Director of Education
Song Selection (including National Anthem)	School Principal
Power Point Presentation of Building Project	School Principal
Parking arrangements	Principal
Contact media, place advertisements, write media releases	Communications Officer
School Tour (student guide, classroom hosts)	Principal
Refreshments	School Principal



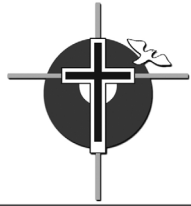
CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO
www.cdsbeo.on.ca

ADMINISTRATIVE PROCEDURE

F4:3

Communications – Community Relations
School Blessing, Official Opening and Anniversaries
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- a) **Reserved Seating:**
Local Priests
Director of Education
Trustees
Superintendents
Ministry Representative
M.P.P.
M.P.
Architects
Construction Co.
- b) **Procession In:**
Bishop/Archbishop
Local Priest
Director of Education
Trustees
Superintendents
Ministry Representative
M.P.P.
M.P.
Architects and Construction Co.
CWL
K of C
- c) **Principal to recognize Special Guests such as:**
Local Priest
Director of Education
Trustees
Superintendents
Ministry Representative
M.P.P.
M.P.
OECTA
CUPE
Architects
Construction Co.
Project Manager
Manager of Buildings and Grounds
Real Estate Agency
Others



d) **Blessing to include:**

Bishop/Archbishop
Local Priest
School Principal
Director of Education
Trustees
Executive Council
Ministry Representative
M.P.P.
M.P.
Teacher
Students

e) **Presentation of the Key:**

From the Director of Education to the School Principal and possibly a student representative

f) **Unveiling of the Plaque:**

By the local trustee(s)

g) **Ribbon Cutting to include (cutting to be done by one or more students):**

Bishop/Archbishop
School Principal
Director of Education
Trustees
Superintendents
Ministry Representative
M.P.P.
M.P.
OECTA
CUPE
Architects
Construction Co.
Teacher
2 students