

Principal's Checklist of Annual Events and Activities

July

Return Higgins Lake Principal's Conference registration form
Orient new teachers and other staff (see list)
Revise student directory
Review/appoint leaders for all annual programs
Check on progress of cleaning schedule
Construct schedules (see list) - secretary
Parent letter re: registrations, 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 and Activities*
End of previous year hot lunch summary due
Renew Portal membership electronically

August

Attend Higgins Lake Principals Conference
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
Fire drill training (6 required per year)
Tornado drill training (2 required per year)
Shelter in Place (Lockdown) drill training (2 required per year)

September

Check on status of transfer students with teachers & parents
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
Complete and submit Non-public School Membership Report (SM-4325)

October

Submit MANS dues
Complete and submit Non-public School Personnel Report
Submit NLSA annual dues to St. Louis

November

Review handbooks/policies
Publicize Thrivent matching funds

December

January

Return Snowtire Conference registration form
Review staffing for next school year (begin contract renewal process)
Coordinate with local high schools re: freshman orientation
Review/prepare registration procedure
Construct calendar for next school year (depending on public school schedule)
Plan Lutheran Schools Week
Plan Hearts for Jesus publicity with teachers
Conduct and document 6-month asbestos walk-through (if applicable)

February

Attend Snowtire Administrators Conference
Plan kindergarten round-up
Order diplomas for kindergarten and grade 8

March

Check with public school district re: Title services and programs offered, contacts, conferences, seminars, bussing
Check with public school district re: group purchasing
Check with public school district 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)
Order student planners
Determine if students need summer school
Clarify retention expectations

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-Lutheran principals re: joint activities, past cooperative efforts

June

Verify which students need summer school
Order supplies, including:

- Textbooks
- Report cards (count numbers, check for curriculum changed, order bulk)
- Physical education equipment
- Workbooks
- Art supplies
- Standardized tests based on class size needs

End of year faculty meetings

- Clarify class size and summer expectations

Obtain classroom inventories
Office forms (discipline, attendance, parent notes)

Conduct and document 6-month asbestos walk-through (if applicable)

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
- Michigan District Directory and School Statistic Report
- Lutheran Annual Report
- Kindergarten round-up
- Register for teacher/principal conferences/curriculum workshops
- Reserve hotel rooms for conferences
- Budget
- Lutheran Schools 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: \$70 (\$40 PS)
- Annual Synod: \$300
- Application District: \$100
- Application Synod: \$300

MANS Annual Fees:

- Preschool: \$0.10/student
- K – 12: \$1.75/student

Asbestos Re-inspection

Every three years (if school contains asbestos)
Management plan on file

Posting

OSHA
Chemical (right to know)

Policies/Requirements

Criminal check (electronic fingerprint scan for new employees)
Unprofessional conduct checks (all teachers after May 1996)
State Certification of all teachers
School year calendar includes required number of hours/days (1098)
Preschool/latchkey licensing
Harassment policy
Gun free (safe) school
Filing of students immunizations
Blood-borne pathogens
Family and Medical Leave Act compliance
Shelter in Place (Lockdown) Drill
Ongoing update on school website

New Teacher Print Out

Fingerprinting
Housing allowance
Taxes
Class rules routine
Mentor coordination
Sign for room desk
Office machines
Home visits
Web grading, network training
Review () handbooks & school policies
Beginning Teacher Retreat
Support organization info (ISD)
Class schedule & roster
Budget process, accident report, request for disbursement
Curriculum outcomes