

## **COORDINATION OF SCHOOL OPENINGS AND DEDICATIONS**

### **Definitions**

*Opening* (of a school or portion of a school): That time and day when students attend regular class sessions for the first time in a new facility; or that time and day when the student body or a major portion thereof enters a new school for orientation or transports class instructional materials into a new facility.

*Dedication* (of a new school or portion of a school): A formal ceremony presenting a new facility to the community with proper recognition of persons and organizations instrumental in the planning and construction of the facility.

### **Bond-Funded Projects**

For new facilities constructed/renovated with the district's capital bond fund, planning for openings and dedications should be coordinated with the Facilities Communications Supervisor a minimum of four weeks in advance. He/she will assist with event planning, coordinate calendars for key participants, and coordinate media outreach, and may provide collateral materials, signage, props and equipment for the event.

### **Scheduling**

Prior to making other arrangements, the principal or Facilities Communications Supervisor must confirm the date and time with the area superintendent, Superintendent and respective Board of Education members.

Dedication ceremonies should be held within a reasonable time after opening a new facility, spaced throughout the school year, and scheduled to avoid times such as holiday periods and the end of the school year.

Requests for public relations material (e.g., news releases, photographs) should be made to the Communications Department no later than four weeks prior to the scheduled opening or dedication.

### **Opening Ceremonies**

Opening ceremonies should include:

1. Participation by the Board of Education member who represents the school, the superintendent, appropriate area superintendent, and community or school staff members as appropriate;
2. Invitations to all area superintendents, superintendent's cabinet members, Board members, and other members of the school community as appropriate;

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3. Appropriate activities, such as ribbon cutting, unveiling of a building identification plaque, etc.

Opening ceremonies should not include open house if students are attending class for the first time.

**Dedication Ceremonies**

Dedication ceremonies should include:

1. An invitation from the school principal or the Communications Department to each member of the Board and the Superintendent.
2. The principal serving as emcee to welcome everyone and introduce the respective Board member, Superintendent, area superintendent, superintendent's cabinet members, architect, general contractor, and other individuals or agencies involved in the construction project. (If a bond-funded facility, the Chief, Facilities Planning and Construction, will recognize the district's project team, architect, general contractor, and other individuals or agencies involved in the construction project.)
3. An introduction or recognition by the school principal of members of the school staff individually, by departments, or as a whole.
4. A printed program.
5. Remarks by the respective Board member, superintendent, and/or designee of the school to the community. The school community may be represented by one or more persons, such as the student body president, PTA president, etc.
6. Recognition of the PTA and other school-related organizations in an appropriate manner.
7. Appropriate recognition during the program when the school name involves interested segments of the community (e.g., prominent family, individual, or agency such as the US Navy).
8. Ribbon cutting and plaque unveiling, if not done during an opening ceremony.

Student participation is encouraged in the form of choral or musical performances, and/or brief talks of acceptance and appreciation.

The length of the program should be no more than thirty minutes.

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**Implementation**

The site principal must coordinate dates for opening or dedication ceremonies through the appropriate area superintendent and the Communications Department.

If a bond-funded facility, the Facilities Communications Supervisor will confirm key dates for participants, develop printed programs and coordinate printing services.