

# **Calendar for Principals ESC, Region VI (Principal's Monthly Checklist) 2008-2009**

## **New Principal's Timeline Helpful Reminders for District and School Responsibilities**

This timeline was compiled by a committee of principals from all 3 levels in Region VI. It is to be used only as a reminder of things which may need to be addressed. Both the timeline and the topics may vary from school to school. It is our hope that it may be of some benefit in your planning.

*Developed by the Leadership and Professional Development Department  
Education Service Center, Region VI  
3332 Montgomery Road  
Huntsville, Texas*

*Mark Kroschel 936-435-8301  
Ingrid Lee 936-435-8294  
Steve Pierce 936-435-8290*

## July

### Student Assessment Calendar (See Testing Calendar located in the Appendix) (3<sup>rd</sup> round of SSI Testing for Grades 3, 5 & 8 & Exit Retests)

- \_\_\_\_\_ Complete SSI grade placement committee meetings (GPC)
- \_\_\_\_\_ Interviewing and employing teachers and other staff members (ongoing)
- \_\_\_\_\_ Review information and requests for grants as received (ongoing)
- \_\_\_\_\_ Evaluate summer cleaning/building condition (ongoing)
- \_\_\_\_\_ Clean/Maintenance/Paint needed areas of campus
- \_\_\_\_\_ Plan and prepare materials and signs for registration
- \_\_\_\_\_ Complete staffing, scheduling, and assignment of students for coming year
- \_\_\_\_\_ Interviews for new personnel
- \_\_\_\_\_ Finalize School Calendar for coming year
- \_\_\_\_\_ Review/revise school policies
- \_\_\_\_\_ Staff and student handbooks (review and have ready by August)
  - \_\_\_\_\_ Religious issues policy
  - \_\_\_\_\_ School film/video policy
  - \_\_\_\_\_ Sexual harassment policy (student and staff)
  - \_\_\_\_\_ Student attendance and absence procedures
  - \_\_\_\_\_ Dress Code
  - \_\_\_\_\_ Weapons policy
  - \_\_\_\_\_ School discipline handbook/policy (Code of Conduct)
- \_\_\_\_\_ Complete and submit State Reports
- \_\_\_\_\_ Review changes in Master Contracts for all employee groups
- \_\_\_\_\_ Analyze past year's discipline referrals
- \_\_\_\_\_ Prepare new staff packets
- \_\_\_\_\_ Develop field trip schedule for coming year
- \_\_\_\_\_ Summer Curriculum Writing
- \_\_\_\_\_ Student schedules
- \_\_\_\_\_ Registration
  - \_\_\_\_\_ notify community - email/paper
  - \_\_\_\_\_ organize - workers, copies, etc...
- \_\_\_\_\_ Finalize Campus Plan and present plan to the School Board
- \_\_\_\_\_ Work on Staff Development (In-Service) for August
- \_\_\_\_\_ Curriculum Meetings/Calendars
- \_\_\_\_\_ Student Leadership Camps (Student Council, FISH camps)
- \_\_\_\_\_ Summer Staff Development
- \_\_\_\_\_ Welcome Back letter to teachers
- \_\_\_\_\_ Finalize MASTER Schedule
- \_\_\_\_\_ Summer School ends
- \_\_\_\_\_ **TAKE A VACATION/TAKE TIME OFF**

