

# Principal Checklist



If you have any questions please email Bethany Thomas at [bethanyt@sutter.k12.ca.us](mailto:bethanyt@sutter.k12.ca.us)

## Pre-visit Preparations

- ☐ Attend a Planning Session
- ☐ Recruit and hire a health supervisor for your week. If there is a large number of students attending your week, recruiting somebody to assist the health supervisor may be valuable. The school that recruits the health supervisor will receive a credit for their week.
  - ☐ Give them the health supervisor checklist
- ☐ Make sure each school attending your week is:
  - ☐ Recruiting Cabin Leaders for their students; 1:7 for females, 1:9 for males
    - Teachers will need to fill in as cabin leaders if not enough are recruited.
  - ☐ Completing Cabin Lists
  - ☐ Assigning adults (teachers, aides, etc) to cabins
- ☐ Confirm each school as arranged transportation for their students, cabin leaders, and luggage. Arrival at Shady creek is 10:30am and the first day. Departure is at 9:30am on the last day.
  - ☐ Optional: organize a color coded tagging system to keep luggage organized
- ☐ Confirm all teachers have collected, alphabetized, and checked for completion:
  - ☐ Students Health Forms
  - ☐ Student Medication Authorization Forms and Medication
  - ☐ Cabin Leader Health Forms
  - ☐ Cabin Leader Medication Authorization Forms and Medication

**\*Forms not filled out correctly may result in students not able to receive medication or participate in the program.** The principal will need to help contact families to have them redo the form if the student is going to stay. Please notes that a physician's signature is required for ALL medications, including over-the-counter medications.

- ☐ Attend the Cabin Leader Training to help set expectations for the week.
- ☐ Help schools turn in their health paperwork to the health supervisor the week before.
- ☐ Make sure cabin lists are complete prior to arrival at Shady Creek; teachers and principal will lose access to edit cabin lists the morning of arrival.
  - ☐ Each teacher and principal are responsible for printing their own copy of cabin lists.

## Arrival Day

- ☐ Arrive at Shady creek by 8:45 am for a meeting with the Director; you may arrive earlier to move into your cabin.
  - ☐ Make sure all visiting teachers and the health supervisor arrive by 8:45am.
- ☐ Greet the students at 10:30.

- ☐ Introduce yourself and set expectations during Opening Program
- ☐ Participate in the Cabin Leader meeting to help set the tone for the week; led by a naturalist
- ☐ Assist with setting up snack
- ☐ Be present at the fire drill, dinner, and evening program to assist with any issues that arise.

\*You will receive a binder with more detailed information, including the schedule, during your meeting with director.

### **Mid-Week Responsibilities**

- Help make sure students are up and moving in the morning.
- Meet with the Cabin Leaders; half in the morning and half in the afternoon. Assist with behavior issues.
- Inspect the cabins every day. Typically after the morning meeting with the Cabin Leaders.
  - Create a scoring system for cleanliness
- Cabin Cooperation Contest: At the end of the week, one male and one female cabin will be recognized as winners. The principal for the week gives each cabin a score for behavior, lights-out, and cleanliness. The principal is welcome, and encouraged, to give bonus points as they see fit (picking up litter, performing a kit, etc.)
  - Update the scoreboard in the dining hall daily so the students know how they are doing.
- Help set-up snack every day
- Supervise recreation
- Check-in with the health supervisor at least once a day. Help make sure students are arriving for their meds and take note of any patterns of illness.
- Be present at all meals, music, and evening programs to help with any issues.
- Have fun!

### **Departure Day**

- Help supervise luggage drop-off and clean-up.
- Be part of the final Cabin Leader meeting. Thank them for making this week possible!
- Complete an evaluation sheet to give the program feedback.
- Announce Cabin Cooperation Contest winners at closing program.
- Supervise/Assist with dismissal and loading luggage.
- Meet with the director
  - Turn in binder
  - Turn in radio and charger
  - Turn in key
  - Sign charges sheet
- Take any lost and found that is left back to school
- Remain at Shady Creek until all students, cabin leaders, and teachers have departed.

## 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 health supervisor, Shady Creek’s Director or other certified staff may make such decisions.

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 health supervisor’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.

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.

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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.

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.