

# Free Principal Checklist



July Checklist

☐ Create Master classroom schedule

☐ Assign students in classrooms, by behavior, male/female, etc.

☐ Create a back to school newsletter

☐ Schedule registration

☐ Interview new staff for open positions. Create a committee to help interview.

☐ Begin to organize your plans for the new school year

☐ Update the website with new staff letter to parents, etc.

☐ Determine what areas within the school need repairs, painted, cleaned, organized

☐ Schedule School Wellness Assessments 573.451.215

☐ Complete an inventory on all technology

☐ Identify and schedule all training and development needs

☐ Create a Welcome Staff Newsletter

☐ Create a Parent Newsletter

☐ Announce Back to School events and news through website, social media, press releases, etc.

☐ Develop a calendar for the 6-9 weeks for parents/staff programs, performances, events, etc.

☐ Schedule School Violence Prevention Training and safety performance: 573.451.2151

☐ Create a supply list and make it available to local businesses. Put supply list on school website

☐ Welcome the new staff: Create an event to welcome staff members. Send them an invitation postcard welcome card making them feel part of the team

☐ Determine what your school theme will be for the year. Create a vision for the year. What are your goals?

☐ First staff meeting/professional development activities

☐ Determine fundraisers for the year and schedule

August Checklist

☐ Create a monthly calendar of events for students/parents/staff

☐ Assign a staff member to the position of School Safety Administrator and assign duties. Schedule monthly school safety meetings/review drills/review needs

☐ Do you have a plan on how to notify staff in case of emergency (ie. technology app, call tree)?

☐ Student awards, recognition activities

☐ Teachers have IEP's current in teacher files

☐ Safety plan is prepared and drills are scheduled for the year

☐ New teachers observe and meet with mentor teacher

☐ Instructional staff given classroom observation schedule or information

☐ Schedule meetings for the month (grade levels, department meetings, parent meetings, safety meetings, etc.

☐ Subscribe to The School Helpline to ensure students/parents, staff are able to call/text/email/message when there are any concerns

September Checklist

☐ Ensure new teachers are meeting with mentor teachers

☐ Schedule meetings for the month (grade levels, department meetings, parent meetings, school safety meetings, etc.)

☐ Continue Classroom Walkthroughs

☐ Monitor student attendance-Meet and call parents as needed

☐ Organize a monthly morale booster

☐ Begin preparation for semester campus performance (classroom programs, holiday musicals, parent luncheon).

☐ Teachers discuss gun safety with students and provide parent guidebook on how to ensure the safety of their child. Learn more at: <https://www.well-beingsafetyassessments.com>

☐ Schedule meetings for the month (grade levels, department meetings, parent meetings, school safety meetings, etc.)

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October Checklist

☐ Schedule meetings for the month (grade levels, department meetings, parent meetings, school safety meetings, etc.)

☐ Continue Classroom Walkthroughs

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☐ Organize a monthly morale booster

☐ Begin preparation for semester campus performance (classroom programs, holiday musicals, parent luncheon).

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November Checklist

☐ Schedule meetings for the month (grade levels, department meetings, parent meetings, school safety meetings, etc.)

☐ Continue Classroom Walkthroughs

☐ Monitor student attendance-Meet and call parents as needed

☐ Organize a monthly morale booster

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December Checklist

☐ Schedule meetings for the month (grade levels, department meetings, parent meetings, school safety meetings, etc.)

☐ Continue Classroom Walkthroughs

☐ Monitor student attendance-Meet and call parents as needed

☐ Organize a monthly morale booster

☐ Begin preparation for semester campus performance (classroom programs, holiday musicals, parent luncheon).

☐ Teachers discuss gun safety with students and provide parent guidebook on how to ensure the safety of their child. Learn more at: <https://www.well-beingsafetyassessments.com>

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WELL-BEING SAFETY ASSESSMENTS

