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*PRINCIPALS’  
AND  
VICE PRINCIPALS’  
HANDBOOK*

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***SECONDARY PANEL***

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

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## **Our Mission**

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

- x a diverse education that prepares for and honours their chosen path for success,
- x avenues that foster a love of learning, and
- x 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:

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

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

To realize Our Vision of the Student, we envisage a school and school board that are characterized by:

- x equitable access to a full range of quality programming
- x accountability for student success
- x excellent and passionate staff
- x reasonable limits to bussing times
- x positive school environment
- x meeting the needs of the whole student
- x partnerships among students, the family and the community
- x up-to-date technology
- x problem solving throughout the school years
- x students taking ownership for their behaviour and education
- x communication of a clear, focused, coordinated board plan to all stakeholders

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

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Items a Principal must have in the main office:

%

# FOR THE MONTH OF AUGUST

Student/School	
%o	Prepare "First Day" Program:
%o	%o Opening procedures
%o	Transportation:
%o	%o Routes/changes/bus lists
%o	%o Letters home
%o	New Registrations
%o	Student Registers- transfer classes in Trillium
%o	Class Lists
%o	Room assignments/ class lists
%o	Timetables (Change if necessary)
%o	Meet with School Community Council Chair and develop nomination form on School Community Council, include in Welcome Back Newsletter
%o	Parent / student meetings for at-risk students if required
%o	Review last years student achievement data and school improvement plan with a critical analysis of the extent to which goals were met.
%o	School Organization: time, etc.
%o	Check computer labs, etc.
%o	Check on textbooks (sufficient quantities for each class) with library tech.
%o	Obtain the NSSSAA, NWOSSAA, OFSSA dates
%o	Locker assignments / registration
%o	Cooperative Education numbers and placements
%o	Identify multi-graded multi-level classes
%o	Deal with mature student credit requests
%o	Agendas/school discipline booklets in and ready for distribution

Human Resources	
%o	Distribution of keys
%o	Prepare for September Staff Meeting:
%o	%o Check teacher assignments
%o	%o Co-instructional
%o	%o School Improvement Team
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- %o Identify at-risk students in Grades 10,11
- %o Program Leader Meeting (prior to regular staff meeting)

### Human Resources

- %o Determine teachers to be evaluated
- %o Letters out to all teachers that will be evaluated this year
- %o Advise staff that written notices of Anticipated Category Changes to be sent to Director
- %o Submissions to Board Office (15<sup>th</sup> and 30<sup>th</sup>):
  - %o Employee Leave Records
  - %o Overtime Report (secretaries and library technicians)
- %o Submissions to the Board Office on the 15th and end of the month:
  - %o Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- %o Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- %o Completion of Professional Growth Plans for teachers and EAs
- %o EA Discussions:
  - %o Discuss access to OSR's
  - %o Explain how to access the computers and their e-mail
  - %o Ensure there is a meeting between the E.A. and the teacher before the E.A. enters the classroom
  - %o Identify your school's Health and Safety Representative and First Aider to the E.A.
  - %o Ensure invitations to attend staff meetings are extended to the E.A.
  - %o Extend invitation to attend case conferences
- %o Visit new staff (and others) classrooms
- %o Staff social
- %o Course Outlines and criteria for credits due to office
- %o Submit completed Teaching Assignments form to Superintendent of Education
- %o First reporting period is set up and achievement has been generated

### PRINCIPAL CHECKLIST FOR EDUCATIONAL ASSISTANTS

- %o Make sure the educational assistant has an E.A. Handbook (available in Public Folders)
- %o Review confidentiality/professionalism/chain of command
- %o Include E.A. at the first staff meeting
- %o Highlight job description of EA/teacher
- %o E.A. must be given a staff handbook and/or student agenda planner
- %o Have E.A. set up their day plan with the SERT
- %o Identify schedule for breaks
- %o First aid / fire / safety rules / drills
- %o Staff introductions: ask staff to ensure the E.A. is introduced at the beginning of the school year to the class(es) they will be working in
- %o Explain who to call in the event of illness
- %o Provide E.A. with the school year calendar and school map
- %o Identify where an E.A. obtains supplies
- %o Explain medication procedures

### Finance

- %o Forward list(s) of Tuition Agreement students to Superintendent of Education as per Tuition Agreement

