

AP 3030-F1 JUNE SUBMISSIONS
TO SUPERINTENDENT'S DEPARTMENT

SCHOOL:
20 -20

THIS PACKAGE INCLUDES FORMS FOR:

- KINDERGARTEN INTERVIEW AND START DATES (PLEASE ALSO PROVIDE A COPY OF START DATES TO TRANSPORTATION)
- STUDENT RETENTIONS
- EMERGENCY PREPAREDNESS PROGRAM ANNUAL SUBMISSION

ALSO REQUIRED :

- TEACHER WRITTEN SUMMARY REPORTS
- STAFF EVALUATIONS (SUPPORT STAFF UNION/NON-UNION)

ALL ABOVE FORMS ARE DUE **JUNE 15TH**.

OTHER:

- COMMUNITY REPORT

KINDERGARTEN INTERVIEW & START DATES

SCHOOL:

INTERVIEW DATES ARE:

START DATES (INDICATE FULL-ALTERNATE, EVERY DAY - HALF-DAY, A.M., P.M. OR BOTH):

STUDENT RETENTIONS

SCHOOL:

THE FOLLOWING STUDENTS HAVE BEEN RETAINED:

NAME

GRADE

EMERGENCY PREPAREDNESS PROGRAM ANNUAL CHECKLIST

Each school Principal is responsible to ensure the following:

1. That the Emergency Preparedness Program manual is updated on an annual basis.
2. That all professional and support staff are inserviced annually on the contents of the Emergency Preparedness Program and that the location of the manual is known by all staff, substitute staff, and volunteers working in the school.
3. That ten fire drills be conducted each school year as outlined in the Public Schools Act.
4. That the emergency evacuation, as outlined in the Emergency Preparedness Program, be conducted at least once within the first 2 months of the school year.
5. That bus evacuation drills be conducted bi-annually as outlined in the Public Schools Act and in the Interlake School Division Bus Ridership Program.
6. That two lockdown practices are conducted on an annual basis as outlined in the Emergency Preparedness Program.

An Emergency Preparedness Program Submission Form indicating dates each of the above was carried out will be submitted to the Superintendent's department at the end of each school year (during month of June).

EMERGENCY PREPAREDNESS PROGRAM ANNUAL SUBMISSION FORM

1. Emergency Preparedness Program (EPP) updated on: _____
(Date)

2. Staff inserviced on EPP on: _____
(Date)

3. Ten fire drills were conducted on the following dates:

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Lockdown practices were conducted on: _____ / _____
(Dates)

5. Emergency Evacuation drill was conducted on: _____
(Date)

6. School bus evacuation drills were conducted on the following dates:

_____	_____
(Fall Term)	(Spring Term)

School

Principal's Signature

Please submit to Superintendent's office by June 15th of the school year.