# Principal Checklist



A MONTHLY REMINDER OF WHAT  
NEEDS TO HAPPEN



# July Checklist

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Create Master classroom schedules   | <input type="checkbox"/> | Edit or create student handbooks   |
| <input type="checkbox"/> | Assign students in classrooms, balance high, med, low, behavior, male/female, etc.                                      | <input type="checkbox"/> | Develop a meeting calendar or schedule it monthly  |
| <input type="checkbox"/> | Create a back to school newsletter for the staff  | <input type="checkbox"/> | Develop a monthly /yearly assessment plan  |
| <input type="checkbox"/> | Schedule registration   | <input type="checkbox"/> | Create an observation schedule   |
| <input type="checkbox"/> | Interview new staff for open positions:<br>Create a committee to help interview   | <input type="checkbox"/> | Cumulative folder transition   |
| <input type="checkbox"/> | Begin to organize your plans for the vision and goals for the new school year   | <input type="checkbox"/> | Review need for improved virtual learning program: <a href="https://www.well-beingsafetyassessments.com/virtual-teacher-website">https://www.well-beingsafetyassessments.com/virtual-teacher-website</a> |
| <input type="checkbox"/> | Update the website with new staff, future events, letter to parents, etc.   | <input type="checkbox"/> | <hr/>  |
| <input type="checkbox"/> | Determine what areas within the school need maintenance repairs, painted, cleaned, organized, etc.                      |                          |  |
| <input type="checkbox"/> | Schedule School Welllness Assessments with Well-being Safety Assessments 573.451.2151                                   |                          |  |
| <input type="checkbox"/> | Complete an inventory on all textbooks, supplies, etc.  |                          |  |
| <input type="checkbox"/> | Identify and schedule all tranining and Professional Development needs  |                          |  |
| <input type="checkbox"/> | Review all staff certifications-correct subject placement, expirations  |                          |  |
| <input type="checkbox"/> | Select or organize committee members for the new school year<br>Are there any additional committee that will be needed? |                          |  |



# August Checklist

Create a Welcome Staff Newsletter

Create a Parent Newsletter

Announce Back to School events and news through school website, social media, press releases, etc.

Develop a calendar for the 6-9 weeks for parents/staff programs, performances, events, etc.

Schedule School Violence Prevention Training and student performance: 573.451.2151

Create a supply list and make it available to local businesses  
Put supply list on school website

Welcome the new staff: Create an event to welcome all the staff members. Send them an invitation postcard or welcome card making them feel part of the team

Determine what your school theme will be for the school year. Create a vision for the year. What are your goals?

First staff meeting/professional development activities prepared

Master Schedule is printed and assembled

Create a Teacher Binder

Create a Principal Binder

Schedule Open House/Meet the Teacher night

Determine fundraisers for the year and schedule

Ensure the campus facilities are maintained and ready for the students and staff

Class lists are posted for parents and /or mailed home

Check certifications on all professional staff (monthly)

New employee orientation/New teacher orientation

Plan/Discuss Positive Behavior Rewards for the school year

Complete required trainings including CPR, First Aid, blood born pathogens, mandatory reporter/child abuse

Use social media to promote your school goals, messages, events, etc.

Review previous year's data and create a plan of improvement or talking points for back to school with teachers

Review dismissal procedures for the first day with all staff

Create a Back to School snack center for the week of return

Review Code of Conduct and discipline plan with necessary parties

Organize a leaders retreat

Teambuilding activities planned



# September Checklist

<input type="checkbox"/>	Safety plan is prepared and drills are scheduled for the year	<input type="checkbox"/>	Create a monthly calendar of events for students/parents/staff
<input type="checkbox"/>	New teachers observe and meet with mentor teacher	<input type="checkbox"/>	Assign a staff member to the position of School Safety Administrator and assign duties. Schedule monthly school safety meetings/review drills/review needs
<input type="checkbox"/>	Instructional staff given classroom observation schedule or information	<input type="checkbox"/>	Do you have a plan on how to notify staff in case of emergency (ie. technology app, call tree)
<input type="checkbox"/>	Schedule meetings for the month (grade levels, department meetings, parent meetings, safety meetings, etc.	<input type="checkbox"/>	Student awards , recognition activities
<input type="checkbox"/>	Subscribe to The School Helpline to ensure students/parents. staff are able to call/text/email/message when there are any issues. All reports are immediately reported to school and logged in an encrypted system. <a href="https://www.well-beingsafetyassessments.com/schoolreportingsystem">https://www.well-beingsafetyassessments.com/schoolreportingsystem</a>	<input type="checkbox"/>	Teachers have IEP's current in teacher binder or on file
<input type="checkbox"/>	Beginning of year assessments scheduled School Wellness Assessments: 573.451.2151	<input type="checkbox"/>	Plan first student assembly
<input type="checkbox"/>	Subscribe to SEL Classes allowing all students to enroll in as needed throughout the year. Online classes/groups offered after school. Learn more at: <a href="https://www.well-beingsafetyassessments.com/selonlineclasses">https://www.well-beingsafetyassessments.com/selonlineclasses</a>	<input type="checkbox"/>	Schedule student pictures
<input type="checkbox"/>	Data meeting scheduled based on beginning of the year assessment results	<input type="checkbox"/>	Goal setting for each teacher
<input type="checkbox"/>	Students assigned services based on data	<input type="checkbox"/>	PLC schedule
<input type="checkbox"/>	Parent Night-Open House	<input type="checkbox"/>	Ensure Safety posters are hung in hallways/bathrooms/classrooms. Find free downloadable posters at: <a href="https://www.well-beingsafetyassessments.com/free-school-safety-posters">https://www.well-beingsafetyassessments.com/free-school-safety-posters</a>
<input type="checkbox"/>	Begin Classroom Walk-throughs	<input type="checkbox"/>	Ensure all staff have pacing guide and assessment schedules
<input type="checkbox"/>	Schedule Fall fundraiser for the campus or discuss with PTO/PTA	<input type="checkbox"/>	Observe students "not on track" and help to create intervention plan
<input type="checkbox"/>	Organize a monthly morale booster	<input type="checkbox"/>	<hr/>
		<input type="checkbox"/>	<hr/>