### Plant

- %o Review Fire Drill procedures with staff (3 for Fall compliance and 2 Lockdown per year)
- %o WHMIS training for all staff
- %o Well-Net Training
- %o Compile and distribute Inclement Weather Policy and Procedures
- %o Ensure that salt and sanding logs are implemented by Head Custodian for snow and ice control
- %o Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24hours after alarm).
- %o Establish school Health and Safety team from union staff/teaching staff and post in office
- %o Ensure Principal, Vice Principal, and one Committee member are Certified in OH&S Phase 1 and



2. Confirm with Maintenance Supervisor.

- ‰ Occupational Health and Safety Inspections, results posted and shared with staff along with ongoing concerns/issues/policy reminders. Copy sent to Board Office.
- ‰ Receive/review Plant Budget forms from Manager of Plant Services
- ‰ Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

## ***FOR THE MONTH OF OCTOBER***

### **Student/School**

- %o Safe School Survey out to Students, Staff, School Community Council to inform/revise school plan (once every two years)
- %o Staff Meeting
- %o School Council Meeting
- %o Complete School Improvement Plan and submit copies to School Effectiveness Framework Lead, Student Success Lead and Superintendent of Education
- %o Prepare for Remembrance Day Services
- %o October 5th: World Teachers Day
- %o IPRC Review Meeting
- %o IEP's completed and signed off within 30-days of the start of school
- %o IPRC's and presentation of IEP before or by above date
- %o Begin work for ISA submissions
  - %o Assessments
  - %o Referrals
- %o Update Trillium Database with student transportation information: Name, Bus Route, Address, etc.
- %o List of students to be removed from email/login (moved or graduated)
- %o University applications
- %o Interim Report sent to parents
- %o NSSSAA / NWOSSA
- %o Identify SHSM students in Trillium
- %o Mark SCWI students in Trillium
- %o Review and update Transitions Plan, taking stock report for Student Success
- %o List of students to be removed from email/login
- %o Program Leaders Meeting (prior to regular staff meeting)
- %o SE01-10 forms are sent in to Board Office

### **Human Resources**

- %o Principal and Vice Principal Goals to Superintendent of Education by mid-October
- %o Complete first teacher evaluations
- %o Submit agenda items for Leadership Forum to Lead Principal
- %o Month End submissions to Board Office:
  - %o Employee Leave Records
  - %o Overtime Report (secretaries and library technicians)
- %o Submissions to the Board Office on the 15th and end of the month:
  - %o Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
  - %o Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting

### **Finance**

- %o Review and sign off on Trillium Enrolment/Attendance summaries
- %o Prepare for ministry October report (departing students, course withdraw and attendance)
- %o October 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of Business by third working day in November
- %o Enrolment register reports are sent to Board Office

### **Plant**

- ‰ Halloween precautions taken prior to Halloween night: Lights on, facility secured etc.
- ‰ Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

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

<b>Student/School</b>	
%o	Staff Meeting
%o	School Council Meeting
%o	Review of progress in meeting SIP goals
%o	Remembrance Day Ceremonies
%o	IEP Updates / IPRC reviews / new identifications
%o	Mid-term marks
%o	Mid-semester report cards issued
%o	Parent / teacher interviews:
	%o Advertise
	%o Letter to parents regarding teacher
	%o Location of interview
%o	NSSSAA / NWOSSAA
%o	Program Leaders meeting
%o	University applications (completed)
%o	College applications (in progress)
%o	Prepare and submit Taking Stock report of At-Risk students, grades 9-12 to Board, Ministry as directed
%o	Grade 9 winter report set-up for EQAO (all data entered and correct in Trillium)
%o	Enrolment correction in Trillium by demitting truant students
<b>Human Resources</b>	
%o	Month End submissions to Board Office:
	%o Employee Leave Records
	%o Overtime Report (secretaries and library technicians)
%o	Submissions to the Board Office on the 15th and end of the month:
%o	Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
%o	Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
%o	Complete first teacher evaluations
<b>Finance</b>	
%o	Enrolment register reports are sent to Board Office
%o	October 31st Enrolment for Grant Purposes form completed and submitted to Superintendent of Business by third working day in November
%o	Bulk order planning
%o	ISA Claim 1 due November 15th
%o	Review and sign off on Trillium Enrolment/Attendance summaries
%o	October Report completed and submitted
<b>Plant</b>	
%o	Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
%o	Plant Budget process: meet with stakeholders to develop priority list of needs
%o	Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
%o	Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

