



---

*PRINCIPALS’  
AND  
VICE PRINCIPALS’  
HANDBOOK*

---

*ELEMENTARY PANEL*

Revised May, 2010

*T*

# ***SGDSB MISSION AND VISION STATEMENTS***

---

## ***Our Mission***

In partnership with the students, the home and the community, Superior Greenstone District School Board will address individual student' needs by providing:

- a diverse education that prepares for and honours their chosen path for success,
- avenues that foster a love of learning, and
- the means to honour varied learning styles

## ***Our Vision of the student!***

To thrive in a rapidly changing world, we envisage Superior Greenstone students who:

- are balanced
- have a broad-based education
- are community oriented
- are self-confident
- are problem-solvers
- are adaptable to change
- are effective communicators
- have life skills
- are competent with technology
- are prepared for transition to their "next step"

## ***Our Vision of the School, School Board!***

repriz2.1(ep).00:t Scho x zB(d)e e5.2q-3.(23 t009 Tgrammed)5( le1n)6.4(ced)6.4( )J/TT13 1 Tf-.4611 -1.2096 TD0 Tcd

•

## ***TOOLS OF THE TRADE - AN OFFICE MUST***

---

Items a Principal must have in the main office:

- £ Superior-Greenstone District School Board Policies/Procedures/Management Guidelines
- £ Education Act and Regulations
- £ Ministry of Education Program and Policy Memorandums
- £ All current and panel-specific Curriculum Documents and matching Exemplars
- £ Elementary Specific Guides :
  - £ Videos, Guides to Effective Instruction,
  - £ DRA, CASI, OLA guides
  - £ SGDSB Data Collection Guide
  - £ Data Tracking Sheets
- £ All Collective Agreements
- £ A hard copy of the Employee Groups Reference Guide (available on public folders)
- £ A hard copy of the Employee Orientation Handbook (available on public folders)
- £ Emergency Contact List
- £ Current Emergency Procedures (Fire, Lock-down, etc) and record sheets
- £ Complete and refreshed First Aid Kit
- £ Board Contact list for Board Office and all other Schools in Board
- £ Class Schedules
- £ Student and Staff Timetables
- £

## ***FOR THE MONTH OF AUGUST***

---

### ***Student / School***

- £ Prepare "First Day" Program:
  - £ Opening procedures
- £ Transportation:
  - £ Routes/changes/bus lists
  - £ Letters home
- £ New Registrations
- £ Student Registers- transfer classes in Trillium
- £ Class Lists
- £ Room assignments
- £ Timetables (Change if necessary)
- £ Meet with School Community Council Chair and develop nomination form on School Community Council, include in Welcome Back Newsletter
- £ Parent / student meetings for at-risk students if required
- £ Review last years' student achievement data and school improvement plan with a critical analysis of the extent to which goals were met.
- £ School Organization: time, recess, etc.
- £

## *Plant*

- £ Check with custodians regarding summer issues (work orders, class set-up, desks, etc.)
- £ Check of school systems: fire alarms, extinguishers, clocks, fire safety plans, etc.
- £

***F***

- £ Overtime Report (secretaries and library technicians)
- £ Submissions to the Board Office on the 15th and end of the month:
- £ Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- £



***FOR THE MONTH OF***

# ***FOR THE MONTH OF NOVEMBER***



## ***Student/School***

£ Staff Meeting

***FOR THE MONTH OF DECEMBER***

---



## ***FOR THE MONTH OF FEBRUARY***

---

### ***Student/School***

- £ Staff Meeting
- £ School Council Meeting
- £ Review of progress in meeting SIP goals
- £ Plan for Winter Carnival
- £ Begin School Year Calendar preparations for next year
- £ Newsletters
- £ Continue EQAO Plan
- £ Special Education: IEP Updates
- £

## ***FOR THE MONTH OF MARCH***

---

### ***Student/School***

- £ Staff Meeting
- £ School Council Meeting
- £ Review of progress in meeting SIP goals
- £ SE01-10 forms are sent in to the Board Office
- £ Report Cards
- £ Parent / teacher interviews
- £ Registers
- £ JK Registration
- £ Data entry completed for: DRA (K-3), CASI (4-8)
- £ Grade 8 students are transferred to their respective high school for the end of the school year in Trillium

### ***Human Resources***

- £ Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- £ Letter of intent for transfers (teachers)
- £ Month End submissions to Board Office:
  - £ Employee Leave Records
  - £ Overtime Report (secretaries and library technicians)
- £ Submissions to the Board Office on the 15th and end of the month:
- £ Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)

### ***Finance***

- £ Completed inventory list to Manager of Accounting Services by March 31st
- £ March 31st Enrolment Grant Purposes form completed and submitted to Superintendent of

## ***FOR THE MONTH OF APRIL***

---

### ***Student/School***

- £ Staff Meeting
- £ School Council Meeting
- £ Review of progress in meeting SIP goals
- £ Graduation Plans (order certificates, awards, etc.)
- £ Order graduation diplomas / awards
- £ Special Education mini-reviews
- £ ISA Claims
- £ IEP Audits
- £ Earth Day
- £ Grade 8 Option Sheets
- £ Grade 8 Graduation meeting
- £ Teacher/Principal interviews regarding student progress (Report Card)
- £ EQAO preparations
- £ Open House / Science Fairs (optional) (April/May)
- £ Elementary software list to board

### ***Human Resources***

- £ Secretary's Day
- £ Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- £ Month End submissions to Board Office:
  - £ Employee Leave Records
  - £ Overtime Report (secretaries and library technicians)
- £ Submissions to the Board Office on the 15th and end of the month:
  - £ Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)

### ***Finance***

- £ March 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of

## ***FOR THE MONTH OF MAY***

---

### ***Student/School***

- £ Staff Meeting
- £ School Council Meeting
- £ Review of progress in meeting SIP goals
- £ Case conferences with public and separate schools regarding IPRC'd students
- £ Meet with High School regarding new Grade 9's
- £ Grade 3 and Grade 6 EQAO Testing
- £ Play Day
- £ Option Sheets / Grade 8 orientation meeting
- £ Orders: textbooks, workbooks
- £ Spring teas / volunteer appreciation
- £ Oral Communication (Public Speaking)
- £ IEP audit
- £ Fair start
- £ Education Week:
  - £ Open house / Science Fairs (optional) (April/May)
  - £ Plan school / community activities
- £ Begin Data Collection for OLA (May 24-June 11)



***FOR THE MONTH OF JUNE***



***Student/School***

£ Staff Meeting

### ***Finance***

- £ Ensure that all purchasing is complete prior to summer break so that items are received in the proper budget year.
- £ Ensure that outstanding invoices are forwarded to the Board Office for processing prior to year-end.
- £ Review and sign off on Trillium Enrolment/Attendance summaries
- £ Authorization for summer invoice approval to Board Office
- £ Prepare ministry report for June (departing students, course withdraw and attendance)

### ***Plant***

- £ Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
- £ Carry out OH&S meeting with site Committee. Send copy of minutes to Board Office
- £ Prepare schools for summer work. Leave classrooms and areas clear as possible for custodial major cleaning.
- £ Computer equipment stored in secure areas and locked. Inventory and pictures taken to ensure records are available in the event of break-in.
- £ Summer maintenance program / summer shut down plans reviewed/revised
- £ Summer Break Security Action Plan must be implemented on the Friday prior to the start of the summer break.
- £ Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- £ Collect Keys (annual sign out/in of keys for returning teachers). See Lock and Key Policy
- £ Back up of all staff computers
- £ Summer office schedule / 6-week closure
- £ Fire drills (3)