# October Checklist

- Ensure new teachers are meeting with mentor teachers

Student awards/recognition for the month
- Schedule meetings for the month (grade levels, department meetings, school safety meetings, etc.)

Schedule a parent night: Math Night, Literacy Nite, Game Night, Outdoor Movie, etc.
- Continue Classroom Walkthroughs

Hold parent/teacher conferences
- Monitor student attendance-Meet and call parents as needed

Review student IEP's and IAP's and implementation of plans
- Schedule a School Safety Environmental Assessment to ensure you are meeting the federal/state school safety guidelines: 573.451.2151

Sit down with school counselors and review student issues
- Monitor grades of students at-risk of failing or currently failing
- Monitor student behavioral reports and assign students to appropriate SEL Classes and groups:  
Subscribe to SEL Classes allowing all students to enroll in as needed. Online classes/groups offered after school.  
Learn more at: <https://www.well-beingsafetyassessments.com/selonlineclasses>
- Plan a professional development training for after school or during the PD day.
- Meet with parents of students who are struggling with behavior issues
- Organize the monthly morale booster
- Create a monthly calendar of events for parents and staff
- Red Ribbon Week activities
- Schedule a monthly drill (fire, tornado, intruder, etc.)





# November Checklist

Ensure new teachers are being observed and meeting with mentor teachers

Schedule meetings for the month (grade levels, department meetings, parent meetings, school safety meetings, etc.)

Continue Classroom Walkthroughs

Monitor student attendance-Meet and call parents as needed

Organize a monthly morale booster

Begin preparation for semester campus performance (class programs, holiday musicals, parent luncheon).

November is a great month to schedule professional development-Take a look at what your school needs are when doing your walk-throughs, talking to staff, surveying needs. Plan a PD day .

Teachers discuss gun safety with students and provide parent guidebook on how to ensure the safety of their child. Learn more at: <https://www.well-beingsafetyassessments.com/all-about-school-safety>.

Hold a data meeting to discuss student needs, teacher needs and campus needs

Celebrate School Psychologist Week and Veteran's Day

Create a monthly calendar of events for parents and staff

Use Social Media to promote your school and celebrate special accomplishments

Schedule a monthly drill (fire, tornado, intruder, etc.\_

Student awards/recognition for the month

Review the need for cultural diversity training for staff and students. Schedule a Cultural Diversity Event: Find Free information at: <https://www.well-beingsafetyassessments.com/cultural-diversity-curriculum>