## ***FOR THE MONTH OF DECEMBER***

### **Student/School**

- %o Staff Meeting
- %o School Council Meeting
- %o Review of progress in meeting SIP goals
- %o NSSSAA / NWOSSA
- %o Program Leaders meeting
- %o College applications (complete by month end)
- %o Review course calendars
- %o Christmas activities / dance
- %o Semester II timetable for students
- %o Post January exam schedule
- %o Post list of potential graduates
- %o Bring tentative school year calendar to staff for input - course option sheets
- %o Prepare option sheets
- %o Grade 9 winter report set-up for EQAO (please make sure all data are entered and are correct in Trillium)
- %o Enrolment correction by demitting truant students

### **Human Resources**

- %o Month End submissions to Board Office:
  - %o Employee Leave Records
  - %o Overtime Report (secretaries and library technicians)
- %o Submissions to the Board Office on the 15th and end of the month:
- %o Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- %o Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- %o Determine custodian/secretary/library tech schedule for vacations
- %o Submit agenda items to Leadership Forum chairperson

### **Finance**

%o

## ***FOR THE MONTH OF JANUARY***

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### Student/School

- % Staff Meeting
- % Program Leaders meeting (prior to regular staff meeting)
- % School Council Meeting
- % Review of progress in meeting SIP goals, specific analysis of success in achieving each goal, remedial actions and predictions for improvement in areas of deficiency
- % Program Leaders meeting
- % Exams:
  - % Schedule
  - % Gym set-up
  - % Supervision
  - % Marking Deadlines
  - % Credit Recovery Meetings
- % Staff social
- % Grade 9 EQAO Math test
- % OCAS applications (college) due end of January for equal consideration
- % Timetable review, class sizes, changes for staff/students
- % Program Leaders – proposed course offerings for next school year
- % Send in class structure for following school year to Data Administrator
- % OSSLT for EQAO is set up (Please make sure all data are entered and are correct in Trillium): confirm number of students, 1<sup>st</sup>/2

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

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### **Student/School**

- %o Staff Meeting
- %o Program Leaders Meeting (prior to regular staff meeting)
- %o School Council Meeting
- %o Review of progress in meeting SIP goals
- %o Plan for Winter Carnival
- %o Begin School Year Calendar preparations for next year
- %o Support staff meeting
- %o College / university marks
- %o Report Cards
- %o Prepare and post Honour Roll
- %o Modified School Year Calendar for next school year
- %o Program Leaders – report of proposed course offerings for next school year
- %o Review and revision of I.E.P. by classroom teachers
- %o List of students needing Email for courses (second semester)
- %o CO-OP placements are completed
- %o Alternative education and credit recovery classes are set up properly
- %o All students not coming back for second semester are demitted
- %o Continue with OSSLT
- %o Drop Dates for courses established

### **Human Resources**

- %o Submit agenda items for Leadership Forum to Chairperson
- %o Month End submissions to Board Office:
  - %o Employee Leave Records
  - %o Overtime Report (secretaries and library technicians)
- %o Submissions to the Board Office on the 15th and end of the month:
  - %o Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- %o Continue with Performance Appraisals for teachers on cycle

### **Finance**

- %o Review and sign off on Trillium Enrolment/Attendance summaries
- %o Maintenance proposals regarding budget
- %o Budget preparation

### **Plant**

- %o Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.  
Plant Dept. Budget process: submit completed Budget Preparation forms to Manager of Plant Services (electronically)
- %o

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

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### Student/School

- %o Staff Meeting
- %o Program Leaders Meeting (prior to regular staff meeting)
- %o School Council Meeting
- %o Review of progress in meeting SIP goals
- %o SE01-10 forms are sent in to the Board Office



