



Before School Opens

1. Call a few people, let them know you are in town (may be a new principal), and perhaps drop in for a chat – the Vice-Principal, the secretary, the Director, the DEA Chairperson.

SCHOOL

2. Tour the school. Check to see all repairs have been done during the summer. If they are not completed contact whoever is in charge of maintenance and repairs and ask for a projected completion date. See if the custodian has completed her/his tasks. Make notes. Check map of school for essential items i.e. fire exits, furnace rooms, electrical rooms.
3. Check the mail. Are the Student Validation Statements in? Any discrepancies?
4. Were there any special summer activities conducted in the school? Is there any damage? Are keys returned? Any other feedback?
5. Keys? Is there a key board? A key policy? Who has keys? Who gets keys? Are you satisfied with the degree of control? Security?

PERSONNEL

6. Meet with the Vice-Principal. You will need to discuss division of duties and responsibilities in supervision (agree upon and write down the details), priorities, finalize the timetable, assign rooms, review policy and procedures, particularly those that pertain to opening day activities, (i.e. handing out texts and supplies, recess/hallway supervision schedules).

MATERIALS

7. Go through office files carefully and ensure you have:
 - A copy of the School Growth Plan
 - A copy of the Education Act of the NWT and Regulations
 - A copy of the Human Resource Manual
 - School discipline and attendance policies
 - Curriculum guides
 - School Policy and Procedures Manual
 - Student handbook
 - All pertinent ECE and BDEC publications
 - Copies of the Inclusive Schooling Directive, Home Schooling, Student Records, Private Schooling, Student Assessment, Secondary School Handbook,

Junior and Elementary School handbook, Substitute Teacher handbook, K-12 Curriculum Manuals.

8. Know your staff
 - Make arrangements to meet them
 - Check teacher files carefully
 - Develop files, binders, books
 - Plan orientation for new teachers, develop plan for Mentor program
 - Who assists with housing for new teachers/interns?
 - Is there a substitute teacher list? Who looks after it? Update the list: contact each sub on the list.
 - Consider an opening day staff function at your house, invite support staff, substitute teachers, spouses
 - Plan carefully for your first staff meeting; involve your vice-principal, others

STUDENTS

9. Go over promotion results and related information. Who are the special needs students? Are programs in place? Check out duties and responsibilities of special education assistants. Any changes anticipated? Develop file, binder, book for referrals, discipline, special education, supervision.

PROCEDURES

10. Find out about procedures for:
 - a) Protocol: Communication
 - b) School facility usage arrangement
 - c) Occupational health and safety meeting
 - d) Home and School/Parents Advisory Boards/District Educational Authority
 - e) Teacher leaves/absences
 - f) Budget/ordering (O & M) and petty cash transfers
 - g) Maintenance and destruction of students records (contact BDEC first) (Student Records Directive)
 - h) School bus – schedule, supervision discipline procedure
 - i) Discipline/suspension/ expulsion procedures
 - j) Reporting injuries/accident reports
 - k) Student support/four step process/PST Handbook
 - l) Mouth rinse program
 - m) Volunteers
 - n) Emergency response plan
 - o) Substitute teachers, education assistants
 - p) Student attendance and recording procedures

TIME

- 11 Review previously approved calendar:

Before School Opens...continued

- a) Report card, interview dates
- b) Professional development days
- c) Administration days, in-service days
- d) Other (e.g. Career Day)
- e) Student supervision schedule, staff assessment schedule, principals' meetings, DEA and DEC meetings, staff meetings

PRACTICES

12. Find out BDEC practices regarding:
 - a) School Growth
 - b) Professional development
 - c) NWTTA, UNW
 - d) Staff assessment – policy, practice, expectations
 - e) Budget/ordering

- f) Expectations of availability of BDEC staff
- g) Principal's professional development
- h) School discipline approach – restitution, positive choices
- i) BDEC Student Assessment Program
13. Develop agenda for first staff meeting:

- a) Meeting dates and times, chairs and recorders
- b) Information items
- c) Discussion items
- d) Decision items
- e) Professional development
- f) Everybody's wish list
- g) In-school procedures, e.g. discipline, attendance, fire-drills, financial, accounting
- h) Advise staff to book flights for Christmas holidays

