

## SHADY CREEK OUTDOOR SCHOOL

Sutter County Schools

970 Klamath Ln.

Yuba City, CA 95993

(530) 822-2949

### PRINCIPAL'S CHECKLIST

#### PRIOR TO ARRIVAL:

- \_\_\_\_\_ A. Attend the scheduled planning session for your week.
- \_\_\_\_\_ B. Make sure each school attending Shady Creek your week sends you the approximate number of girl and boy students they anticipate sending. Tally the numbers to identify the total number of female and male counselors you will need to recruit. You will need one counselor for every nine boys attending and one for every seven girls attending. It is recommended that one extra counselor of each sex be brought up in case of illness or any counselor discipline problems. The schools will be charged for these extra counselors, but in the event that there are no counselors to replace a departing counselor the principal or a visiting teacher will need to fill in as the counselor for that cabin.
- \_\_\_\_\_ C. **Recruit counselors.** Selection of high quality counselors is tantamount to a successful week at Shady Creek. Begin recruitment as early as possible. Counselors are typically high school Juniors and Seniors, but college students are welcome. Each week, hundreds of parents will trust that these counselors will be positive role models and leaders for their children. Please conduct thorough interviews and do detailed reference checks with high school teachers, principals, guidance counselors, and employers. Contact the Shady Creek office for any recruitment questions (822-2949).
- \_\_\_\_\_ D. If several schools will be attending and teachers need to recruit counselors from outlying areas, then assign each teacher the number and the sex of the counselors that they are to recruit.
- \_\_\_\_\_ E. Recruit a volunteer secretary/nurse aide for your week. This is valuable experience for someone interested in a career in a health related or clerical field. They will work closely with the week's nurse and perform important secretarial duties. In addition, this person can be a valuable asset to the principal by helping to conduct cabin checks and helping with snacks. The secretary can be a high school or college student, a parent, or another interested adult. This person should come to Shady Creek with the expectation that this will be his/her main role for the entire week. This person could be teamed with another counselor in a cabin, but they may **not** be the only counselor in a cabin as it would be impossible to perform his/her other duties.
- \_\_\_\_\_ F. Hire a Registered or Licensed Vocational Nurse to live on site during your week. School nurses or private nurses are appropriate. Shady Creek will reimburse the school that provides the nurse \$500.00 for a 5-day week and \$400 for a 4-day week. You are responsible for having the nurse fingerprinted and making arrangements for his/her pay through your district. Please contact the Shady Creek office at 822-2949 with any questions.
- \_\_\_\_\_ G. Try to schedule a counselor training/staff get acquainted night. This should include teachers, secretary, all the counselors, and yourself. Counselors will be your responsibility while at Shady Creek. This is a good time to begin to build a relationship with the counselors and to make them aware of your expectations. For example, if your sixth grade students will have to follow a dress code, please communicate this to the counselors so that they bring appropriate clothing.
- \_\_\_\_\_ H. Complete cabin rosters using the **Buddy Lists** from the classroom teachers. Make copies for

each teacher and the nurse. Check with the Shady Creek Office on status of cabins and best locations for boys and girls cabins. Email ([shannonc@sutter.k12.ca.us](mailto:shannonc@sutter.k12.ca.us) or [willis@sutter.k12.ca.us](mailto:willis@sutter.k12.ca.us)) a copy of your completed cabin list no later than 12:00 noon the Friday before your visit to Shady Creek. You may also wish to email this list to participating teachers and the Nurse for your week (even if doing so, you will want to bring copies for the teachers and Nurse on Monday morning). Bring the completed cabin rosters to Shady Creek on Monday morning. Make copies of the cabin rosters for all teachers, the nurse, the Shady Creek Director, and the secretary. A downloadable Microsoft Word version of the cabin list may be found on our website at [www.ShadyCreek.org](http://www.ShadyCreek.org).

