A. PURPOSE AND SCOPE

1. To outline administrative procedures for coordinating and implementing school opening and dedication ceremonies. Construction of schools under requirements of the Field Act and the building of stadiums are considered rededications and should be undertaken in accordance with this procedure.

2. **Related Procedures:**
   Naming of schools and school facilities 3300
   Release of public information to news media
   and public 9015

B. LEGAL AND POLICY BASIS

1. **Reference**: Board policy: E-5000, K-1000; Education Code Section 39600.

C. GENERAL

1. **Originating Office**. Questions concerning this procedure should be directed to the Chancellor of Instruction, Institute for Learning.

2. **Definitions**

   a. **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.

   b. **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.

3. **Planning** for openings and dedications should be coordinated by the principal with the instructional leader.

4. **Costs** should be financed from undistributed instructional supply funds.

5. **Scheduling**

   a. **Prior to making other arrangements**, the date and time are to be cleared with the instructional leader.

b. **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.

c. **Requests for public relations materials** (e.g., news releases, photographs) should be made to the Communications Office, Communications and Community Relations Division no later than two weeks prior to the scheduled opening or dedication.

6. **Opening Ceremonies**

a. Opening ceremonies should include:

(1) Participation by the president and members of the Board of Education, the superintendent, appropriate instructional leader, and community or school staff members as appropriate;

(2) Invitations to all instructional leaders, executive committee members, Board of Education members, and other members of the school community as appropriate;

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

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

7. **Dedication Ceremonies**

a. Dedication ceremonies should include:

(1) A personal letter of invitation from the school principal to each member of the Board of Education and the superintendent.

(2) An introduction and/or recognition by the superintendent or designee of members of the Board of Education, instructional leader(s), executive committee members, architect, general contractor, and other individuals or agencies involved in the construction project. The list of introductions

and/or recognitions should conclude with the introduction of the school principal.

(3) An introduction or recognition by the school principal of members of the school staff, individually, by departments, or as a total staff.

(4) A printed program including the names of all staff members by departments, workstations, grade levels, or subject areas. Programs will be duplicated at the Eugene Brucker Education Center at district expense.

(5) The presentation by the president of the Board of Education or designee of the school to the community. The total school community may be represented by one or more persons, such as the student body president, the PTA president, the CAC chairman, and the like.

(6) Recognition of the PTA, CAC/PAC/SAC, 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 U. S. Navy).

(8) Ribbon cutting and plaque unveiling, if not done during an opening ceremony.

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

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

D. IMPLEMENTATION

1. **Site Principal**

a. Clears date for opening or dedication ceremonies through appropriate instructional leader.

b. Requests "Dedication Programs—Chronological Checklist" (E.1) at least sixty days prior to proposed date of dedication.

c. Clears availability of funds to cover costs of duplicating program(s) through the Executive Officer to the Chancellor.

E. FORMS AND AUXILIARY REFERENCES

1. Dedication Programs—Chronological Checklist form (available from the instructional leaders)

F. REPORTS AND RECORDS

G. APPROVED BY

Terrance L. Smith

Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education