## August

- \_\_\_\_\_ School committee sign-up
- \_\_\_\_\_ Mail student information packets (if applicable)
- \_\_\_\_\_ Athletic/activity registration and program development
- \_\_\_\_\_ Textbook distribution
- \_\_\_\_\_ A.V. checkout and distribution
- \_\_\_\_\_ Finalize employment of all staff
- \_\_\_\_\_ Review of building use procedures
- \_\_\_\_\_ New teacher orientation to PDAS (must be completed within the first 3 weeks of school)
- \_\_\_\_\_ New staff orientation
- \_\_\_\_\_ Orientation for substitute teachers
- \_\_\_\_\_ Recruit parent volunteers and provide training
- \_\_\_\_\_ Opening of school teacher meetings (may be part of in-service days)
- \_\_\_\_\_ Student registration/update enrollment
- \_\_\_\_\_ Final arrangements for in-service schedule/workdays
- \_\_\_\_\_ Review annual building calendar, testing dates, and major functions
- \_\_\_\_\_ Use of building by outside agencies (ongoing)
- \_\_\_\_\_ Distribute district school calendars to staff and parents
- \_\_\_\_\_ Student orientation and assemblies including kindergarten (as needed)
- \_\_\_\_\_ Develop overall plan for evaluation of certified and classified staff
- \_\_\_\_\_ Parent back to school night/Meet with teacher night (i.e. open house, curriculum night, etc.)
- \_\_\_\_\_ Schedule home visits (optional-must be scheduled and approved)
- \_\_\_\_\_ Consider appointing teacher-in-charge when principal is off campus
- \_\_\_\_\_ Develop staff emergency telephone tree (distribute to staff only)
- \_\_\_\_\_ Review fire drill procedures the first week of school and establish schedule for a minimum of 9 fire drills per year
- \_\_\_\_\_ Develop a schedule for special area teachers (music, art, P.E., etc.)
- \_\_\_\_\_ Prepare individual class lists/schedules and post in an area made known to parents
- \_\_\_\_\_ Develop duty schedules such as bus supervision, recess duty, lunchroom supervision, pledge/daily announcements, detention room, aide utilization, etc.
- \_\_\_\_\_ Transportation/Food Service Information
- \_\_\_\_\_ Booster Club Kick-offs
- \_\_\_\_\_ UIL - Review Calendar
- \_\_\_\_\_ Work with University to assign Student Teachers and provide orientation
- \_\_\_\_\_ Complete Summer Curriculum Writing
- \_\_\_\_\_ Prepare back-to-school communications (students, staff, and parents)
- \_\_\_\_\_ Prepare school opening press release for media
- \_\_\_\_\_ Publicize bus schedule
- \_\_\_\_\_ Check birth and vaccination certificates (school nurse or health aide)
- \_\_\_\_\_ Meet with new PTA/PTO officers to plan year and PTA/PTO Recruitment
- \_\_\_\_\_ Schedule year's social activities for students
- \_\_\_\_\_ Schedule monthly faculty meetings for the year
- \_\_\_\_\_ Athletic practices begin (secondary)
- \_\_\_\_\_ Check/test bell signal system
- \_\_\_\_\_ Identify room mothers
- \_\_\_\_\_ Compile school directory information
- \_\_\_\_\_ Organize student groups (i.e., bus patrol, student council, etc.)
- \_\_\_\_\_ Make locker assignments
- \_\_\_\_\_ Make homeroom assignments
- \_\_\_\_\_ Assign lunchroom periods
- \_\_\_\_\_ Final check of buildings and grounds
- \_\_\_\_\_ Distribute a list of student medical concerns to staff
- \_\_\_\_\_ School begins/First Day of School for Students
- \_\_\_\_\_ Distribute Steroid Policy to parents and students
- \_\_\_\_\_ Check Fall Athletic Facilities (check stadium facilities, lights, restrooms, gyms, etc.)
- \_\_\_\_\_ Check with Athletic Director for pre-game events and officials
- \_\_\_\_\_ Check with Band Director for Half-time activities
- \_\_\_\_\_ Complete Campus Safety Audit - Submit to Texas School Safety Center
- \_\_\_\_\_ State Accountability Rating comes out - Review with staff

## **August Cont'd**

- \_\_\_\_\_ Prepare an "Opening Day Procedure" for Teachers
- \_\_\_\_\_ Review Campus Improvement Plan with staff (monthly)
- \_\_\_\_\_ Approve all pep rally skits and music
- \_\_\_\_\_ Review Fundraising Policy
- \_\_\_\_\_ Badges to new staff