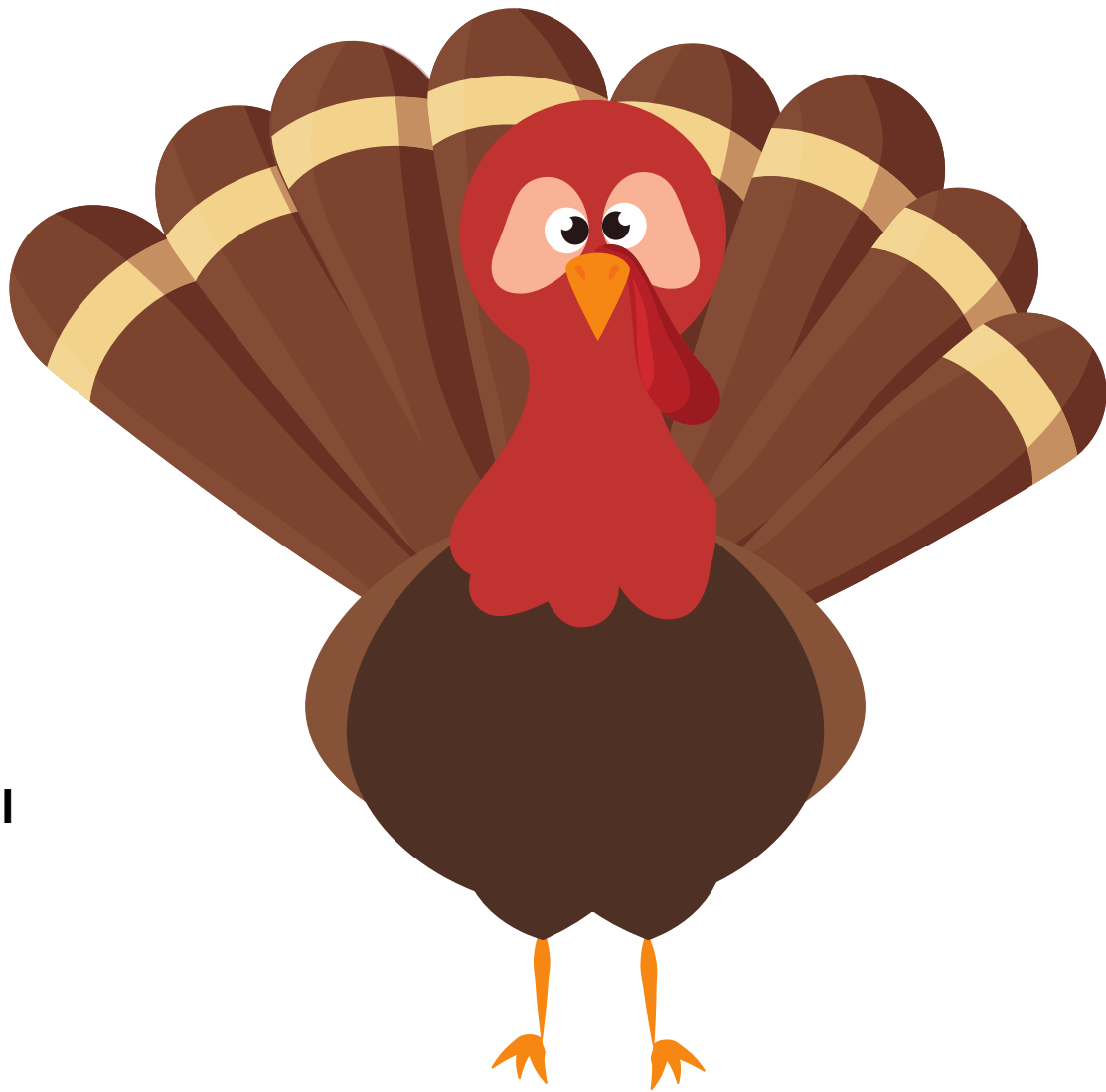
Consider doing a book review/study this month with specific staff

Set up a meeting with staff working in the cafeteria. Discuss what is working and what is not working. Make necessary changes.

Set up a meeting with School Resource Officers. Take a look at training they are receiving on an annual basis. Is there anything more they are needing? Review what type of training they could lead for school staff.

Invite police department member for breakfast donuts or lunch with students to build positive relationships

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# December Checklist

Schedule Holiday parties for classrooms and follow district policy

Schedule staff holiday event (on or off campus).

Semester Grade are posted

Prepare for mid-year assessment s for January or February.  
If you have not scheduled School Wellness Assessment do so now. [www.well-being safetyassessments.com](http://www.well-being-safetyassessments.com). 573.451.2151

Assign someone to prepare and mail out holiday cards

Schedule monthly meetings with grade levels and /or department heads.

