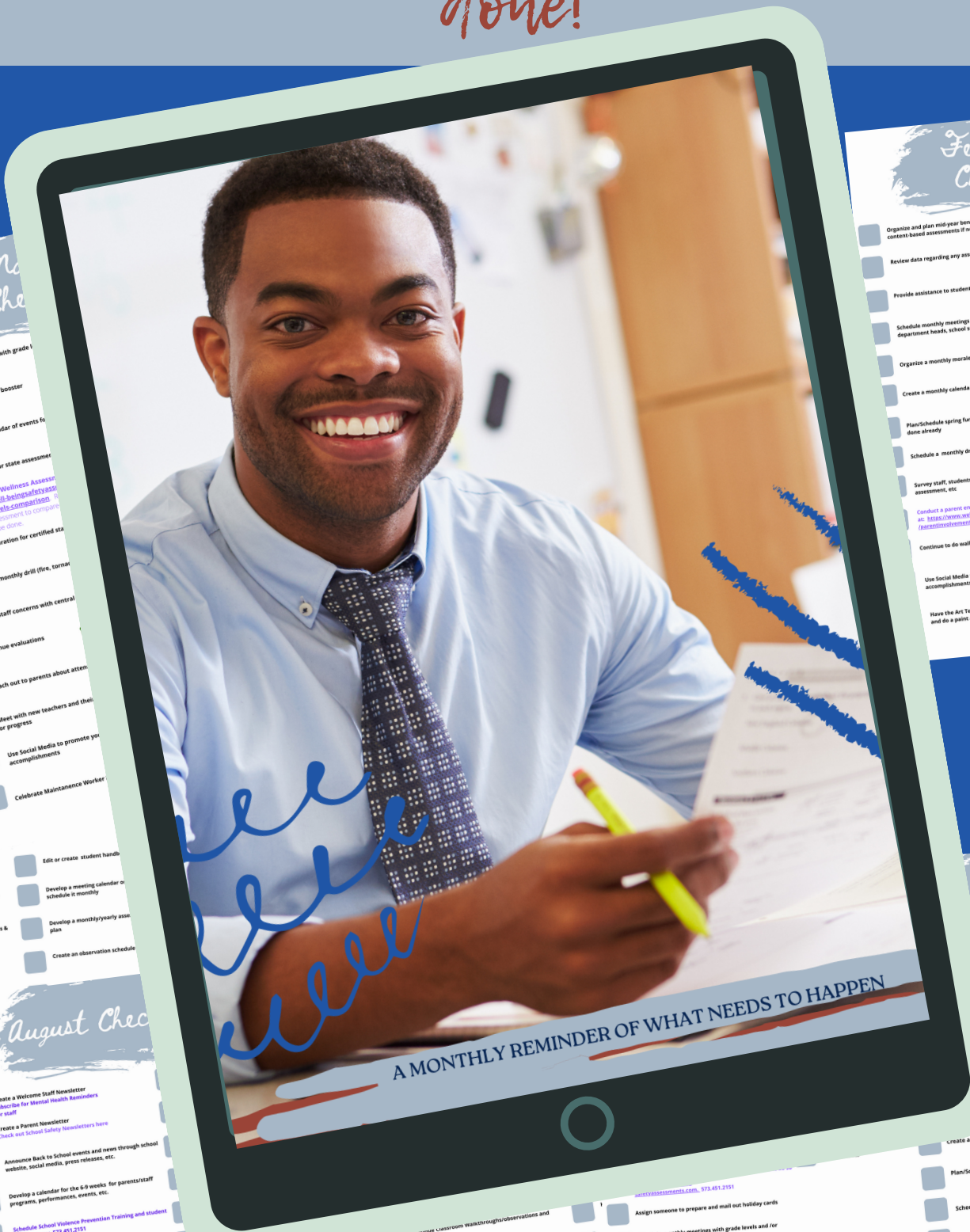


Finally, a Principal checklist to make sure you have everything done!