**\*Mark your calendar for the Principals' Reception at Education Service Center, Region VI on August 7, 2008**

## September

- \_\_\_\_\_ Parent back to school night (if not held in August)
- \_\_\_\_\_ Parent and community communication plan (i.e., newsletters, PTA, PTO, Booster Clubs)
- \_\_\_\_\_ Teachers Self-Report for PDAS no later than three weeks after PDAS Teacher Orientation
- \_\_\_\_\_ Revision of staffing based on enrollment
- \_\_\_\_\_ Child abuse and blood pathogen awareness training (as needed)
- \_\_\_\_\_ Update review of programs and students assigned to special programs
- \_\_\_\_\_ Student progress reports (if necessary)
- \_\_\_\_\_ Plans for parent conferences
- \_\_\_\_\_ New course descriptions
- \_\_\_\_\_ Begin a monthly calendar of school wide and individual classroom activities
- \_\_\_\_\_ Display school calendar in lounge/library for organizational purposes
- \_\_\_\_\_ Implement a school bus safety drill
- \_\_\_\_\_ Assign staff to building committees. (Sunshine, discipline, public relations, in-service, Earth Week, P.T.O., etc)
- \_\_\_\_\_ Review building cumulative folder procedure
- \_\_\_\_\_ Update staff on budget procedures
- \_\_\_\_\_ Begin an activity/project file. Label a file for each day of each month. As you send notes to staff, parents, etc., put a copy in the file. (A great organizational method to keep track of when and how various activities are handled during the year.)
- \_\_\_\_\_ Prepare/review program modification forms for students who have been referred or who have special needs but are mainstreamed in the regular education classroom.
- \_\_\_\_\_ Work with Campus Improvement Council to develop school-wide goals for the school year  
Inform parents of what goals you have for the year and how they can assist the school in meeting the goals.
- \_\_\_\_\_ Begin the "Coupon of Excellence" program in which academic achievement for September is recognized
- \_\_\_\_\_ Send home Mid-quarter Progress reports by the end of September. Document communication.
- \_\_\_\_\_ Schedule important dates/events
- \_\_\_\_\_ Make schedule and class adjustments as needed
- \_\_\_\_\_ Set up classroom observation schedule
- \_\_\_\_\_ Schedule faculty, department, grade level, and other regular meeting dates
- \_\_\_\_\_ Establish emergency calling tree
- \_\_\_\_\_ Meet with Social Committee to plan year's activities for staff
- \_\_\_\_\_ Re-establish Business-Education Partnerships
- \_\_\_\_\_ Collect premiums for optional student accident insurance
- \_\_\_\_\_ PTA-PTO membership drive
- \_\_\_\_\_ Report first week's daily attendance to District Office
- \_\_\_\_\_ Team Leader/Department Meetings - Faculty Meetings
- \_\_\_\_\_ Start PDAS, process (3 weeks after Teacher Orientation to PDAS)
- \_\_\_\_\_ Testing Calendar (all programs)
- \_\_\_\_\_ Parent Conferences begins
- \_\_\_\_\_ Campus staff development
- \_\_\_\_\_ Organize School Improvement Committee and schedule meetings for the year
- \_\_\_\_\_ Continue meetings to build PTO/PTA
- \_\_\_\_\_ Prepare academic UIL
- \_\_\_\_\_ Review school attendance zone and check to see students are in the correct zone attendance.
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)

## October

### \_\_\_\_\_ TAKS Exit Level Retests - Secondary (See Testing Calendar located in the Appendix)

- \_\_\_\_\_ Fire Drill and Fire Prevention Week
- \_\_\_\_\_ Review your budgets' status. Inform department heads, unit leaders about budgets
- \_\_\_\_\_ Schedule parent-teacher conferences (pre-conference letters, confirmation forms home, times, etc.)
- \_\_\_\_\_ Review with staff the various forms which they might need during the year and the procedure for utilizing them
- \_\_\_\_\_ Update immunization records
- \_\_\_\_\_ Inform parents of how to accurately interpret the building report card.
- \_\_\_\_\_ Provide baskets/boxes in your office in which teachers can put notes, the secretary can pick up work so the work can be prioritized
- \_\_\_\_\_ State attendance reports
- \_\_\_\_\_ Report cards
- \_\_\_\_\_ Parent conferences
- \_\_\_\_\_ Staff evaluation and observation process should begin (ongoing)
- \_\_\_\_\_ Red Ribbon Week (Drug Prevention Activities)
- \_\_\_\_\_ Community Service activities
- \_\_\_\_\_ Begin Special Ed. Referral Process
- \_\_\_\_\_ Invite Parents & Community to school - lunch/night meetings
- \_\_\_\_\_ Make positive parent/guardian contacts
- \_\_\_\_\_ Staff Development opportunity
- \_\_\_\_\_ Faculty Meeting
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ Bus Safety Training for Students - Fall (Mandatory)
- \_\_\_\_\_ Highly Qualified Teacher Reports due
- \_\_\_\_\_ 2008 AYP Rating will come out
- \_\_\_\_\_ Check stock on clothing pantry (coats, etc.)