Send out mental health letter normalizing students/parents who are experience holiday/final stress. Provide mental health brochure with hotline number. Subscribe to: The School Helpline to assist students/parents with mental health and school related issues. 24/7 crisis intervention 573.451.2151

Create a monthly calendar of events for parents and staff

Semester Awards

Classroom/office door decoration contest

Revisit your school goals/vision and communicate plans with staff

Schedule a monthly drill (fire, tornado, intruder, etc.)





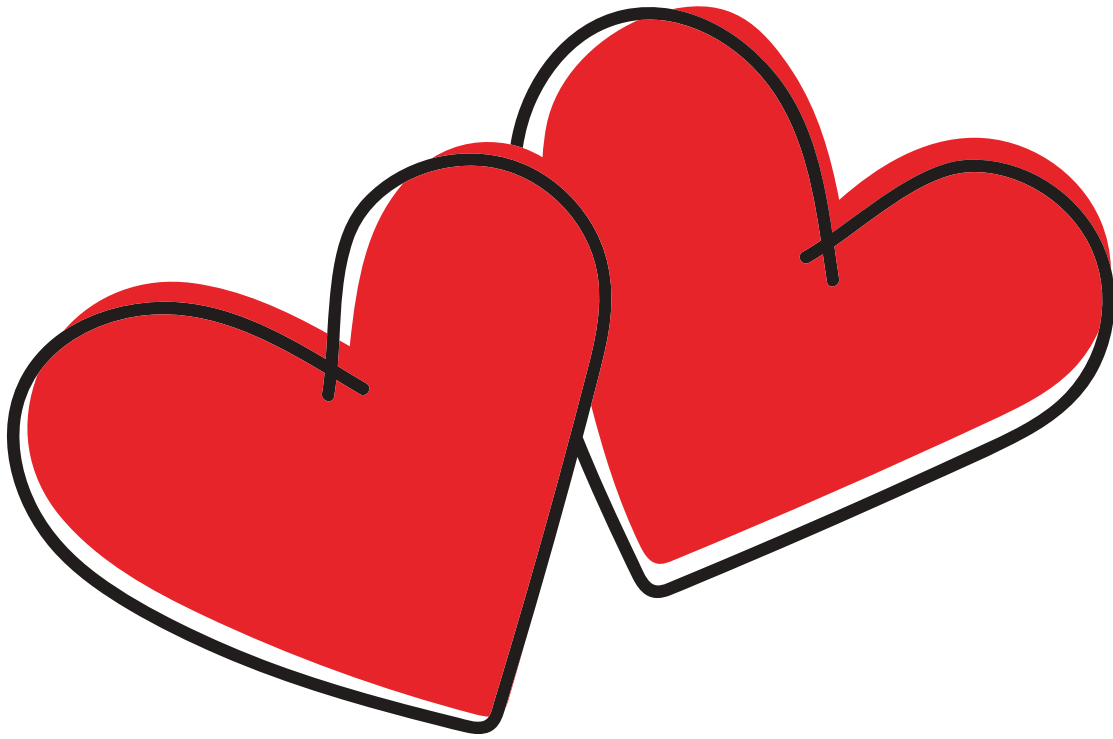
# January Checklist

- Organize and plan mid-year benchmark, assessments, content-based assessments
- Student awards/recognition for the month
- Review data regarding any assessments, including the School Wellness Assessment. Meet with parents of students who are struggling in the targeted areas and provide Treatment Resource Packet for local, state and federal services.
- Create a PLEDGE WALL for School Violence Prevention. Purchase School Violencet Prevention Handbook and have students review in classroom or with school counselor. Learn more: <https://www.well-beingsafetyassessments.com/copy-of-violence-prevention-trainin>
- Provide assistance to students based on academic data
- 
- Schedule monthly meetings with grade levels, team leaders, department heads, school safety administrator, etc.
- 
- Organize a monthly morale booster
- 
- Create a monthly calendar of events for parents/staff
- 
- Plan/Schedule spring fundraiser or meet with PTO/PTA
- 
- Schedule a monthly drill (tornado, fire, intruder, etc)
- 
- Semester Professional development training
- 
- Celebrate Law Enforcement Appreciation Day
- 
- Reach out to office staff and review how things are going provide a pick me up with a special treat for the day for absolutely no reason at all.
- 
- Use Social Media to promote your school and celebrate special accomplishments
- 
- Schedule a monthly drill (fire, tornado, intruder, etc.)\_