- I. Assign teaching staff and yourself to Shady Creek housing. Please use the following:
  - 1. Cabins: Teacher cabins are listed on the campus map and cabin list template.
  - 2. Principal's cabin is "Merlin Cabin" on Raptor RidgeOther options may exist. Communication with Shady Creek prior to your arrival is always helpful.
- J. Arrange transportation on Monday morning for visiting teachers and the nurse. All visiting staff should arrive at Shady Creek at 8:30 a.m. on Monday (we will begin our meeting in the Dining Hall promptly at 8:30 a.m.).
- K. Develop a color-coded method for tagging and identifying student luggage by school if many schools will attend or by sex if one or two large schools will attend. Colored yarn tied to the luggage works well.
- L. Confirm that each school has arranged transportation for students, counselors, and their luggage. Allow room in the buses for the counselors on the trip home on Friday.
- M. Confirm that all teachers have collected and ALPHABETIZED all student health forms and have verified signatures. These forms must be brought to Shady Creek on Monday. Be sure teachers know and follow procedures for handling student medicines.
- N. Verify that each school has faxed their free and reduced list to Shady Creek Outdoor School at the County Office – (530) 822-3039. (This is a confidential fax number) Any questions regarding free and reduced please call Willi Slack at (530) 822-2949.
- O. Inform parents what time luggage will be loaded at school for students going to Shady Creek and what time to pick up returning students on Friday. Shady Creek anticipates the students arriving at 10:30 a.m. on Monday and departing at 10:30 a.m. on Friday. Please contact the Shady Creek Office at 822-2949 if you anticipate changes in these times. During a 4-day week, departure is scheduled for 12:15 p.m. on the final day of your stay (be sure to talk to transportation and inform Shady Creek Director of any changes that may be needed).
- P. Especially if it will be your first time visiting Shady Creek, we invite you to visit Shady Creek and meet the resident staff sometime during the weeks prior to your school's arrival. Parents from your school are also invited to visit, but are strongly encouraged to come during a week their child is not there. Please notify the Shady Creek office of any planned visits. The only expense for visiting guests is for meals.
- Q. Some children are placed on special diets for medical or religious reasons and may need to furnish some of their own food. Please let us know early if students attending your week will have such needs so we can discuss possible options. Vegetarian options are available at all Shady Creek meals.
- R. All calls from Shady Creek are long distance. To place an outgoing call you will need to dial collect or use a calling card. Calling cards may be purchased at Shady Creek, but we suggest bringing one with you.

\_\_\_\_\_ S. We strongly recommend one principal serves as administrator for the entire week! However, it may be necessary (although NEVER as effective) to have two principals split the week. Should it be necessary to share your responsibilities with another administrator, please be sure to follow these procedures:

1. Be sure both principals attend the planning session and note on the planning forms both names.
2. Be certain that when one principal leaves Shady Creek the other is present. Always plan for an overlap of at least one hour when both are present in order to switch responsibilities.
3. Be sure that the Shady Creek office is informed of both principals' schedules.

### **PLEASE NOTE**

While at Shady Creek, the primary responsibility of the principal is to act as head administrator and help establish and maintain the "tone" for the week.

The relationship between the principal and Shady Creek's Director is as follows:

**The Principal:** As the credentialed administrator on site for the week, the principal is responsible for the visiting staff, high school counselors and students. This includes assignments, supervision, and discipline. Except in an emergency, the principal and the student's teacher should make decisions about sending individual students home or to a hospital. In an emergency the Nurse, Shady Creek's Director or other certified staff may make such decisions.

The principal will also work closely with the counselors, providing them with leadership, advice, and support. In this role, the principal will work closely with a member of the Shady Creek staff who will act as Counselor Coordinator for the week. These roles will be more clearly defined on Monday morning.

**The Director:** The Shady Creek Director is in charge of the resident Naturalist staff, the facilities, the instructional program and all relationships with the Shady Creek support staff. If Shady Creek should have to provide any additional staff, those staff members would be the Shady Creek Director's responsibility. In all other cases visiting staff will be the principal's responsibility.