School Opening **RELATED TASKS**

1. Schedule opening day procedures for staff and students.
 2. Arrange for subject, grade or division meetings e.g. middle years math teachers.
 3. Arrange for suitable number of chairs and desks in each classroom.
 4. Ensure that teachers check student files for Medical Alerts, IEPs and Student Success Plan.
 5. Review Departmental summaries of Grade 12 results. Send in corrections when necessary.
 6. Prepare new substitute teacher list and secure criminal record checks.
 7. Prepare agenda for initial staff meeting.
 8. Review Policy Manual and Student Handbook. Prepare copies for distribution to ensure that each teacher has a copy.
 9. Prepare a master timetable.
 10. Unpack and sort supplies, texts, equipment etc.
 11. Prepare new student supervision schedule/staff room clean up.
 12. Distribute copies of teacher timetables, class timetables, teacher preps timetables, gym timetables, computer room timetable.
 13. Prepare new staff list showing homerooms, grades etc.
 14. Prepare adequate copies from Intranet of BDEC Implementation Plan for SAER for each staff member. Call BDEC to ensure that the in-service SAER is ready to proceed on the suggested date.
 15. Forms required for first staff meeting.
 - Attendance slips
 - Registration forms
 - Supply order forms
 - Mark sheets – Division I and II
 - Fee collection sheets
 - Blank timetables
 - Two copies of teacher timetables to be completed and returned to Assistant Director
 - Blank report cards to all teaching staff
 16. Prepare class lists to be posted on classroom doors for opening day.
 17. Check photocopier and arrange for servicing if required.
 18. Check Online Learning Facilitator Training/Student Registration schedule.
 19. Conduct staff meeting.
- Class lists
 - School year calendar and outline of the instructional day
 - Teacher daybooks
 - Textbook recording sheets – Secondary school
 - Blank extra-curricular list
 - Accident report forms
 - Leave request forms
 - Excursion request forms

2004

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 SCHOOL OPENS Inualthuyak	28	29	30	31

every MONTH

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- 3 | Complete accident reports as they happen and submit to BDEC.

- 4 | Forward staff assessments to BDEC, as applicable.
- 5 | Update student supervision schedules.
- 6 | Perform maintenance and playground checks.
- 7 | Organize recommended monthly Health and Safety Committee meeting.
- 8 | Classroom visits.

- 9 | Arrange meeting with specialty staff.
- 10 | Check Senior Secondary School Handbook for Diploma Exam procedures.
- 11 | Prepare monthly report and attend DEA meetings as required.
- 12 | Update outstanding Request for Work applications a required and submit any new applications.

- 13 | Collect long distance telephone logs. Verify long distance telephone charges.
- 14 | Prepare tentative and final agenda for staff meeting.
- 15 | Fire drill.
- 16 | Review monthly O & M budget printout and updates.
- 17 | Circulate newsletter to parents and cc copy to Director.

2004

August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 CIVIC HOLIDAY	3 SCHOOL OPENS Helen Kalvak	4	5	6	7
8	9	10	11	12	13 SCHOOL OPENS Angik	14
15	16 SCHOOL OPENS Mangilaluk	17	18	19	20	21
22	23	24	25	26 SCHOOL OPENS Chief Paul Niditchie	27	28
29	30 SCHOOL OPENS Chief Julius Mangilaluk in-service SAER	31 SCHOOL OPENS Moose Kerr Chief Paul Niditchie in-service SAER				

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Things to do...

1. Determine computer file back up system and conduct back up.
2. September Statistical to be completed by last day of month - see #24 & 25.
3. Collect a copy of each teacher's student assessment and evaluation procedures by the end of the month.
4. Arrange for parental phone tree. Contact designated parent, staff member to phone for volunteers.
5. Collect any applicable fees.
6. Complete applications for on-line facilitator and student courses. Arrange for the ordering or borrowing of required textbooks.
7. Submit all referrals for the speech pathologist, education psychologist etc. as soon as possible.
8. Hold election for Student Council Representatives and DEA Student Representatives.
9. Collect the following completed forms from teachers:
 - Supply order forms
 - Teacher timetables
 - Class lists
 - Textbook recording sheets
10. Establish a staff professional growth evaluation plan outlining the process and communicate to staff. Complete the summary and send to SOS.
11. Determine dates for the submission of Long Range Plans.
12. Make arrangements for Initiation/Welcome week.
13. Requisition student records for any new students who have enrolled this year and follow procedures for maintenance of records.
14. Check with all teachers re: curriculum guides required. Order as necessary.
15. Establish school teams for school improvement, school spirit, student support etc.
16. Arrange: Meet the Teacher Night.
17. Meet individually with the staff.
18. Student Registrations.
19. Update emergency response protocol – phone numbers, personnel etc.
20. Follow Diploma Exam Procedures for November exams as per Senior Secondary School Handbook.
21. Prepare DEA report.
22. Determine reporting periods.
23. **Review and revise Student Support Strategy.**
24. **Complete September statistical enrollment by September 30 on template file forwarded from BDEC. Confirmed count to be submitted to Comptroller by end of first week in October.**
25. **Forward photocopy/printout of actual student attendance per day to Board Office.**
26. Prepare year-end procedures checklist for teachers and distribute.