Fall Administrators' Conference at Education Service Center, Region VI on October 29, 2008

## November

- \_\_\_\_\_ Last chance to drop classes with no failure (secondary)
- \_\_\_\_\_ End of quarter
- \_\_\_\_\_ Honor Roll
- \_\_\_\_\_ Report Cards
- \_\_\_\_\_ Parent-Teacher Conferences
- \_\_\_\_\_ Winter sports begin (secondary)
- \_\_\_\_\_ Observation/conference with each teacher evaluated before end of semester
- \_\_\_\_\_ Thanksgiving Day meal (suggestion - invite parents, community leaders, board members, administration.
- \_\_\_\_\_ Course description handbook and cards
- \_\_\_\_\_ Make parents aware of inclement weather guidelines and discuss how recess and noon hour supervision will be managed
- \_\_\_\_\_ In preparation for the holiday season give teachers copies of guidelines for religion in the school setting.
- \_\_\_\_\_ Review the custodial and maintenance needs for the school campus. Get feedback from parents and staff and discuss with building custodians.
- \_\_\_\_\_ Check on students who have had excessive absences. Conference with parents/notify school attendance office.
- \_\_\_\_\_ Place a suggestion box in the office in which staff can give input on how the office could function more efficiently and effectively to serve their needs.
- \_\_\_\_\_ Staff development - review student evaluation data including courses grades by teacher and any benchmark testing
- \_\_\_\_\_ Elementary counselor outreach - meals and Christmas planning
- \_\_\_\_\_ Grandparent luncheon
- \_\_\_\_\_ Food Drive
- \_\_\_\_\_ Begin screening for Christmas (list of needy families)
- \_\_\_\_\_ Classroom Walk-through
- \_\_\_\_\_ GT nominations
- \_\_\_\_\_ Parent nights
- \_\_\_\_\_ Job/Career Fair
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ Thanksgiving Break
- \_\_\_\_\_ Add/Drop Courses - Complete course catalog

## December

- \_\_\_\_\_ Christmas Angel Tree program (gifts to needy families/Food Drive)
- \_\_\_\_\_ Teacher left-over gifts from students - re-wrapped and given to nursing home.
- \_\_\_\_\_ Benchmark Tests
- \_\_\_\_\_ Complete all reports and reviews for the semester.
- \_\_\_\_\_ Complete and review the attendance records of your student body. Contact the parents of students with attendance concerns and work out plans of improvement.
- \_\_\_\_\_ Send home Mid-Term Progress Reports.
- \_\_\_\_\_ Continue meeting with new staff members to discuss questions they have regarding policies and procedures. Sometimes we forget they are new to the building after they've made it beyond the first several months.
- \_\_\_\_\_ Winter holiday activities
- \_\_\_\_\_ Holiday meal (suggestion-invite parents, community leaders, board members, administration)
- \_\_\_\_\_ Faculty social events
- \_\_\_\_\_ End of first semester
- \_\_\_\_\_ Complete first semester teacher evaluation conferences and reports
- \_\_\_\_\_ Solicit input in preparation for next fiscal year's budget
- \_\_\_\_\_ Conduct mid-year assessment of physical plant and capital equipment needs.
- \_\_\_\_\_ Locker checks and clean-out
- \_\_\_\_\_ Holiday staff party
- \_\_\_\_\_ Make appointment for annual physical examination
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ All new teachers observed/Professional Growth Plans started
- \_\_\_\_\_ Staff should be assigned to cover Basketball games during holiday
- \_\_\_\_\_ Plan Staff Development for January and spring semester
- \_\_\_\_\_ Review staff needs for spring semester
- \_\_\_\_\_ Mid Term Graduation
- \_\_\_\_\_ Alternative School Graduation
- \_\_\_\_\_ Winter break