Obviously there will be some overlap in the week's administrative responsibilities and things will function best when there is frequent communication and cooperation. If at any time as principal you are unsure of a procedure, please do not hesitate to ask! In the event of a disagreement, Shady Creek's Director will make necessary final decisions regarding any aspect of the program.

## IN SESSION RESPONSIBILITIES:

### MONDAY:

- \_\_\_\_\_ A. Make sure that all visiting staff and the nurse arrive at Shady Creek by 8:30 a.m. Staff wishing to move into their cabins prior to the 8:30 a.m. meeting should arrive early as the staff meeting will start promptly at 8:30 a.m. in the Dining Hall.
- \_\_\_\_\_ B. Gather all visiting staff to the Dining Hall at 8:30 a.m. sharp to meet resident staff and begin in-service.
- \_\_\_\_\_ C. At 8:30 a.m. sit in with teachers and Shady Creek's Director to finalize and discuss kids, cabins, counselors and roles.
- \_\_\_\_\_ D. At 9:30 a.m. meet with Shady Creek's Director to review your schedule, responsibilities, and to receive your keys.
- \_\_\_\_\_ E. Shady Creek has several hand-held two-way radios. The principal will have one on and in his/her possession at all times. A radio and plug-in charger should be picked up from the Nurse on Monday morning and taken to the principal's cabin. In addition to the principal, the Nurse and Counselor Coordinator will always have a radio. The Director, Program Coordinator, and the Naturalists will also have radios, but they will be off when they are teaching a class. Bring extras if you have them.
- \_\_\_\_\_ F. The principal is responsible for maintaining accurate accounting of students in attendance at Shady Creek. All students arriving or departing mid-week must be noted. **Do not** release students to anyone other than legal parents or guardians without personal verification from the legal parent or guardian. If parent phones you saying they are coming to pick-up their child, verify their identity by calling back to the number given by the operator or the number given on the health form. Always fill out a release form whenever a student leaves Shady Creek.
- \_\_\_\_\_ G. Meet the buses on Monday with the teachers. Teachers are responsible for their classes until 10:45 a.m. when they meet for opening program.
- \_\_\_\_\_ H. Meet with students, teachers and resident staff at 10:45 a.m. Be sure to bring the cabin rosters as students will be assigned to cabins at this time. After brief introductions the Principal will begin this meeting with a brief welcome and discussion of behavior expectations and discipline procedures.
- \_\_\_\_\_ I. At 2:00 p.m. meet with Counselor Coordinator and counselors to discuss any initial concerns or questions counselors may have after their first hours with the kids. The first part of this meeting will include a brief counselor in-service from the nurse.
- \_\_\_\_\_ J. Have snacks ready by 3:15 p.m. on the back deck of the Dining Hall or inside the Dining Hall if it is raining. After snack is done clean up and put away snack.
- \_\_\_\_\_ K. Ring the fire alarm at **5:05 p.m.** The alarm is located just inside the office door on Raptor Ridge. After the alarm has been sounded, turn it off and proceed down to Murtha's Mesa (between girls' and boys' cabin areas) and supervise students. Send Deer Track students to Dining Hall for Dinner at **5:15 p.m.** and send Raccoon Track back to their cabins with instructions to be lined up for dinner at **6:10 p.m.** in front of the Dining Hall.
- \_\_\_\_\_ L. Although the resident staff will run all the meals, the principal should be at every meal to help promote good behavior and manners. Meal times are 7:15 a.m./8:00 a.m., 11:30 a.m., and 5:15 p.m./6:15p.m. The one exception is Friday breakfast at 7:45 a.m./8:30 a.m.

