



ADMINISTRATIVE PROCEDURE

OPENING NEW SCHOOLS

3505

Procedure No.

June 1, 2000

Date

- I. **PURPOSE:** These procedures are designed to assist those charged with the responsibility of opening a new or renovated school and school system departments and offices that have supporting tasks in this effort.
- II. **BACKGROUND:** Beginning in FY 2000 and continuing through FY 2005, over 26 school buildings will open or be renovated. These procedures are offered as an action plan for all school system personnel involved in the process of opening a new or renovated facility. Because of the interlocking and interdependent nature of many of the activities designed, no individual or group should modify the process.
- III. **PROCEDURES:** These procedures are maintained in notebook form in the Office of each of the Deputy Superintendents. The notebook is organized in the following manner:

Sections 1 and 2 provide brief summary information regarding the CIP timeline, organizational information, and division phone/fax numbers and email addresses.

Sections 3 through 9 provide task lists organized by divisions detailing initiation dates, responsible persons in the schools, the regional office and central office, and target completion dates. The current date is defined as the year the school will open; i.e., a school opening in September 2001 is opening in the fiscal year 2002. The prior year would be fiscal year 2001 (2000-2001).

Section 10 reorganizes all of the tasks required by date, thus providing a timeline for the opening of the facility.

To assist the reader in locating critical information and tasks, an Index correlated to Sections 3-9 is provided in Section 11.
- IV. **RELATED PROCEDURES:** None. This is a new Administrative Procedure.
- V. **MAINTENANCE AND UPDATE OF THIS PROCEDURE:** These procedures were developed with the input from all Divisions in Prince George's County Public Schools. Maintenance resides with the Office of the Superintendent.
- VI. **EFFECTIVE DATE:** June 1, 2000.

Approved by:
Iris T. Metts
Superintendent of Schools