

# Need Help Guiding Your School?

Use these Check-in Forms for all of your faculty to keep them smooth sailing this year!



Great for the  
organized  
Principal  
2023-24

## WEEKLY CHECK-IN FORMS

for supervising faculty

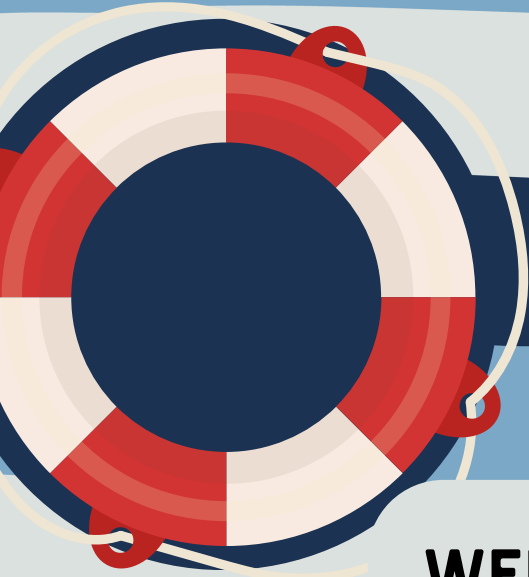


Assistant Principal  
Counselor  
Nurse  
Custodian  
Office Manager  
Attendance Crew



2023-2024

# WEEKLY CHECK-IN BINDER



## WEEKLY CHECK-IN FORMS

for supervising faculty



Assistant Principal  
Counselor  
Nurse  
Custodian  
Office Manager  
Attendance Crew



2023-2024



**Print off  
on  
cardstock  
, cut out  
and use as  
your  
binder  
label.**



# WEEKLY CHECK-IN WITH ASSISTANT PRINCIPAL

Participants

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Date:

## Weekly Review

Monday

Tuesday

Wednesday

Thursday

Friday



Follow-ups

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Discipline/Safety Concerns

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## Classrooms to Observe

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Concentration Area #1

Concentration Area #2



Questions:

1. Do you have any unanswered questions?
2. What was one thing you believe you did well this week?
3. What is one thing you wished you could do a replay? How will you do it next time?



# WEEKLY CHECK-IN WITH COUNSELORS

*Participants*


*Date:*

## Next Week's Plan

*Monday*

*Tuesday*

*Wednesday*

*Thursday*

*Friday*

*New Students*

*Students of Concern*

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## Previous Week Review

Classes Taught	Groups Completed	Individual Sessions Completed	Total Direct Hours Provided	Number of Minor Discipline Referrals	Number of Office Discipline Referrals	Number of Students on Weekly Caseload



*Ideas/Groups to address Student Mental Health issues?*

*School Safety Club Update*

### Questions:

1. Do you have any unanswered questions?
2. What was one thing you believe you did well at this week?
3. What is one thing you wished you could do a replay? How will you do it next time?

# WEEKLY CHECK-IN WITH NURSE

*Participants*

*Date:*

## Next Week's Plan

*Monday*

*Tuesday*

*Wednesday*

*Thursday*

*Friday*

*Frequent student visitors  
to the nurse's office*

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## Nurse's Office Visits

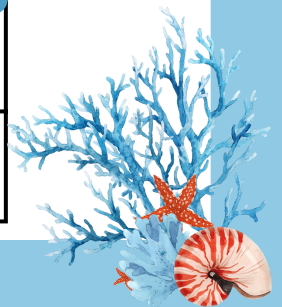
Total of students seen in the nurse's office this week	Monday	Tuesday	Wednesday	Thursday	Friday

*Parent Phone Calls*

*Notes*

### Questions:

1. Do you have any unanswered questions?
2. What was one thing you believe you did well at this week?
3. What is one thing you wished you could do a replay? How will you do it next time?



# WEEKLY CHECK-IN WITH CUSTODIANS

*Participants*

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○  
○

*Date:*

*Next Week's Plan*

*Monday*

*Tuesday*

*Wednesday*

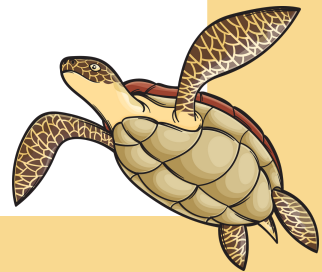
*Thursday*

*Friday*

*Work Orders Needed*

*Campus Concerns*

*Notes*



*Monthly Order Submitted*

*Monthly Site Safety Inspection completed*

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Questions:

1. Do you have any unanswered questions?
2. What was one thing you believe you did well at this week?
3. What is one thing you wished you could do a replay? How will you do it next time?

