



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Business and Administrative Services

• Property and Facilities Services

**Regulation Code:** BA-6.2.1

**Regulation:** SCHOOL OPENINGS – NEW OR  
EXPANDED SCHOOLS

**Policy Code Reference:** BA-6.2  
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-6.2, School Openings – New or Expanded Schools.

The Kawartha Pine Ridge District School Board will conduct an official opening ceremony appropriate to the completion of a new school or an expansion of an existing school.

### 1. New Schools and Major Renovations

Arrangements for an official opening of a new school or major renovation shall be made by the principal, staff of the school, and the school council, in consultation with the appropriate superintendent and the Chairperson of the Board and the local trustee representative(s). A guideline will be developed to outline specific procedures and protocols for the official opening.

The opening ceremony will be conducted in an official manner.

Invitees will include the Chairperson of the Board, trustees, the Director of Education, Board superintendents, school council chairperson, the Minister of Education, local members of Provincial Parliament, the architect, the contractor's representative, the Controller of Facilities Services and other Facilities Services staff, as appropriate.

### 2. Expansions to Schools

Arrangements for an official opening of an expansion shall be made by the principal, staff of the school, and the school council in consultation with the appropriate superintendent.

The opening ceremony may be conducted in a less formal manner than for new schools.

Invitees will include the Chairperson of the Board, trustees, the Director of Education, the appropriate superintendent for the school, the school council chairperson, the Controller of Facilities Services and other Facilities Services staff, as appropriate.

### 3. School Plaques

Plaque design and form must adhere to the protocol established by the Chairperson of the Board and the Director of Education (Appendix A).

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

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**4. Funding of Opening Ceremonies**

The Board will consider the need for school opening ceremonies within the upcoming budget year and shall provide sufficient funds to complete 1, 2, and 3 above.