

Principal's Checklist of Annual Events and Activities

July

- Orient new teachers and other staff
- Revise student directory
- Review/appoint leaders for all annual programs
- Check on progress of cleaning schedule
- Construct schedules (see list)
- Parent letter re: registration, beginning of school year, need for sports physicals
- Exit interview with student families that are leaving
- Letter to non-professional staff (aides) explaining expectations & duties
- Plan weekly meeting with pastor
- Plan weekly visits with teachers
- Look for Principal's Checklist of Annual Events & Activities

August

- Schedule faculty meetings for year
- Construct parent emergency fan out
- Plan education month/Sunday
- Plan teacher anniversary observations
- Plan installation of new teachers, including district authorization to install
- Inspect school for safety & cleanliness
- Determine content and responsibilities for registration meeting
- Distribute class lists, update as needed
- Home visits
- CPR/ First Aid Training
- Plan faculty before school meeting agendas
- Print student directory

September

- Check on status of transfer students with teachers & parents
- Fire Drill training (8 required per year)
- Tornado Drill training (2 required per year)
- Evaluate physical exams for students – permission slips for athletes
- Plan a parent-teacher mixer
- Visit all classrooms
- Meet with new teachers individually
- Begin budget planning
- Plan Christmas program
- Organize Christmas gifts for teachers

October

November

- Review handbooks/policies
- Publicize AAL-LB Matching Funds

December

January

Review staffing for next school year
Co-ordinate with local high schools re: freshmen orientation
Review/prepare registration procedure
Construct calendar for next school year
Plan Lutheran School Week
Plan Hearts for Jesus publicity with teachers

February

Plan kindergarten round-up
Order diplomas for kindergarten and grade 8

March

Check with public school district re: services offered, contacts, conferences, seminars, bussing, Eisenhower funds
Check with Intermediate School District re: group purchasing
Check with public school re: drug free and safe schools funds
Schedule annual teacher evaluations

April

Complete non-discriminatory paperwork for IRS (comes from Synod)
Send in Hearts for Jesus money
Take list of teacher summer duties to Board of Education
Plan graduations (k & 8)

May

Annual Accreditation Report due to District by May 15
Encourage teacher involvement in VBS
Check with other Lutheran Principals re: joint activities
Check with other non-public principals re: joint activities, past cooperative efforts

June

Determine if students need summer school
Order supplies, Including:
 Textbooks
 Report cards (count numbers, check for curriculum changes, order bulk)
 Physical education equipment
 Workbooks
 Art supplies
 Standardized tests based on class size needs
End of Year Faculty Meetings
 Clarify class size, retention, summer expectations
Obtain classroom inventories
Office Forms (discipline, attendance, parent notes)

Annual Schedules

- Chapel
- Morning devotions
- School assemblies
- Subs for regional principal meetings
- Classroom visits
- Annual teacher evaluation
- Faculty meetings
- Sports
- Parent Emergency Phone Fan-out

Annual Programs

- Yearbook
- Outdoor Education
- DARE
- Volunteer Recognition
- K/8 graduations
- Registration
- Orientation of new teachers
- Orientation of new families
- Orientation of new students
- Lutheran Annual Report
- Kindergarten roundup
- Register for teacher/principal conferences/curriculum workshops
- Reserve hotel rooms for conferences
- Budget
- Lutheran School Week
- Hearts for Jesus
- Campbell Soup Labels
- Box tops for Education
- Church Extension Fund Stamp Program
- Christmas Program

List of Key Information

Accreditation Fees

- Annual District
- Annual Synod
- Application District
- Application Synod

MANS annual fees

- School
- Pre-School

Asbestos Re-inspection

- Every three years
- Management plan on file

Posting

- OSHA
- Chemical (right to know)

Policies/Requirements

Criminal Check (all employees after August 1993)

Unprofessional conduct checks (all teachers after May 1996)

State Certification of teachers

School year calendar includes required number of hours/days

Preschool/latchkey licensing

Harassment Policy

Gun Free (safe) School

Filing of student immunizations

Blood-borne pathogens

Family and Medical Leave Act compliance

Revised May 24, 2000