



ADMINISTRATIVE PROCEDURE – AP202-2

Celebration of School Anniversaries

Area: Governance
Policy Reference: Blessings, Openings and Anniversaries (PO202)
Approved: March 26, 2007
Revised: June 8, 2020; April 7, 2026

1. Purpose

The purpose of this administrative procedure is to provide clear and consistent guidelines for the planning and implementation of the celebration of school anniversaries within the Durham Catholic District School Board (the “Board”).

2. Definitions

Nil

3. Procedures

- 3.1 Schools shall celebrate anniversaries every twenty-five (25) years, beginning with the twenty-fifth anniversary of the establishment of the school community, regardless of the date of the building’s blessing or official opening.
- 3.2 In consultation with the Catholic School Council and school staff, the principal shall establish a School Anniversary Committee within one year prior to the anniversary date.
- 3.3 The School Anniversary Committee shall be chaired by the principal with the majority of members being parents/guardians from the school community. The parish Priest and local trustee shall be invited to be members of the committee. Students and other community representatives may be invited to be members at the discretion of the principal and the Catholic School Council.
- 3.4 Once the committee is established, a date for the anniversary celebration shall be submitted to the family of schools superintendent and the Communications Department for consideration. The family of schools superintendent shall determine the availability of the local Bishop (or designate), director, chair of the

Board, and the local trustee(s) before finalizing a date with the principal of the school.

- 3.5 The principal must work with the Communications Department to review specific responsibilities, plan the guest list, speakers' list and the program. The local trustee shall be invited to act as the Host at the celebration.
- 3.6 Schools must submit a draft program for the anniversary celebration to the family of schools superintendent and the Communications Department for approval at least two months prior to the celebration.
- 3.7 The Board shall allocate an anniversary allowance of up to \$5,000, at the beginning of the school year in which the anniversary occurs.
- 3.8 The principal or designate shall assume responsibility to send invitations to local clergy, trustees, members of the Catholic School Council, past principals, the director and all members of senior administration. The school community shall be invited to the celebration through communication channels as determined by the school in consultation with the Communications Department.
- 3.9 The anniversary celebration must include a liturgical component (e.g., Mass, Liturgy of the Word).
- 3.10 The anniversary celebration must include the Board approved Land Acknowledgment.

4. Sources

Nil

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 [Blessings, Openings and Anniversaries Policy \(PO202\)](#)
- 6.2 [Blessings and Official Openings Administrative Procedure \(AP202-1\)](#)