## January

### NAEP Assessments (selected schools)

- \_\_\_\_\_ Initiate goal-setting for the following year
- \_\_\_\_\_ Initiate follow-up study of previous students
- \_\_\_\_\_ Finalize mid-year changes (new employees, class or schedule adjustments, etc.)
- \_\_\_\_\_ Make plans for Kindergarten round-up and preschool screening (elementary)
- \_\_\_\_\_ Career Day (secondary)
- \_\_\_\_\_ College Financial Aid meeting (secondary)
- \_\_\_\_\_ Standardized Testing Program
- \_\_\_\_\_ Orientation for new staff members
- \_\_\_\_\_ End of semester
- \_\_\_\_\_ Honor Roll
- \_\_\_\_\_ Report Cards for students
- \_\_\_\_\_ Begin planning for summer school
- \_\_\_\_\_ Begin making plans for school improvement for the following year. Areas to consider include organization, instruction, assessment, curriculum, home-school relations, research and development, school environment, etc.
- \_\_\_\_\_ Begin formalizing the budget for next year. Consider enrollment, textbook changes, curriculum priorities, capital equipment, building and grounds requests, etc.
- \_\_\_\_\_ Registration of **2008-2009** students
- \_\_\_\_\_ Beginning of the second semester. Semester dues to be collected again
- \_\_\_\_\_ Arrange for next year's kindergarten students to make a visit to your school
- \_\_\_\_\_ Wrap up first semester staff evaluation
- \_\_\_\_\_ Report Cards
- \_\_\_\_\_ Student retention monitoring (involve support team-ongoing)
- \_\_\_\_\_ Update program review
- \_\_\_\_\_ Fixed asset inventory (equipment)
- \_\_\_\_\_ Middle School pre-registration for high school
- \_\_\_\_\_ Newsletter - Reminder of rules/procedures for tardies, late/early check-in/out, etc.
- \_\_\_\_\_ Rules new classes (semester change) - new policies/fees
- \_\_\_\_\_ Testing - Renew data
- \_\_\_\_\_ Staff Development Activities
  - \*Introduce new staff
  - \*Workday
- \_\_\_\_\_ Post new honor roll/perfect attendance from grading period
- \_\_\_\_\_ High School - college prep, financial aid meetings
- \_\_\_\_\_ Attend or send someone to the ESC TAKS Training
- \_\_\_\_\_ Implement extended day tutorials for TAKS and students
- \_\_\_\_\_ Begin credit recovery classes for secondary students who failed courses during fall semester
- \_\_\_\_\_ School Report cards to go out/AEIS
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ Bus safety training for students - Spring (Mandatory)
- \_\_\_\_\_ Update staff and student home contact information
- \_\_\_\_\_ Work with district to plan public meeting
- \_\_\_\_\_ Assign and provide Orientation for new Student Teachers
- \_\_\_\_\_ Revise contact list for Bad Weather Days
- \_\_\_\_\_ School Board Recognition Month
- \_\_\_\_\_ Mid Winter Conference (TASA) - Austin
- \_\_\_\_\_ Monitor Senior progress - graduation status, scholarships

## February

- \_\_\_\_\_ Begin plans for graduation (secondary)
- \_\_\_\_\_ Student/Parent Information Meetings on registration for coming year (secondary)
- \_\_\_\_\_ Complete registration and enrollment for coming year (secondary)
- \_\_\_\_\_ Pride Week (Spirit Week) activities
- \_\_\_\_\_ Determine textbook requests for next year
- \_\_\_\_\_ Mid-term Progress Reports
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado). esp schedule up to date
- \_\_\_\_\_ Develop list of teachers for renewal and non-renewal
- \_\_\_\_\_ Student course selection for next school year (if applicable)
- \_\_\_\_\_ Begin development of program review
- \_\_\_\_\_ Begin accessing next year's program and budget needs
- \_\_\_\_\_ Student transfer process
- \_\_\_\_\_ Student pre-registration
- \_\_\_\_\_ Organize Valentine party procedures
- \_\_\_\_\_ Teacher Secret Pals for Valentine Week
- \_\_\_\_\_ Evaluate School Improvement Plan
- \_\_\_\_\_ Tutorial is under way/TAKS remedial
- \_\_\_\_\_ Benchmarking
- \_\_\_\_\_ Prepare self-evaluation for Administrator Appraisal with your supervisor
- \_\_\_\_\_ Spring sports start