Checklist

A MONTHLY REMINDER OF WHAT NEEDS TO HAPPEN

February Checklist

- Organize and plan mid-year benchmark, assessments, custom-based assessments if not completed already
- Review data regarding any assessments
- Provide assistance to students based on 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 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: www.web.bellinghamfuturesassessments.com/parentengagement
- 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
- Student awards/recognition for month
- Plan a parent night for Spring Testing informative meeting to provide information about testing and accountability.
- Schedule Bus Driver Appreciation
- Organize Valentine celebration and align with district policy
- Senior Graduation Meeting Announcements.
- Letters to senior parents/grads
- Start summative performance evaluations with conference
- Finalize details for parent conferences
- Review staffing needs and budget process
- Ensure all details of state testing has been administered
- Review state test results
- Review student

January Checklist

- Student a month
- Violence Prevention Training
- Review data regarding any assessments, including the mid-year benchmark, assessments, custom-based assessments if not completed already
- Meet with parents of students in targeted areas and provide a Packet for local, state and federal students based on academic data
- Review data regarding any assessments, including the mid-year benchmark, assessments, custom-based assessments if not completed already
- Meet with parents of students in targeted areas and provide a Packet for local, state and federal students based on academic data
- Schedule registration
- Interview new staff for open position
- Create a committee to help me
- Begin to organize your plans for the new school year
- Update the website with new information
- Determine what areas within the school need repairs, painted, cleaned, urge
- Schedule School Wellness Assessment
- Complete an inventory on all the
- Review received data to make an action plan and professional development for the upcoming school year.
- Review all staff certifications and expirations
- Select or organize committee on
- Are there any additional concerns needed?
- 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?
- Schedule Classroom Walk-throughs/observations and
- Monitor student attendance Meet and call parents as needed
- Schedule a School Safety Board/Committee Assessment to ensure you are meeting the federal state school safety guidelines: 573.451.2151
- Monitor grades of students at-risk of failing or currently failing
- Monitor student behavioral reports and assign students to failing
- Subscribe to SEL Classes allowing all students to enroll in appropriate SEL Classes and groups
- Schedule a School Safety Board/Committee Assessment to ensure you are meeting the federal state school safety guidelines: 573.451.2151
- Plan a professional development training for after school or during the PD day.
- Meet with parents of students who are struggling with social issues. Ensure all students have intervention.
- Assign someone to prepare and mail out holiday cards
- Schedule monthly meetings with grade levels and for department heads.
- 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
- Plan for Spring parents/teacher conferences.



Principal Checklist

SY 2023-24



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well



A MONTHLY REMINDER OF THE PRINCIPAL'S RESPONSIBILITIES

WELL-BEING SAFETY ASSESSMENTS

June/July Checklist

- Ensure all students have schedules for the upcoming year and the master schedule is completed accurately within the parameters established
- Assign students in classrooms, balance high, med, low, behavior, male/female, etc.
- Create a BACK TO SCHOOL and budget friendly Safety Newsletter for students & parents
[Check out Editable School Safety Newsletters here](#)
- Schedule registration
- Interview new staff for open positions:
Create a committee to help interview
- Begin to organize your plans for the vision and goals for the new school year
- Update the school website with new staff, future events, letter to parents, etc.
- Determine what areas within the school need maintenance repairs, painted, cleaned, organized, etc.
- Mental Health Data on your students to improve school safety and monitor at-risk students
Schedule School Wellness Assessments with Well-being Safety Assessments 573.451.2151
www.well-beingsafetyassessments.com
- Complete an inventory on all textbooks, supplies, etc.
- Review received data to make revisions to the campus action plan and professional development plan for the upcoming school year.
- Review all staff certifications-correct subject placement, expirations
- Select or organize committee members for the new school year
Are there any additional committees that will be needed?
- Edit or create student handbooks
- Develop a meeting calendar or schedule it monthly
- Develop a monthly/yearly assessment plan
- Create an observation schedule/ [Order these fun inspirational sticky notes to leave for educators](#)
- Cumulative folder transition
- Order Monthly Morning Announcement Scripts:**
Principals love reading off these interesting facts, school safety tips and mental health reminders every day during morning announcements. \$4.99/month
- Subscribe for monthly Mental Health Reminders for staff/Send digital mental health tips to faculty. \$4.99/month**
- Transitional 9th grade collaboration between Middle School and High School
- Order **Counseling Informational Brochures** to assist students with today's struggles. \$4.99/month
- Ensure all disciplinary incidents have been entered into the system correctly
- Collect grade books from Teachers and keep them in a secure location



