Beginning of the School Year Checklist for Unit Administrators Alaska Gateway School District

Unit Administrator's Checklist Item	✓
School Building & Facilities	
Inspect building grounds and equipment, identify items needing repair; complete a work-order for item(s) needing repair.	
Check to make sure mechanical rooms and custodial closets are locked and remain locked and that all combustible materials are stored properly.	
Inspect mechanical rooms and custodial closets to make certain they are tidy and that maintenance and custodial personnel have safe, uncluttered access to boilers, air handling system, electrical panels, telephone switching panels, water lines, sewage system, lighting system, cleaning equipment and supplies.	
Health & Safety	
Make sure evacuation route (lined in red) for fire and natural disaster is posted in every room.	
Check the fire alarm to ensure it is in working order; conduct the first fire drill; record date, time, and amount of time it took to evacuate building. Complete the first Monthly Fire Drill Form online. Check all fire suppression equipment to make sure it is ready for immediate use. Know the location of all fire extinguishers and alarms.	
Food service staff is in place, deliveries scheduled and the kitchens and food service areas are clean, operational and meet all safety standards.	
School and classroom phones are operational	
Visitor policy in place	
Crisis Response Plan: Locate and review your Crisis Response Plans and share with staff. Plan a date for Semester 1 lockdown and evacuation drills.	
Complete your Building Supervision Plan and turn into Tracie Weisz @ tweisz@agsd.us	
Instructional Support	
Supplies, textbooks, teacher editions, and technology are available in sufficient quantities in every classroom. Teachers have access to online curriculum guides. Teachers have a method for keeping inventory of items handed out to students. Teachers know how to utilize district website to find needed forms, and other pertinent information.	
Paraprofessional schedules completed and activity logs explained.	
Review grading and lesson plan requirements with your teachers (Lesson plans submitted weekly, grades entered minimum of 2x per week).	
Student Records	
Ensure school records and cumulative files are safeguarded, and stored properly. Double check student immunization records to make sure they are up to date.	
PowerSchool attendance procedures are in place.	
Scheduling	
High school student schedules are complete and have been reviewed for accuracy by the district counselor.	
Complete class schedule for each grade for the entire school year. Include name of teacher assigned to teach each class or grade, days of the week each class or subject is taught, meeting time and number of minutes of each class or subject. Send your class schedules to Tracie Weisz to publish on your school website. tweisz@agsd.us	
Parent/Community Relations	
Open House invitations/announcement sent-please include central office in your invites.	
Review current Student/Parent handbook with staff and send to Tracie Weisz to publish on your school website. tweisz@agsd.us (all students, parents and teachers should have access to the most current version of this document)	
Send your Parent Involvement policy to LeAnn Young to publish on your school website. lyoung@agsd.us	

This is due by September 14th. Turn into: LeAnn Young @ lyoung@agsd.us

Signature:_____ **Date:** _____