



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: SCHOOL EVENTS COMMUNICATIONS  
AND INVITEE PROTOCOLS

POLICY NO: S.02

<b>Date Approved:</b> December 6, 2006	<b>Date of Next Review:</b> <b>May 2023</b>	<b>Dates of Amendments:</b> November 9, 2012 <b>May 17, 2018</b>
<b>Cross References:</b> S. 08 Blessing and Official Opening of Schools <i>T. 06 consolidated</i>		
<b>Appendix</b>		

**Purpose:**

This Policy provides direction on how to communicate school events to various stakeholder groups and identify common standards of practice for who should be invited to these events.

**Scope and Responsibility:**

The policy governs communication of school events and who must be invited to various events held at the school or by the school. The school Principal will be responsible to follow the policy as they support the planning of school functions.

**Alignment with MYSP:**

Strengthening Public Confidence

Achieving Excellence in Governance



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**Policy:**

As a Catholic community, we seek to share our good news and school celebrations with our local community.

**Regulations:**

The following procedure shall be adopted with respect to school events and celebrations of significance:

1. Trustees, in whose ward the school is located, shall be invited to attend school functions to which the school community has been invited, and will be consulted prior to setting the date of the event.
2. Where appropriate, the Principal/designate should notify the Communications department of the TCDSB of the date, time and details of such event. The Communications department will report this in its listing of school events taking place.
3. In agreement with the Principal, a media release will be prepared and sent out to appropriate local print, television and radio outlets, city councillors, Trustees and senior TCDSB officials. Information about the event will also be placed on the home page of the TCDSB portal and communicated through electronic and social media.
4. The area Superintendent and local Trustee should always be invited to special events held at the school. Where a politician has been invited into a school the Superintendent and Trustee must be invited. The Catholic School Advisory Council Chair and/or Vice Chair and local Parish priests should also be notified and invited to special school events.



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5. Depending on the nature of the event, schools may also wish to invite the Director of Education, Associate Director(s), and the Chair and Vice-Chair of the Board. Local City Councillor, Provincial MPP, Federal MP, local community representatives and all applicable current and former TCDSB senior staff could also be included on the guest list.
6. **The order of speakers for school events shall be consistent with Blessing and Official Opening of Schools Policy (S.08), Regulation 3:**

#### **Order of Speakers at TCDSB School Events**

- **Principal of the School**
- **Chair of the Board (Vice-Chair or designate)**
- **Archbishop/Bishop (Archdiocese Representative)**
- **Minister of Education**
- **Appropriate Trustee**
- **Local Member of Provincial Parliament**
- **Local Member of Parliament**
- **Representative of the Municipality**
- **Director of Education**
- **Chair of Catholic School Advisory Council**
- **Parish Priest**
- **President of the Student Council, where applicable**



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### **Definitions:**

#### **School event**

**At the TCDSB, school events consist of, but not limited to:**

**New School Openings/Blessings, School Anniversaries, School Graduations (Elementary and Secondary), Ground Breaking Ceremonies, Celebrations or Initiatives organized jointly with National, Provincial, Municipal, local and community partners.**

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

- Through the Communications department, Trustees will be surveyed about their experience.
- One month prior to the date of review, schools will report on implementation of this policy.