## March

### TAKS Testing (See Testing Calendar located in the Appendix)

- \_\_\_\_\_ Review the status of the budget. Set deadlines for out of district Purchase Orders (POs) and inform unit leaders of money left in each account
- \_\_\_\_\_ March is "Tornado Month." Hold tornado drills during the month.
- \_\_\_\_\_ Let your office staff members know how important they are. Meet to discuss ways in which efficiency and effectiveness can be increased.
- \_\_\_\_\_ Formalize the budget for the following year.
- \_\_\_\_\_ End of third quarter reporting period
- \_\_\_\_\_ Report cards
- \_\_\_\_\_ Parent conferences
- \_\_\_\_\_ Begin new School Improvement Plan
- \_\_\_\_\_ Begin preliminary staffing process
- \_\_\_\_\_ Begin preliminary budget process
- \_\_\_\_\_ Begin teacher transfer process
- \_\_\_\_\_ Provide staff with end of the year timeline
- \_\_\_\_\_ District program reviews (ongoing throughout spring)
- \_\_\_\_\_ Important dates/events
- \_\_\_\_\_ Vision, hearing, and scoliosis screening
- \_\_\_\_\_ Spelling Bee/Math Bee
- \_\_\_\_\_ Student Science Fair
- \_\_\_\_\_ Initiate preparation of building maintenance/improvement order/requisitions for coming year
- \_\_\_\_\_ End of quarter
- \_\_\_\_\_ Honor Roll
- \_\_\_\_\_ Report Cards
- \_\_\_\_\_ Spring Parent-Teacher Conferences
- \_\_\_\_\_ Benchmark
- \_\_\_\_\_ Master Schedule **2008-2009**
- \_\_\_\_\_ Course Request
- \_\_\_\_\_ Teacher Renew/Non-renewal recommendations go to the Board for action
- \_\_\_\_\_ Graduation Planning
- \_\_\_\_\_ Recruit for Campus Improvement Teams
- \_\_\_\_\_ Recruit for Fall PTO/PTA
- \_\_\_\_\_ TELPAS, OBS, Protocols
- \_\_\_\_\_ Complete plans for summer school
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ Bike Safety/Pedestrian Safety
- \_\_\_\_\_ Stranger Danger Awareness (from school to home), i.e. bus stop, walking, etc.
- \_\_\_\_\_ Spring Break

## April

### TAKS Testing (See Testing Calendar located in the Appendix)

- \_\_\_\_\_ Immunization clinic (elementary)
- \_\_\_\_\_ Build Master Schedule for coming year (secondary)
- \_\_\_\_\_ Complete Graduation arrangements (secondary)
- \_\_\_\_\_ Standardized Testing Program
- \_\_\_\_\_ Finalize Summer School plans
- \_\_\_\_\_ Mid-term Progress Reports
- \_\_\_\_\_ How do you determine the management decisions you are making: Do you walk the fence or do what is best for children:
- \_\_\_\_\_ Hold a staff meeting at a place of business in the community. Discuss organization concerns which are shared by both institutions.
- \_\_\_\_\_ Conclude second semester evaluations (notification of non-renewal of probationary teachers)
- \_\_\_\_\_ Student course selections for next school year
- \_\_\_\_\_ Revise student handbook
- \_\_\_\_\_ Prepare for spring registration
- \_\_\_\_\_ Hiring
- \_\_\_\_\_ Finalizing School Improvement Plans
- \_\_\_\_\_ Complete School Improvement Plan
- \_\_\_\_\_ Finalizing budget
- \_\_\_\_\_ UIL
- \_\_\_\_\_ TAKS
- \_\_\_\_\_ Handbooks/order planners
- \_\_\_\_\_ Teachers complete Teacher Self-Report Parts II and III 2 weeks prior to the Summative Conference
- \_\_\_\_\_ Teachers Annual Summative Report must be given to the teacher 5 working days before the Summative Conference
- \_\_\_\_\_ Complete PDAS Summative Conferences by April 30 (if possible) but no later than 15 working days before the last day of instruction (last day students attend school) - Give Summary information to teachers 5 days prior to conference
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ PSAT Testing for Sophomores
- \_\_\_\_\_ Parent notification for retention of students