# February Checklist

- Organize and plan mid-year benchmark, assessments, content-based assessments if not completed already
- Student awards/recognition for the month
- Review data regarding any assessments
- Plan a parent night for Spring State Testing informative meeting to share information about testing and accountability.
- Provide assistance to students based on data
- Schedule Bus Driver Appreciation Day
- Schedule monthly meetings with grade levels, team leaders, department heads, school safety administrator, etc.
- Organize Valentine celebration to align with district policy
- Organize a monthly morale booster
- 
- Create a monthly calendar of events for parents/staff
- 
- Plan/Schedule spring fundraiser or meet with PTO/PTA if not done already
- 
- Schedule a monthly drill (tornado, fire, intruder, etc)
- 
- Survey staff, students and parents (climate survey, needs assessment, etc
- 
- Conduct a parent engagement activity. Find lots of ideas at: <https://www.well-beingsafetyassessments.com/parentinvolvement>
- 
- Continue to do walk-throughs
- 
- Use Social Media to promote your school and celebrate special accomplishments
- 
- Have the Art Teacher to create a night for the teachers to get together and do a paint and sip. Promoting well-being for your team.





# March Checklist

- Schedule monthly meetings with grade levels, team leaders, department heads
- Student awards/recognition for the month
- Organize monthly morale booster
- Celebrate Social worker week
- Create a monthly calendar of events for parents/staff
- Celebrate Speech Pathologist Day
- Begin preparation for state assessments
- Organize St. Patriick's /Green Celebration  
Align with School District Policy
- Schedule School Wellness Assessment-Biannual:  
<https://www.well-beingsafetyassessments.com/assessment-levels-comparison>. Review first assessment with second assessment to compare and contrast and reivew what needs to be done.
- 
- Contract preparation for certified staff
- 
- Schedule a monthly drill (fire, tornado, intruder, etc)
- 
- Discuss staff concerns with central office (possible nonrenewals)
- 
- Continue evaluations
- 
- Reach out to parents about attendance, behavioral or academic concerns
- 
- Meet with new teachers and their mentors to do a final check-in on their concerns or progress
- 
- Use Social Media to promote your school and celebrate special accomplishments
- 
- Celebrate Maintanence Worker Day



# April Checklist

- Schedule monthly meetings with grade levels, team leaders, department heads
- Organize monthly morale booster
- Create a monthly calendar of events for parents/staff
- Begin preparation for state assessments
- Schedule School Wellness Assessment-Biannual: <https://www.well-beingsafetyassessments.com/assessment-levels-comparison> if this has not already been done.
- Contract preparation for certified staff
- Schedule a monthly drill (fire, tornado, intruder, etc)
- Begin planning for the end of the year assessments
- State Testing
- Provide parent/staff end of the year survey
- Formal evaluations for instructional staff
- Review teacher goals
- Celebrate Administrative Assistant's Day
- Celebrate School Librarian Day
- Celebrate National Assistant Principal Week
- Celebrate Paraprofessional Day
- Pre-registration for new enrollments
- SDtart Budget Planning for next school year. Discruss these needs with your business office
- Begin plans for summer school
- Identify possible vacancies for next school year
- Visit with secretary to order supplies for next school year
- Recognize or plan a recognition event for volunteers
- 





# May/June Checklist

- ☐
- Schedule monthly meetings with grade levels, team leaders, department heads
- ☐
- Technology devices collected
- ☐
- Organize monthly morale booster
- ☐
- Honor Retirees
- ☐
- Create a monthly calendar of events for parents/staff
- ☐
- Summer staff development scheduled
- ☐
- State assessments
- ☐
- Celebrate all milestones, goals met and jobs well done
- ☐
- Contract for staff
- ☐
- Discuss your budget needs for new school year with your business office
- ☐
- End of the year assessments including the School Wellness Assessment
- ☐
- End of the year checklist for all staff
- ☐
- Schedule a monthly drill (fire, tornado, intruder, etc)
- ☐
- Review all data: discipline, attendance, student final grades, etc.
- ☐
- Meet with parents to discuss academic concerns and/or retention
- ☐
- Celebrate School Lunch Hero Day
- ☐
- Organize teacher appreciation week
- ☐
- Celebrate School Nurse Day
- ☐
- Summer School Plans
- ☐
- 
- ☐
- Schedule field trips, award programs, assemblies
- ☐
- Collect text books and other materials
- ☐
- Ensure all library books are returned

