

## Administrative Procedure 540

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### OPENING NEW SCHOOLS

#### Background

Effective and efficient start-up of a new school requires extensive planning and effort in terms of instructional materials, furniture and equipment acquisition, as well as staffing, public relations, program organization and transportation. The Division is committed to having new schools or additions fully functional and ready for student occupancy by the beginning of the school term.

#### Procedures

1. Where feasible, the designation of the Principal will be made at least six (6) months in advance of the opening of the new school.
  - 1.1 Where the Principal is an existing employee of the Division, the Division will provide a minimum of one (1) month release time during the term for preparation purposes.
  - 1.2 In planning for the opening of larger schools, release time of up to six (6) months may be provided by the Division.
2. The Superintendent is responsible for analyzing the planning requirements for the opening of a new facility and providing an appropriate release time to ensure building/program readiness.

Reference: Section 52, 53, 97, 222 Education Act