## **MIDWEEK:**

- \_\_\_\_\_ A. Be sure a system is in place that ensures all students are awake each day at 6:30 a.m. or wake them yourself.
- \_\_\_\_\_ B. Meet with counselors and the Counselor Coordinator each day at 9 a.m. and at 1:15 p.m. to discuss any problems, give praise, motivate and support counselors. Your role in working with the counselors can not be understated. Do not miss these meetings!! The meetings are designed so that the principal gets the floor first and if need be can leave in 20 minutes or so. Do not miss these meetings!!
- \_\_\_\_\_ C. Inspect the cabins every morning after the 9 a.m. meeting with the counselors. Use the **Cabin Check Spreadsheet** to record your results. Let students know what they are doing well and the areas that they can improve on in terms of cabin cleaning (this can be done at assemblies and meal times). As the week progresses communicate with the counselors at meeting times what can be done to improve the cleanliness of their cabin. The more the principal encourages students to take pride in their cabins, the less likely it will be that any cabins will need to be re-cleaned at the end of the week. The “cabin cooperation contest” has proven an effective tool in past years for encouraging cabin pride. The principal can make announcements during meals to update the students on the status of the contest. Ice cream bars can be made available at Shady Creek for the winning two cabins or the school itself could offer a prize.
- \_\_\_\_\_ D. Set-up snack everyday at 3:15 p.m. Students will begin to arrive for snack at 3:45 p.m. When snack is finished it is the principal’s responsibility to ensure that snack is put away and that the snack area is clean and free of trash.
- \_\_\_\_\_ E. The Principal will assume primary administrative responsibility during recreation and when students are supervised by counselors in the cabins.
- \_\_\_\_\_ F. Check-in with the nurse at least once a day to learn of any problems or concerns.
- \_\_\_\_\_ G. Verify that the meal count is accurate after each meal and that the secretary has accurate records of attendance.

## **DISCIPLINE AT SHADY CREEK**

The principal is responsible for student and counselor discipline at Shady Creek. Please, however, discuss any problems which occur with the student’s teacher and the Shady Creek Director. Students can be sent home, but this should be considered a last resort. All attempts should be made to deal with behavioral challenges at Shady Creek. For example, students may be moved to a new cabin, make phone calls home, miss recreation, help clean-up after snack, or make contracts with teachers. In general, students should not be deprived of class time and the Nurse’s cabin is not to be used as a detention area. Students being disciplined should stay under the direct supervision of the principal or their teacher.

## **FRIDAY:**

- \_\_\_\_\_ A. Assign teachers to supervise the loading of luggage.
- \_\_\_\_\_ B. Student breakfast is at 7:45 a.m./8:30 a.m. to allow more time for a deep cabin cleaning. The principal should eat breakfast at 7:45 a.m. to allow extra time for a final cabin check.
- \_\_\_\_\_ C. Meet the Shady Creek Custodian at 8:15 a.m. to inspect all facilities and complete the damage report. Be sure to check the staff living quarters.
- \_\_\_\_\_ D. Inspect Cabins. The principal should note any cabin judged unsatisfactory as well as any

damages caused by your group for which your school will be charged. Charges for additional cabin cleaning can be avoided by sending counselors back to re-clean any cabin deemed unsatisfactory. Be sure to re-inspect the cabin before your group leaves.

- \_\_\_\_\_ E. Sign the damage report when you agree that it is accurate and complete.
- \_\_\_\_\_ F. As soon as possible, meet with students at closing program to announce winning cabins and inform any counselors that must go back to re-clean.
- \_\_\_\_\_ G. Return radio and charger to the Gauze Pad.
- \_\_\_\_\_ H. Supervise final loading of students and luggage.
- \_\_\_\_\_ I. Collect any left-over snack and lost and found to take back to school.
- \_\_\_\_\_ J. Meet with Shady Creek's Director to finish final paper work, return keys, and check out.
- \_\_\_\_\_ K. Remain at Shady Creek until all students, teachers, and counselors have departed.

**HAVE A GREAT WEEKEND**