***FOR THE MONTH OF APRIL***

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

<b>Student/School</b>	
%o	School Council Meeting
%o	Review of progress in meeting SIP goals
%o	Case conferences with public and separate schools regarding IPRC'd students
%o	Staff Meeting
%o	Complete the Leadership framework inventory for self, VP and all aspiring leaders
%o	Develop list of priority learning outcomes and learning plan for each of self, VP and aspiring leaders and share with Supervisory Officer
%o	Graduation Plans:
%o	Graduation Committee
%o	Graduation pictures
%o	Graduation awards / presentations information sent out
%o	NSSSAA /NWOSSA
%o	Key contractual dates?
%o	EQAO Math Assessment
%o	Begin Timetable
%o	Marks to University / College
%o	Meet with Grade 8 students:
%o	Option sheets
%o	IPRC meeting for students from the Catholic Board
%o	OSSLT – Second test session
%o	Transition forms completed for at-risk students
%o	IPRC review meetings with feeder schools
<b>Human Resources</b>	
%o	Month End submissions to Board Office:
%o	Employee Leave Records
%o	Overtime Report (secretaries and library technicians)
%o	Submissions to the Board Office on the 15th and end of the month:
%o	Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
%o	Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
%o	Begin staffing, staffing report to board
<b>Finance</b>	
%o	Review and sign off on Trillium Enrolment/Attendance summaries
%o	Copies of all independent study, Continuing Education, etc. registers due to Manager of Accounting Services by last day of classes
<b>Plant</b>	
%o	Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office.
%o	Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
%o	Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board

## ***FOR THE MONTH OF JUNE***

### **Student/School**

- %o Staff Meeting
- %o School Council Meeting – Annual Videoconference for all school councils
- %o Computer equipment stored in secure areas and locked. Inventory and pictures taken to ensure records are available in the event of break-in
- %o Review of progress in meeting SIP goals, update the evaluation section, all school data entered, analysis of success in meeting goals and recommendations for next steps
- %o Collect Keys (annual sign out/in of keys for returning teachers). See Lock and Key Policy
- %o Back up of all staff computers
- %o Graduation and diplomas
- %o Summer office schedule / 6-week closure.
- %o September staff lists
- %o Student handbook / revisions
- %o Potential class load lists
- %o Special needs students identified to next year's teacher(s)
- %o Placement of Educational Assistants.
- %o Update IEP's
- %o Report Cards
- %o Year end socials / retirements
- %o September transportation runs
- %o Identifying staffing needs
- %o Make sure all data are finalized for end of school year
- %o Final student transfer for grade 8 students who came after the initial transfer
- %o Supervision Team Meets to collaboratively develop supervision schedules (Union Steward part of the Team)
- %o Final Exams / Dates:
  - %o Schedule
  - %o Gym set up
  - %o Supervision
  - %o Marking deadlines
- %o Graduates final marks to universities / colleges centres
- %o All student marks / report cards
- %o Complete transcript entries
- %o Request OSR's for new Grade 9's
- %o Honour Roll
- %o Staff Year End Inventory / check list
- %o Sports—NSSSAA and other field trips
- %o Grade 8 visits
- %o Final student transfers from Grade 8 students who came after initial transfer

### **Human Resources**

- %o Month End submissions to Board Office:
  - %o Employee Leave Records
  - %o Overtime Report (secretaries and library technicians)
- %o Submissions to the Board Office on the 15th and end of the month:
  - %o Time sheets (part time custodians, supply teachers, educational assistants, secretarial staff)
- %o Principal / Vice Principal summer addresses, phone numbers and availability to Education Secretary
- %o Personnel issues for Board resolution to Coordinator of Human Resource Services two weeks prior to Board Meeting
- %o Send in final teacher list to data administrator for Trillium entry
- %o

## Finance

- %o Ensure that all purchasing is complete prior to summer break so that items are received in the proper budget year.
- %o Ensure that outstanding invoices are forwarded to the Board Office for processing prior to year-end.
- %o Review and sign off on Trillium Enrolment/Attendance summaries
- %o Authorization for summer invoice approval to Board Office
- %o Prepare ministry report for June (departing students, course withdraw and attendance)
- %o SE-10 forms are sent in to the Board Office
- %o Text ordering / budget
- %o Prepare for Ministry June Report (departing students, course withdrawal and attendance)

## Plant

- %o Occupational Health and Safety Inspection, results posted and shared with staff along with ongoing concerns/issues/policy reminders, copy to Board Office
- %o Summer maintenance program / summer shut down plans reviewed/revised
- %o Summer Break Security Action Plan must be implemented on the Friday prior to the start of the summer break.
- %o Complete and send to Board Office the Alarm System Report Form for any after-school alarms (within 24 hours after alarm).
- %o Carry out OH&S meeting with site Committee as per policy. Send copy of minutes to Board Office and update bulletin OH&S bulletin board
- %o Carry out OH&S meeting with site Committee. Send copy of minutes to Board Office
- %o Prepare schools for summer work. Leave classrooms and areas clear as possible for custodial major cleaning.

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