

**Administrative Procedure 541**

---

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

Reference: Section 20, 60, 61, 113, School Act