2004

September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 SCHOOL OPENS SAMS, Moose Kerr Moose Kerr in-service SAER	2 BALANCED LITERACY Gwitch'in Lang. Teachers SHSS in-service SAER	3 SAMS in-service SAER	4
5	6 LABOUR DAY	7	8	9	10	11
12 GRANDPARENT'S DAY	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 BEAUFORT SCHOOLS First year teachers submit Long Range Plans		

**every
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Things to do...

1. Check BDEC Principals' Conference and Board Meeting dates.
2. Submit final Senior Secondary Program Master Schedule/CTS Program to Supervisor of Schools.
3. Support DEA in the preparation of the October DEC Meeting Report.
4. Prepare for 1st reporting period. Familiarize staff with report card template.
5. Confirm parent interview dates.
6. Check procedures for November Diploma Exams.
7. Check arrangements for student photographs.
8. Meet with each teacher to review Long Range Plans.
9. Submit copies of year 1 teachers' Long Range Plans to Assistant Director.
10. Set up procedure to monitor progress of on-line and correspondence students.
11. Set up graduation committee and provide guidelines.
12. Establish Remembrance Day committee.
13. Update student records and information.
14. Student Enrolments due by the second Friday of October. Must be prepared using electronic file from the BDEC office (see #24 & #25 in September)

2004

October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
		← BDEC BOARD MEETING →				
10	11 THANKSGIVING DAY	12	13	14	15 Ensure staff are aware of CANADA SAVINGS BOND deadline	16
17	18	19	20	21	22	23
24	25	26	27	28	29 DELTA SCHOOLS First year teachers submit Long Range Plans	30
31 DAYLIGHT SAVINGS TIME ENDS HALLOWEEN						

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2004

November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 REMEMBRANCE DAY	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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2004

December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 LAST DAY OF CLASSES Helen Kalvak (a.m.)	15 LAST DAY OF CLASSES Inualthuyak, Mangilaluk	16	17 LAST DAY OF CLASSES SHSS (a.m.), SAMS, Chief Paul Niditchie, Moose Kerr, Angik	18
19	20	21 LAST DAY OF CLASSES Chief Julius	22	23	24 CHRISTMAS EVE	25 CHRISTMAS DAY
26 BOXING DAY	27	28	29	30	31 NEW YEAR'S EVE	

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2005

January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NEW YEAR'S DAY
2	3 FIRST DAY OF CLASSES Moose Kerr, SAMS, SHSS, Inualthuyak, Chief Paul Niditchie	4 FIRST DAY OF CLASSES Helen Kalvak, Angik, Mangilaluk	5 FIRST DAY OF CLASSES Chief Julius	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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2005

February

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14 VALENTINE'S DAY	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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March

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 DEADLINE FOR APPLICATIONS Transfer and/or promotion	16	17 ST. PATRICK'S DAY	18 LAST DAY OF CLASSES SHSS (a.m.), SAMS, Moose Kerr, Chief Paul Niditchie	19
20	21	22 RESIGNATION DEADLINE Inualthuyak	23	24 LAST DAY OF CLASSES Chief Julius, Angik, Inualthuyak, Mangilaluk	25 GOOD FRIDAY	26
27 EASTER SUNDAY	28 EASTER MONDAY	29 CLASSES RESUME SHSS, SAMS, Moose Kerr, Inualthuyak, Chief Paul Niditchie, Mangilaluk	30	31 RESIGNATION DEADLINE Helen Kalvak		

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April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 CLASSES RESUME Chief Julius	2
3 DAYLIGHT SAVINGS TIME BEGINS	4	5	6	7	8	9
10	11	12	13	14 RESIGNATION DEADLINE Angik	15	16
17	18 RESIGNATION DEADLINE Chief Paul Niditchie, Mangilaluk	19	20	21	22	23
24	25	26	27	28	29 RESIGNATION DEADLINE Moose Kerr, Chief Julius, SAMS, SHSS	30

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2005

May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 BEAUFORT SCHOOLS 2005-2006 School Action Plan Due	4	5	6	7
8 MOTHER'S DAY	9	10	11	12	13 LAST DAY SPRING BREAK Mangilaluk	14
15	16	17	18	19	20 LAST DAY for Teachers Inualthuyak	21
22	23 VICTORIA DAY	24 CLASSES RESUME Mangilaluk	25	26	27	28
29	30	31				

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Things to do...