## May

### TAKS Testing (See Testing Calendar located in the Appendix)

- \_\_\_\_\_ Finalize summer school registration and planning
- \_\_\_\_\_ Set Final Examination Schedule
- \_\_\_\_\_ Check status of probationary students and inform parents of possible failures
- \_\_\_\_\_ Send **2008-2009** school calendar to staff and parents
- \_\_\_\_\_ Conduct awards programs/assemblies (athletic, academic, fine arts, etc.)
- \_\_\_\_\_ Initiate parent opinion survey for school improvement
- \_\_\_\_\_ Finalize Graduation plans, including all-night senior party (secondary)
- \_\_\_\_\_ Call for final reports from all ongoing and ad hoc committees
- \_\_\_\_\_ Locker clean-out
- \_\_\_\_\_ Get teachers' summer addresses and phone numbers
- \_\_\_\_\_ Prepare building year-end report
- \_\_\_\_\_ Inform teachers of what organization tasks need to be completed by the end of the year. (Cumulative folders updates, class lists, reading/math groups, next fall's supply lists, etc.)
- \_\_\_\_\_ Have each staff member submit three suggestions for the organization and management of the school for the following year
- \_\_\_\_\_ Walk through your building with the maintenance director and discuss projects for the summer.
- \_\_\_\_\_ Monthly Emergency Drill (Fire/Tornado)
- \_\_\_\_\_ Complete the annual fire drill report
- \_\_\_\_\_ Spring elementary registration
- \_\_\_\_\_ Revise staff handbook
- \_\_\_\_\_ Create Personal Graduation Plans (PGPs) for students who failed TAKS or is being retained (MS/JH & HS)
- \_\_\_\_\_ Review student transfers
- \_\_\_\_\_ Complete end of year requests for materials and supplies for next year
- \_\_\_\_\_ Complete end-of-year inventories (equipment, furniture, textbooks, materials/supplies)
- \_\_\_\_\_ Begin reviewing all schedules for next year
- \_\_\_\_\_ Review complete cumulative folders and teacher comments
- \_\_\_\_\_ Review summer cleaning with custodians
- \_\_\_\_\_ Custodian and secretary evaluation
- \_\_\_\_\_ Final report cards
- \_\_\_\_\_ Faculty social and end-of-year events
- \_\_\_\_\_ Generate work orders for building and maintenance repairs (ongoing)
- \_\_\_\_\_ Final 20 day attendance report
- \_\_\_\_\_ Closing of school
- \_\_\_\_\_ Teacher appreciation Week
- \_\_\_\_\_ Support Staff appreciation
- \_\_\_\_\_ Parent/Volunteer recognition
- \_\_\_\_\_ End-of-year LPAC
- \_\_\_\_\_ Awards Ceremony
- \_\_\_\_\_ Attendance Incentive
- \_\_\_\_\_ Interviewing new employees for next year
- \_\_\_\_\_ Retention/Promotion Standards
- \_\_\_\_\_ Retention/Promotion placement decisions
- \_\_\_\_\_ Complete Spring ARDS, GPC meetings
- \_\_\_\_\_ Notify parents of students who must attend summer school
- \_\_\_\_\_ Notify parents of students who failed SSI (3rd, 5th, & 8th graders)
- \_\_\_\_\_ Prom
- \_\_\_\_\_ Graduation
- \_\_\_\_\_ Arrange schedule for summer school
- \_\_\_\_\_ Fill teaching positions for summer school