# WEEKLY CHECK-IN WITH OFFICE MANAGER

Participants



Date:

## Next Week's Plan

Monday

Tuesday

Wednesday

Thursday

Friday

Blank box for Monday plan.

Blank box for Tuesday plan.

Blank box for Wednesday plan.

Blank box for Thursday plan.

Blank box for Friday plan.


PRS to Complete

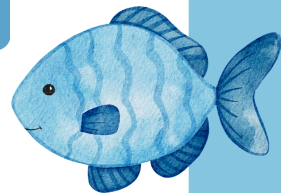
Staffing Concerns

Four horizontal lines for PRS to Complete.

Four horizontal lines for Staffing Concerns.

## Purchase Orders to Create

Item	Completed 	Reason Needed



# WEEKLY CHECK-IN ON ATTENDANCE

Participants

Date:

Next Week's Plan

Monday

Tuesday

Wednesday

Thursday

Friday

AIM New Enrollment

SARB New Enrollment

New Students Enrollment

Student Name	Teacher Name	Grade

Weekly & Yearly Attendance Percentages by Grade Level

	K	1	2	3	4	5	6
Weekly	%	%	%	%	%	%	%
Yearly	%	%	%	%	%	%	%

# SCHOOL SAFETY SOLUTIONS

Well-being Safety Assessments Proactive Services

## School Wellness Assessments

An online screening that will identify students who are high risk in the following areas:

- **Anger**
- **Depression**
- **Drug/Alcohol Abuse**
- **Mental Health Concerns**
- **Child Abuse/Neglect**

Help students before things get out of hand!

Ask about a  
Free Trial Assessment

573.451.2151



[www.well-beingsafetyassessments.com](http://www.well-beingsafetyassessments.com)

School Wellness Assessments

**THREE-POINT**  
*School-Protection*  
**SCHOOL SAFETY ENVIRONMENTAL ASSESSMENT**

**Campus Security**  
Our trained WSA Assessor will come to your school and examine your school's entry points, fencing, and monitoring systems looking for any and all security issues. The SSEA report will include the 3 point school safety review and highlight all areas of concern.

**Building Security**  
The WSA Assessor will tour all school buildings paying close attention to the "building envelope" to determine what is working properly and what needs improvement at your school. They will want to physically view all exterior walls, doors, windows and the roof of each school building on the campus.

**Classroom Security**  
The WSA Assessor will review every classroom within your school and determine what systems currently being used are productive and which systems need to be more secure. Recommendations will be provided through a thorough SSEA report provided only to the designated school official.

**CONTACT US** 10500 County Road 8180  
Rolla, Missouri 65401 573.451.2151  
[www.well-beingsafetyassessments.com](http://www.well-beingsafetyassessments.com)

School Safety Environmental Assessment

**The School Helpline**  
573.451.2151

It is okay to reach out and ask for help when you need it.



The School Helpline

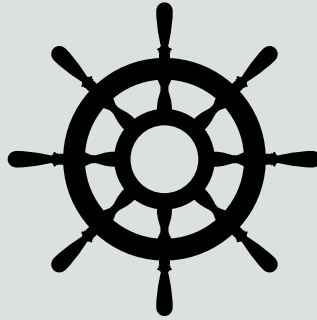
**A VIOLENCE PREVENTION SCHOOL PERFORMANCE**  
**School Violence Prevention Training**

- 1 Two-45 minute professional skits are performed by the WSA presenters at your specified school(s). Ideal for middle/high school aged students.
- 2 This is a lively interactive performance educating students on the challenging topic of school violence. Skits will look at how and why violence happens in our schools today and focus on what we can do collectively to prevent violence from continuing. Kids and faculty will be asked to volunteer throughout the skit making it a fun event. An expert speaker will share their personal story of school violence to let students know the importance of taking the subject seriously. The speaker will look at the difference between being a "snitch" versus helping peers who are struggling with mental illness.
- 3 After lunch, students will break into small groups led by their teachers/counselors to review the digital Violence Prevention Handbook. The WSA performers will be available to assist your faculty and speak with students.
- 4 Students will have the opportunity to sign a Violence Prevention Pledge and attach it to a PLEDGE WALL created within the school.
- 5 Many students/staff will receive violence prevention t-shirts, bracelets and stuffies to create a memorable as well as educational event for everyone!
- 6

To learn more: <https://www.well-beingsafetyassessments.com/copy-of-violence-prevention-trainin>

Violence Prevention Training





# **Well-being Safety Assessments**

10300 CR. 8130

Rolla, Missouri 65401

573.451.2151