1. Review year-end procedures checklist with staff.
2. Submit end-of-year petty cash receipts to Comptroller if applicable.
3. Ensure that arrangements have been made for the repair of equipment.
4. Complete paper work for any Termination of Employment and forward to BDEC.
5. Prepare recommend sheets for exam exemptions.
6. Collect completed orders for classroom supplies, materials, textbooks etc. required to be available when school resumes.
7. Prepare and distribute examination timetable and supervision schedule.
8. Ensure that each teacher turns in a copy of each exam to the office on the appropriate prior date to the examination.
9. Complete pre-registration for Grades 10-12.
10. Complete timetabling for the fall (class timetable, teacher timetables, gym, library, teacher preps).
11. Prepare final draft Senior Secondary Program Plan and master schedules and send to SOS.
13. Ensure that all exams have been received for all students writing correspondence exams. Arrange supervision for students writing on-line examinations.
13. Collect summer addresses and contact. Place copy in school and forward copy to BDEC.
14. Conduct meetings with staff to determine recipients of awards for the Awards Ceremony.
15. Send letter to parents regarding operating schedule in fall. Arrange notice regarding school opening to be broadcast/posted/distributed 10 days prior to the opening.
16. Submit Request for Work forms for all maintenance and repairs that need to be completed over the summer.
17. Complete schedule for caretaker(s) and secretary's work over summer.
18. Ensure that all June Alberta Diploma examinations have been received, checked against the accompanying checklist, and securely stored.
19. Arrange for the servicing of computers over the summer. Ensure that instructions are left concerning the service required by each computer.
20. Arrange to hold promotion meetings for all levels.
21. Record student marks on appropriate forms.
22. Finalize staffing.
23. Departmental exams.
24. Complete ECE Student Records Marks spreadsheets (10-12) and email to SOS. Keep a copy at the school.
25. Collect keys from teachers.
26. Collect teacher registers.
27. Issue report cards on the last day of school. Place copy of report card in each student record file.
28. Update student record files, and store securely.
29. Complete Year End Admin. Checklist and send a copy to SOS.
30. Outgoing principals only: compile a file for the incoming principal as outlined in the Admin. Checklist and place with BDEC.

Have a **great** summer!

2005

June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 LAST DAY for Teachers Helen Kalvak (a.m.)	2	3 DELTA SCHOOLS 2005-2006 School Action Plan Due	4
5	6	7	8	9	10	11
12	13 LAST DAY for Teachers Angik	14	15	16	17 LAST DAY for Teachers Chief Paul Niditchie, Mangilaluk	18
19 FATHER'S DAY	20	21	22	23	24	25
26	27	28	29	30 LAST DAY for Teachers Moose Kerr, Chief Julius, SAMS, SHSS		

**every
MONTH**

- 1 | Complete **bi-weekly** time sheets on teachers, substitute teachers, caretakers, and educational assistants. Forward by fax to BDEC or DEA office. Fax any requests for leave to Director prior to leave being taken (sick leave excepted).
- 2 | Check, compile, and order supplies.
- 3 | Complete accident reports as they happen and submit to BDEC.
- 4 | Forward staff assessments to BDEC, as applicable.
- 5 | Update student supervision schedules.
- 6 | Perform maintenance and playground checks.
- 7 | Organize recommended monthly Health and Safety Committee meeting.
- 8 | Classroom visits.
- 9 | Arrange meeting with specialty staff.
- 10 | Check Senior Secondary School Handbook for Diploma Exam procedures.
- 11 | Prepare monthly report and attend DEA meetings as required.
- 12 | Update outstanding Request for Work applications a required and submit any new applications.
- 13 | Collect long distance telephone logs. Verify long distance telephone charges.
- 14 | Prepare tentative and final agenda for staff meeting.
- 15 | Fire drill.
- 16 | Review monthly O & M budget printout and updates.
- 17 | Circulate newsletter to parents and cc copy to Director.



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