

Are You Ready for an Exciting New School Year?

Organization and planning are important keys to preparedness.

STAFF:

- ☐ All staff trained
- ☐ Staff orientation planned
- ☐ Staff training or refresher in first aid/CPR planned

STUDENTS:

- ☐ Diagnostic testing dates set for new students
- ☐ Student orientation scheduled and planned

LEARNING CENTER:*

- ☐ Academic Projection completed for each upper-level student
- ☐ New Student Progress Charts prepared
- ☐ New Supervisor's Progress Cards completed
- ☐ New Goal Card prepared for each student
- ☐ Student offices repaired, painted, and cleaned
- ☐ Learning Center and furnishings freshly painted
- ☐ Bulletin boards added or redecorated
- ☐ Schedule for small-group devotions assigned
- ☐ Key chapel speakers scheduled for the year
- ☐ Monthly Bible memory passages selected
- ☐ Weekly field trips planned
- ☐ Athletic events scheduled
- ☐ Yearly calendar of events prepared for staff, parents, and students
- ☐ Preparations made for a monthly parent newsletter

* Refer to *Procedures Manual I* for more information.

PARENTS:

- ☐ Parent orientation scheduled
- ☐ Written announcement made/distributed concerning any changes in uniforms, policies, fees, and so on
- ☐ Parent conferences and Academic Projection for each upper-level student signed
- ☐ Beginning-of-year parent-teacher fellowship scheduled

MATERIALS:

- ☐ PACE inventory and ordering completed
- ☐ aceconnect Premium Access renewed
- ☐ ePACEs purchased and ready to assign

- ☐ Diagnostic tests acquired for testing new students
- ☐ Score Keys and Test Keys checked and replaced as necessary; additions made as needed
- ☐ Worn literature books replaced
- ☐ Old, frayed, or soiled flags replaced
- ☐ Computers installed or upgraded with needed software (Internet filter installed)

RECORDS AND FORMS:

- ☐ Transcripts requested for all new students
- ☐ All Permanent/Academic Records updated and completed
- ☐ Cumulative Record folders made for all new students
- ☐ All necessary forms for new students completed and in Cumulative Record folders
- ☐ Office and Learning Center forms, accessories, and supplies replenished as needed

FACILITIES OUTSIDE:

- ☐ School entrance spruced up and sign freshly painted
- ☐ Traffic patterns designed for safety and clearly marked
- ☐ Outdoor area made presentable
- ☐ P.E. and playground equipment area checked for safety and repaired

FACILITIES INSIDE:

- ☐ Doorways, windows, and steps cleaned and repaired
- ☐ Staff work area equipped, pleasant, and clean
- ☐ Heavy traffic doors covered with Formica or washable, high-gloss paint to facilitate cleaning
- ☐ Worn and damaged carpet and stair treads replaced or repaired
- ☐ Built-in water fountains added in strategic areas
- ☐ Rest rooms cleaned, sanitized, and in good repair
- ☐ First aid kits well-stocked and conveniently placed (staff trained in first aid)
- ☐ Emergency numbers listed near phone (parents, police, fire, etc.)
- ☐ Smoke and fire alarms checked; batteries replaced as needed

