

## **Tools for Secondary School Planning:**

### **Calendars:**

#### Diploma Exam

- same for all schools
- include:
  - writing dates
  - registration dates
  - special provision dates
  - school mark submission
  - rescoring dates
  - etc

#### Year

- school specific
- include:
  - total days
  - year/semester start/end dates
  - marks to BDEC/Student Records
  - reports to parents
  - PD days
  - Long Range Plan due dates
  - BDEC Assessment dates
  - CPPs complete
  - Master Schedule\*\* due
  - etc

### **Procedures Checklists\***

#### End of Year\*

- curricula stored at central location
- order missing curricula
- location of specific curricular resources
- reception of orders over the holidays
- next year's Master Schedule \*\*
- DEA Chair/Members list + phone #s
- summer contact numbers (returning staff)
- contact # (departing staff)
- School Growth Implementation Plan
- Attendance/Behaviour policies
- teacher assignments
- etc

\* in folder – copy to BDEC in the case of change of admin \*\* templates under development – includes all courses to be offered and staffing plan.

#### Beginning of Year

- orient new staff
- develop student schedules
- develop teacher timetables
- distribute curricula
- check resources – place rush orders if required
- school accreditation ECE Sept 30
- student registration forms to Student Records
- check Diploma Exam calendar