



# AP 3030-F2 HUTTERIAN JUNE SUBMISSIONS TO SUPERINTENDENT'S DEPARTMENT

SCHOOL: \_\_\_\_\_

YEAR: \_\_\_\_\_

THIS PACKAGE INCLUDES FORMS FOR:

- KINDERGARTEN INTERVIEW AND START DATES
- STUDENT RETENTIONS
- EMERGENCY PREPAREDNESS PROGRAM ANNUAL SUBMISSION

ALSO REQUIRED :

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

ALL ABOVE FORMS ARE DUE **JUNE 15<sup>TH</sup>**.

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

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# ***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 per 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).