August Checklist

Create a Welcome Staff Newsletter

Determine fundraisers for the year and schedule

Create a Student/Parent Newsletter
[Check out School Safety Newsletters here](#) \$4.99/month

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

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

Class lists are posted for parents and /or mailed home

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

Check certifications on all professional staff (monthly)

[Schedule School Violence Prevention Training and student performance: 573.451.2151](#)

New employee orientation/New teacher orientation

Create a supply list and make it available to local businesses. Put supply list on the school website.
*Teachers can also create a "PICK A CLASSROOM APPLE" bulletin board for MEET THE TEACHER night. Parents have the option of choosing an apple with a needed classroom supply and sending it back to school on the first day of classes.

Plan/Discuss Positive Behavior Rewards for the school year. Review code of conduct and discipline plan with necessary parties

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

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

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

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

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

Master Schedule is printed and assembled

Review dismissal procedures for the first day with all staff

Create a Teacher Binder

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

Create a Principal Binder

Begin to think about that first staff meeting/professional development activities
Organize a leaders retreat

Schedule Open House/Meet the Teacher night

Teambuilding activities planned



Opening Week with faculty



Distribute Communication and notification structure safety drill information and procedures. The Campus conducts their first fire drill of the school year



Teachers review the classroom emergency procedures with their students



Ensure the appearance of the school building meets expectations ie. bulletin boards, cleanliness, organization, school safety items, etc.



Ensure all teachers have analyzed available student data and have a sense of the strengths and needs of each student



Establish staff expectations for classroom instructions utilizing professional development



Ensure all teachers have the ability and know the importance of taking attendance on the first day of classes



Determine alternative plan for attendance collection when typical way is unavailable and for classroom substitutes



Roleplay student behavioral scenarios to establish school/student culture



Conduct first meetings with leadership team or appropriate committees to define PD priorities and establish structures and schedule for PD and professional learning communities



Staff and New Teacher Professional Development



Ensure all compliance videos are done



Distribute Master Schedule



Distribute Duty Schedules



Distribute Prep Schedules



Determine a means for substitutes to know and follow emergency procedures



Distribute first week of school procedures



Distribute Student Behavior Expectations to include Parent/Student Handbook with the Student Code of Conduct



Hold a school vision meeting



September Checklist

- Safety plan is prepared and drills are scheduled for the year. Begin and maintain Campus Drill Documentation Form and Campus Drill Logs for all required safety drills. Review and modify Campus Emergency Operations Plan and submit changes to the Office of Emergency Management
- Conduct and implement your campus RTI system
 - Schedule student pictures
- 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 and staff are able to call/text/email/message when there are any issues 24/7. All reports are immediately reported to school and logged in an encrypted system. <https://www.well-beingsafetyassessments.com/schoolreportingsystem>
- Subscribe to SEL Classes allowing all at-risk students to enroll in as needed throughout the year. Online classes/groups offered after school. Learn more at: <https://www.well-beingsafetyassessments.com/selonlineclasses>
- Data meeting scheduled based on beginning of the year assessment results
- Students assigned services based on data
 - Plan first student assembly
- Parent Night-Open House
 - Develop leadership team SLT goals
- Begin Classroom Walk-throughs
 - H.S. Schedule changes must be finalized 10 days after beginning of school
- Schedule Fall fundraiser for the campus or discuss with PTO/PTA
 - Tutoring begins
- Organize a monthly morale booster
- Finalize all staff committee/team assignments; appoint or elect necessary staff committee and /or department chairs
- Create a monthly calendar of events for students/parents/staff. Assign chaperones and duties
- 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
Create the school culture from the beginning
- Teachers have IEP's current in teacher binder or on file
- Conduct initial PBIS or discipline management teams to set schedule, review previous year student data, apply an equity lens as you analyze your data, discuss discipline management plan implementation, map systems and supports as the school for students; set goals; develop action plan for management and establish dates and procedures for re-checking classrooms and school wide discipline management, behavioral expectations, as well as recognition systems
- Develop teacher SLT goals
- Order Elementary SEL videos to provide to teachers and counselors. These videos are perfect to play before class begins, in the counselor's office or main office to remind students of key social skills
- Ensure all staff have pacing guide and assessment schedules
- Observe students "not on track" and help to create intervention plan
- Academic Improvement Plan Meetings start
- Beginning of year assessments scheduled
[School Wellness Assessments: 573.451.2151](#)



