

YEARLY PRINCIPAL CHECKLIST

MONTH	TASKS	HARD DEADLINES
AUGUST	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize first semester timetable, teacher schedules (high school), and school calendar for the year <input type="checkbox"/> Ensure school readiness - cleanliness and safety considerations <input type="checkbox"/> Meet with staff to lay out general plans and answer questions <input type="checkbox"/> Review with staff protocols for child abuse, sexual harassment, blood-borne pathogens, anaphylaxis <input type="checkbox"/> Plan with teachers for methods/apps for communicating routinely with parents and each other <input type="checkbox"/> Read over and update school handbook and make available online <input type="checkbox"/> Compile list of teacher contact data and job assignments and send to OE <input type="checkbox"/> Send communication to all prospective families to kick off the year <input type="checkbox"/> Ensure emergency plans and procedures for school safety are developed and communicated with staff (See Appendix M under Forms on new OE website) <input type="checkbox"/> Create a schedule for faculty meetings and other regular meetings for the year <input type="checkbox"/> Create a plan for Professional Development days <input type="checkbox"/> Create a schedule for student awards/recognition <input type="checkbox"/> Preparation for orientation week with staff (daily schedule, staff meeting agenda, snacks, lunch break planned for entire staff) <input type="checkbox"/> Preparation for Opening Day with students (student schedule and teacher responsibilities) <input type="checkbox"/> Prepare extra-curricular and committee sign-up sheets <input type="checkbox"/> Prepare options sheets for students to take home <input type="checkbox"/> Plan a time for Meet the Teacher or Back to School event <input type="checkbox"/> Check school first aid kits and sick room supplies <input type="checkbox"/> Arrange for school picture day 	<ul style="list-style-type: none"> <input type="checkbox"/> Aug 29 – Send Tuition and Registration Dates to OE <input type="checkbox"/> Aug 31- Submit Tuition Assistance Forms to OC (for dependents of employees who are attending post-secondary SDA institutions) <input type="checkbox"/> Aug 31 - Submit copies of MOE External Evaluation Reports to OE for review

	<input type="checkbox"/> Ensure all teachers have completed Reclaiming Hope on ALC and Encounter if they will be teaching Bible	
SEPTEMBER	<input type="checkbox"/> Send out “Welcome Back” letter to parents and staff (before first day of school) <input type="checkbox"/> Collect field trip requests from teachers, ensuring all volunteers have CRC before event; ensure potential drivers/vehicles have clearance <input type="checkbox"/> Collect class schedules from teachers (Elementary) <input type="checkbox"/> Establish crisis management communication protocols <input type="checkbox"/> Hold a Back-to-School event <input type="checkbox"/> Set a date for first parent-teacher conferences <input type="checkbox"/> Meet with school board to present final revised budget for upcoming school year <input type="checkbox"/> Prepare detailed list of students with IEPs and their needs as well as a special education budget <input type="checkbox"/> Begin to prepare draft IEP documents for all students with designations and others who need supports <input type="checkbox"/> Check in with each teacher personally for feedback on how best to support; look over current lesson plans <input type="checkbox"/> Collect sub plans files by mid-month <input type="checkbox"/> Collect year plans (including unit plans) by the end of the month <input type="checkbox"/> Work on MOE evaluation document <input type="checkbox"/> Monitor school website to ensure it’s current	<input type="checkbox"/> Sept 1 (or first day of school) – Submit First Day Enrolment Form to the OE <input type="checkbox"/> Sept 1 (or first day of school) – Submit School Calendar, Class Schedules, & Outreach to the OE <input type="checkbox"/> Sept 7 - Submit <i>Local Hires Spreadsheet</i> to the OE <input type="checkbox"/> Sept 9 – Submit Master List of Special Needs Students (for 1701 inclusion) to the OE <input type="checkbox"/> Sept 13 - Submit External Evaluation Reports to MOE (relevant schools) <input type="checkbox"/> Sept 15 - Submit <i>Equipment Allowance Form</i> to OE <input type="checkbox"/> Sept 20 - Send Finance Backups to OE for previous month <input type="checkbox"/> Sept 23 - Submit updated Special Education documentation for new and recently assessed students to OE <input type="checkbox"/> Sept 30 – Submit Opening Report in NAD Dashboard <input type="checkbox"/> Sept 30 – Confirm Mathletics registration
OCTOBER	<input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Arrange for administration of FSA exams to grades 4 and 7 <input type="checkbox"/> Go over report card format/requirements with teachers <input type="checkbox"/> Begin to plan Christmas concert and staff Christmas party <input type="checkbox"/> Spend at least a few minutes in each classroom and give encouragement to teachers <input type="checkbox"/> Send positive message to families and churches about a great start to the year <input type="checkbox"/> Announce year report card plan and protocols	<input type="checkbox"/> Oct 4-Nov 12 – FSA Testing <input type="checkbox"/> Oct 11-12 - MOE Evaluations <input type="checkbox"/> Oct 15 - Meet with parents and other team members of IEP students to establish final IEP documents <input type="checkbox"/> Oct 20 - Send Finance Backups to OE for previous month



