

TASKS FOR THE ADMINISTRATIVE TEAM WHEN BEGINNING THE SCHOOL YEAR

There are critical tasks that must be accomplished as site administrators prepare for the opening of school. Below is a list of some of these items. The list is by no means comprehensive, but it is intended to provide a quick guide, particularly for new principals, that will assist in ensuring a smooth and organized school opening. AALA members are encouraged to contact the office if there are questions or concerns pertaining to the opening of school or other matters with which we can assist.

1. Send an opening letter to staff members welcoming them back to school, introducing yourself and apprising them of important information, new staff members, etc.
2. Send a letter to parents welcoming them back to school and apprising them of pertinent information for the opening of school, including registration procedures, emergency information and orientation meetings for new students.
3. Be certain that all staff positions are filled.
4. Establish a relationship with the LAUSD School Police officers and the local agency personnel that are responsible for your school.
5. Be certain there are sufficient supplies, instructional materials and textbooks. Be familiar with procedures for delivering, requesting and requisitioning supplies, etc.
6. Provide an opening bulletin for staff that covers specific procedures for the first week.
7. Provide an updated staff handbook or opening folder for each staff member that contains the following:

Hours, sign-in cards, keys	Teacher mailboxes
Absences	Faculty meetings, professional development
School map	School safety and security
Substitute information folder	Lesson planning
Opening day/week attendance	Daily or weekly bulletin
Child abuse reporting/sexual harassment/ bias motivated/bullying incidents	Photocopying materials
Health procedures and referrals	Ordering supplies
Emergency procedures	Student discipline policies
Staff notification of use of pesticides	Supervision, bell schedules
8. Prepare an information bulletin for parents:

School hours and schedules	Report cards/parent conferences
Lunch and breakfast programs	After-school activities
Safety and emergency procedures	Notification of pesticide use
Procedures following absence or tardiness	Picking up students during the school day
Special programs and school events	Parent involvement and education
Textbooks, materials	School dress code/uniform policy
Student behavior expectations	Homework policy
Student Handbook distribution	