October Checklist

- Ensure new teachers are meeting with mentor teachers. Evaluator and teacher agree on SLT goals
- Schedule meetings for the month (grade levels, department meetings, school safety meetings, etc.)
- Continue Classroom Walkthroughs/observations and conferences. Give candy with an inspirational note to support the school culture
- Monitor student attendance-Meet and call parents as needed
- Schedule a School Safety Environmental Assessment to ensure you are meeting the federal/state school safety guidelines: 573.451.2151. Use this report to support budget requests
- 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. Ensure all students have interventions
- Organize the monthly morale booster. Subscribe to Monthly Principal Announcements for great ideas \$4.99/month
- Create a monthly calendar of events for parents and staff
 - High School begin check of senior records to identify student needs prior to the spring semester
- Red Ribbon Week activities
 - Implement RTI based on 1st six week grades
- Schedule a monthly drill (fire, tornado, intruder, etc.)
 - Snapshot date for state reporting. Review all data in regards to student enrollment, special populations coding etc prior to snapshot date
- Student/Faculty awards/recognition for the month. Create the school culture needed by promoting positivity
- Schedule a parent night: Math Night, Literacy Nite, Game Night, Outdoor Movie, etc.
- Hold parent/teacher conferences
- Review student IEP's and IAP's and implementation of plans
- Sit down with school counselors and review student issues. Work together to create a plan. Use this [Treatment Resource Handbook for assistance.](#)
- Identify and plan for student field trips and student activities
- Monitor Parent Portal and attendance



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/[Inspirational Post-Its](#)



Review Master Schedule and make decisions regarding the next school year



Monitor student attendance-Meet and call parents as needed



Monitor Parent Portal



Organize a monthly morale booster



Spend Title I



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](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



[Order The School Helpline](#) - a personal hotline for your school allowing students, parents, staff and the community to call, text, email or SMS message when there is a school related issue. 24/7-365



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 members for breakfast donuts or lunch with students to build positive relationships



Senior parent meetings



December Checklist



Schedule Holiday parties for classrooms and follow district policy



Schedule staff holiday event (on or off campus).



Semester Grades are posted



Prepare for mid-year assessments for January or February. If you have not scheduled School Wellness Assessment do so now. 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.



Subscribe to the Monthly Mental Health Reminders for staff. Holidays can be a stressful time. Help staff take care of themselves



Create a monthly calendar of events for parents and staff



Subscribe to School Safety Newsletters for students and parents



Semester Awards



Classroom/office door winter decoration contest
Promote the school culture you want by encouraging positivity



Revisit your school goals/vision and communicate plans with staff



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



Review student discipline data



Monitor and correct any student data errors



Submit all campus drill logs to the central office



Deliever winter benchmark assessments



January Checklist



Organize and plan mid-year benchmark, assessments, content-based assessments



Review data regarding any assessments, including the [School Wellness Assessment](#). Meet with parents of students who are struggling in the targeted areas and provide the [Treatment Resource Packet](#) for local, state and federal services.