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	<input type="checkbox"/> Begin Christmas program planning	
NOVEMBER	<input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Hold first parent-teacher conferences <input type="checkbox"/> Advertise Christmas concert on website and in churches <input type="checkbox"/> Process first of three report cards for K-9 <input type="checkbox"/> Prepare IEP reports to go out with report cards <input type="checkbox"/> Decide on venue for Christmas staff party <input type="checkbox"/> Arrange for formal or informal communication of academic progress for 10-12; failure warnings for failing students <input type="checkbox"/> Prepare end-of-semester or mid-term exams (dates of writing, location of writing, teacher supervision, provincial exams) <input type="checkbox"/> Facilitate student week of prayer in consultation with chaplain <input type="checkbox"/> Plan for Open House (January or February)	<input type="checkbox"/> Nov 20 - Send Finance Backups to OE for previous month <input type="checkbox"/> Nov 23 – SDABC Special Education Assessment Funding Deadline
DECEMBER	<input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Hold Christmas staff party <input type="checkbox"/> Present a Christmas concert <input type="checkbox"/> Lockers cleaned out – planned/organized schedule <input type="checkbox"/> Send parents end-of-semester or mid-term exam schedule <input type="checkbox"/> Send email to parents and staff with Christmas wishes <input type="checkbox"/> Finalize second semester timetable, teacher schedules (high school)	<input type="checkbox"/> Dec 20 - Send Finance Backups to OE for previous month
JANUARY	<input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Ensure that teacher intent forms for next year are submitted <input type="checkbox"/> Prepare for exams (desk movement, supervision schedule) <input type="checkbox"/> Review IEPs and meet with teams if concerns arise; update student goals <input type="checkbox"/> Process first semester report cards for grades 10-12; include IEP reports <input type="checkbox"/> Prepare for awards program <input type="checkbox"/> Work on NAD evaluation documents <input type="checkbox"/> Hand out Teacher Employment Intent Form (Due Feb 2)	<input type="checkbox"/> Jan 15 - Submit <i>Tuition Registration Information for Charitable Receipts</i> to OE <input type="checkbox"/> Jan 20 - Send Finance Backups to OE for previous month

