

**Administrative Procedures for Policy #1035 (Administration)
Regarding Groundbreaking and Dedication Ceremonies for School System Facilities**

I. Guidelines

- A. The opening of a new school system facility or the major renovation of an existing facility affords the Board of Education and the staff of the Calvert County Public Schools the opportunity:
1. To acquaint the general public with the plans for an upcoming construction project or a newly completed physical structure.
 2. To acquaint the general public with the educational program appropriate to that structure.
 3. To note the general historical, monetary, and construction facts appropriate to the structure.
 4. To acknowledge and express appreciation and thanks to those individuals and/or groups who contributed to obtaining the funding for, planning, and/or building the facility; and
 5. To apprise the general public of the importance of public education, its goals and objectives, present status and Calvert County's plans for its future.

II. Responsibility

- A. The responsibility for the development of a facility's groundbreaking or dedication ceremony will be that of the Superintendent or his/her designee. Designees to be considered include, but are not limited to, members of the Executive Team, the school principal, the Director of School Construction or the Director of School Facilities and Operations.
- B. The individual responsible for the groundbreaking or dedication ceremony will:
1. Develop a list of dignitaries to be invited including federal, state, and local officials, Public School Construction Program officials, members of the Board of Education, and consultants and contractors from the project.
 2. Develop and send out invitations.
 3. Work with the school principal and/or staff on the details of the program; and
 4. Develop a printed program for the dedication ceremony.

III. The Groundbreaking or Dedication Ceremony may:

- A. List and acknowledge:
1. Elected officials (federal, state, local, and Board of Education members).

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2. The State Superintendent of Schools,
 3. Public School Construction Program officials; and
 4. The construction project's architect, consultants and construction manager or general contractor.
- B. Allow time for comments from invited officials.
 - C. Include a Master of Ceremony (Superintendent or Principal).
 - D. Include points of interest.
 - E. Include students, student activities, performances, tours, and other activities as appropriate.
 - F. Include a local high school color guard.
 - G. Include a printed program.
 - H. Include a ceremonial key to the building; and
 - I. Be open to the general public.

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