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. [Subscribe to Monthly Principal Announcements to give great ideas](#)



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_ Find great free ideas here](#)



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](#)



Plan for Spring parent/teacher conferences_



Student and Faculty awards/recognition for the month



Create a [PLEDGE WALL](#) for School Violence Prevention. Purchase [School Violence Prevention Handbook](#) and have students review in classroom or with school counselor. Learn more: <https://www.well-beingsafetyassessments.com/copy-of-violence-prevention-trainin>



Continue maintaining Campus Drill Documentation Form and submitting Campus Drill Logs based on safety drill calendar



High Schools conduct senior records audit Send letter to senior parents who are potential non-grads



Plan for pre-registration for middle schools and high schools



Review student discipline data



Monitor Parent Portal and attendance



Balance 2nd semester master schedule



Submit non-renewal documentation to HR



February Checklist



Organize and plan mid-year benchmark, assessments, content-based assessments if not completed already



Review data regarding any assessments



Provide assistance to students based on 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 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. [Find ideas here.](#)



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.



Student awards/recognition for the month



Plan a parent night for Spring State Testing informative meeting to share information about testing and accountability.



[Schedule Bus Driver Appreciation Day. Find great ideas here](#)



Organize Valentine celebration to align with district policy



Senior Graduation Meeting Announcements_



Letters to senior parents potential non-grads



Start summative performance evaluations with conferences



Finalize details for parent/student conferences



Review staffing needs for next fiscal year budget process



Ensure all details and coordination of state testing has been prepared to administer state assessments



Review state testing dates



Review student discipline data



March Checklist

- Schedule monthly meetings with grade levels, team leaders, department heads
- Student awards/recognition for the month. Promote the school climate you desire
- Organize monthly morale booster. [Subscribe to Monthly Principal Announcements. 4.99/month](#)
- Celebrate Social Worker week. [Find great ideas here.](#)
- Create a monthly calendar of events for parents/staff
- Celebrate Speech Pathologist Day
- Begin preparation for state assessments
- Organize St. Patrick'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 reiew what needs to be done.
- Prepare and enter budgets into financial system for next fiscal year_
- Contract preparation for certified staff
- Schedule a monthly drill (fire, tornado, intruder, etc)
- All student course selections should be completed for the following school year
- Discuss staff concerns with central office (possible nonrenewals)
- Begin identification of potential summer school students and advertise opportunities for student summer experiences and registration
- Continue evaluations
-  A green St. Patrick's hat with a black band and a gold buckle, flanked by two green shamrocks.
- 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
- Meet with HR on personnel documentation and files
- Use Social Media to promote your school and celebrate special accomplishments**
- Celebrate Maintenance 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 to think about Teacher Appreciation Week



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



Start Budget Planning for next school year. Discuss these needs with your business office



Begin plans for summer school



Identify possible vacancies for next school year

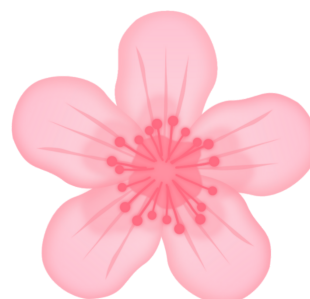


Visit with secretary to order supplies for next school year



Recognize or plan a recognition event for volunteers





May/June Checklist

Schedule monthly meetings with grade levels, team leaders, department heads

Organize monthly morale booster

Create a monthly calendar of events for parents/staff

Send out letter to parents about how to help students prepare for taking assessments: Eat right, plenty of sleep, get to school on time, send a snack

Contract for staff

End of the year assessments including the School Wellness Assessment

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

Meet with parents to discuss academic concerns and/or retention

Organize Teacher Appreciation Week.
Take a peek here for great ideas

Review Summer School Plans

Schedule field trips, award programs, assemblies

Collect text books and other materials

Ensure all library books are returned

Technology devices collected

Honor Retirees

Summer staff development scheduled

Celebrate all milestones, goals met and jobs well done

Discuss your budget needs for new school year with your business office

End of the year checklist for all staff

Review all data: discipline, attendance, student final grades, etc.

Celebrate School Lunch Hero Day

Celebrate School Nurse Day





Well-being Safety Assessments

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