<p>FEBRUARY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Meet with personnel committee regarding teacher recruitment for next year; consider contribution article/photos/communique to OE regarding positive events to date <input type="checkbox"/> Begin to work on preliminary budget for next school year <input type="checkbox"/> Develop school calendar for next year <input type="checkbox"/> Meet with staff and/or board to consider possible school handbook revisions <input type="checkbox"/> Work with K-9 teachers to prepare second trimester report cards; include IEP reports <input type="checkbox"/> Continue working on NAD evaluation documents <input type="checkbox"/> Begin to prepare for graduation; monitor Grade 12 students to be on track for graduation 	<ul style="list-style-type: none"> <input type="checkbox"/> Feb 2 – <i>Teacher Employment Intent Forms</i> due to OE <input type="checkbox"/> Feb 11 – Submit Snapshot of MOE 1701 to OE <input type="checkbox"/> Feb 18 – Submit MOE 1701 to OE <input type="checkbox"/> Feb 20 – Send Finance Backups to OE for previous month <input type="checkbox"/> Feb 22 – Submit CAT4 Order Form to OE <input type="checkbox"/> Feb 28 – Submit <i>SDABC Above & Beyond Nominations, SDABC Friend of Adventist Education Nomination Form, and SDABC Volunteer Nomination Form</i> to OE
<p>MARCH</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Work with Gade 10-12 teachers to plan formal or informal midterm reports of student academic progress; include IEP reports <input type="checkbox"/> Meet with each teacher at least briefly to encourage and seek ways to best support <input type="checkbox"/> Discuss with school board possible methods to increase student recruitment <input type="checkbox"/> Prepare materials for CAT4 tests 	<ul style="list-style-type: none"> <input type="checkbox"/> Mar 15 - SDACC Excellence in Teaching Award Nomination Application due to SDACC <input type="checkbox"/> Mar 20 – Send Finance Backups to OE for previous month
<p>APRIL</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Facilitate spring week of prayer in consultation with chaplain <input type="checkbox"/> NAD evaluation (date to be determined) <input type="checkbox"/> Arrange administration of CAT4 tests <input type="checkbox"/> Plan parent-teacher conferences or student-led conferences <input type="checkbox"/> Finalize plans for <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Apr 19 – 29 – CAT4 Testing <input type="checkbox"/> Apr 20 – Send Finance Backups to OE for previous month <input type="checkbox"/> Apr 30 – Deadline for schools to receive admission documentation for new students with known special needs.

MAY	<ul style="list-style-type: none"> <input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Complete graduation plans <input type="checkbox"/> Prepare end-of-semester or final exams (dates of writing, location of writing, teacher supervision, provincial exams) <input type="checkbox"/> Coach teachers in preparing student self-assessments <input type="checkbox"/> Ask staff members to submit a list of maintenance items to be completed over the summer months and classroom resources required for the next school year. 	<ul style="list-style-type: none"> <input type="checkbox"/> May 1 - Preliminary budgets due to OE <input type="checkbox"/> May 4 – Deadline to send CAT 4 tests to the OE <input type="checkbox"/> May 15 - Support Staff list for following school year should be voted <input type="checkbox"/> May 15 – Submit Mathletics requests to OE <input type="checkbox"/> May 15 - Submit Audit forms to OE <input type="checkbox"/> May 20 – Send Finance Backups to OE for previous month <input type="checkbox"/> May 30 – Submit MOE 1701
JUNE	<ul style="list-style-type: none"> <input type="checkbox"/> Collect field trip requests from teachers <input type="checkbox"/> Create first semester timetable (next year), teacher schedules (high school) <input type="checkbox"/> Process end-of-year reporting for K-12, including final report cards, IEP reports, student self-assessments <input type="checkbox"/> Study CAT4 results and make plans/goals for future <input type="checkbox"/> Arrange final exams <input type="checkbox"/> Prepare for awards program <input type="checkbox"/> Conduct graduation ceremonies <input type="checkbox"/> Hold post-session with staff <input type="checkbox"/> Arrange for any staff farewells <input type="checkbox"/> Send last email of the year to parents and staff – happy holidays <input type="checkbox"/> Assign and collect inventories for all parts of the school (if not done last year); textbooks, supplies, assets, equipment <input type="checkbox"/> Compile book orders for next school year <input type="checkbox"/> Prepare list of maintenance items to be completed over the summer months 	<ul style="list-style-type: none"> <input type="checkbox"/> Jun 20 – Send Finance Backups to OE for previous month <input type="checkbox"/> Jun 21 – SDABC Special Education Assessment Funding deadline <input type="checkbox"/> Jun 30 – Submit Closing Report on NAD Dashboard <input type="checkbox"/> Jun 30 - Update PSR files <input type="checkbox"/> Jun 30 – Submit updated inventory list to OE <input type="checkbox"/> Jun 30 – Collect Teacher checklists <input type="checkbox"/> Jun 30 – Submit Principal Year-End Checklist to OE