## June

### TAKS Retests (See Testing Calendar located in the Appendix)

- \_\_\_\_\_ Final examinations
- \_\_\_\_\_ Honor retirees
- \_\_\_\_\_ Recognize (celebrate) volunteers and reserve teachers (substitutes)
- \_\_\_\_\_ SAT Testing (secondary)
- \_\_\_\_\_ Sign diplomas (secondary)
- \_\_\_\_\_ End-of-school picnic
- \_\_\_\_\_ Confer with students who will not graduate (secondary)
- \_\_\_\_\_ Baccalaureate Service (secondary-where allowed)\
- \_\_\_\_\_ Graduation (secondary)
- \_\_\_\_\_ School out for students
- \_\_\_\_\_ Collect teacher job targets for coming year
- \_\_\_\_\_ Closing staff workshop
- \_\_\_\_\_ Check in teacher materials/supplies
  - \*Record books
  - \*Permanent record cards
  - \*Dental and health cards
  - \*Keys
  - \*Lists of failures
- \_\_\_\_\_ Honor Roll
- \_\_\_\_\_ Mail year-end report cards
- \_\_\_\_\_ Summer School begins
- \_\_\_\_\_ Conduct year-end inventory of textbooks, supplies, and equipment
- \_\_\_\_\_ Complete book orders and supply requisitions for coming year
- \_\_\_\_\_ Close out and audit financial records
- \_\_\_\_\_ Review summer maintenance, repair, remodeling, and grounds keeping schedules
- \_\_\_\_\_ Summer curriculum writing begins
- \_\_\_\_\_ Review/revise student and parent handbooks
- \_\_\_\_\_ Report cards completed and copies filed
- \_\_\_\_\_ Send supply lists to parents with report cards, send copies to area retailers
- \_\_\_\_\_ Teachers should leave budget requests for the following year which will be processed upon final board approval of the budget
- \_\_\_\_\_ Let parents know when class lists will be posted.
- \_\_\_\_\_ Ask teachers to insure that...
  - \*Bulletin boards are cleared
  - \*Equipment and books are put on shelves
  - \*Desks and lockers are empty and clean
  - \*A-V equipment which needs repair is sent to a collection area
- \_\_\_\_\_ Retention report
- \_\_\_\_\_ Graduate rate/dropout report
- \_\_\_\_\_ End-of-year wrap up

# APPENDIX

2008-2009

## STUDENT ASSESSMENT TESTING CALENDAR

\*Schedule subject to change  
Check TEA website for schedule changes

**2008–2009 Training**

|                            |  |
|----------------------------|--|
| <b>Aug 4–Oct 24/Oct 31</b> | TELPAS holistic rating training of new raters through Oct 24; online qualification window through Oct 31 |
| <b>Fall (date TBD)</b>     | Assessment of students with disabilities through TETN  |
| <b>Dec 2–3 (Tues–Wed)</b>  | Annual test administration training in Austin by TEA   |
| <b>Dec/Jan (date TBD)</b>  | LPAC manual training through TETN  |
| <b>Jan 9, 2009 (Fri)</b>   | Completion date for training of school district testing personnel by ESCs                                |

**2008 Assessments**

| <b>Test Date(s)</b>   | <b>TAKS–Alt</b>   | <b>Report Date(s)*</b> |
|-----------------------|---|------------------------|
| <b>Oct 1 (Wed)</b>    | TAKS–Alt assessment tool becomes accessible to teachers.  |                        |
|                       | <b>TAKS<sup>†</sup> / TAAS</b>  |                        |
| <b>Oct 21 (Tues)</b>  | <i>Exit Level ELA (retest)</i><br><i>Exit Level ELA-Online (retest)</i>   | Dec 3–5, 2008          |
| <b>Oct 22 (Wed)</b>   | <i>Exit Level Mathematics (retest)</i><br><i>Exit Level Mathematics-Online (retest)</i>   |                        |
| <b>Oct 23 (Thurs)</b> | <i>Exit Level Science (retest)</i><br><i>Exit Level Science-Online (retest)</i>   |                        |
| <b>Oct 24 (Fri)</b>   | <i>Exit Level Social Studies (retest)</i><br><i>Exit Level Social Studies-Online (retest)</i>                                     |                        |
|                       | <i>TAAS Exit Level Writing (retest)</i><br><i>TAAS Exit Level Mathematics (retest)</i><br><i>TAAS Exit Level Reading (retest)</i> |                        |

**2009 Assessments****NAEP Assessments (selected sample)**

|                           |   |
|---------------------------|---|
| <b>Late Jan–Early Mar</b> | Reading, Mathematics, and Science (grades 4, 8, and 12) |
|---------------------------|---|

\* Districts must notify students and parents of test results according to the schedule outlined in the Coordinator Manual.

† Includes TAKS (Accommodated)

| Test Date(s)                            | TAKS <sup>†</sup> / TAAS   | TAKS–M   | Report Date(s)* |
|---|--|--|-----------------|
| <b>Mar 3 (Tues)</b>                     | Grade 3 Reading (English and Spanish)<br>Grade 5 Reading (English and Spanish)<br>Grade 8 Reading  | Grade 3 Reading<br>Grade 5 Reading<br>Grade 8 Reading                                  | Mar 20, 2009**  |
|   | Grade 4 Writing (English and Spanish)<br>Grade 7 Writing<br>Grade 9 Reading<br>Grade 10 ELA<br>Exit Level ELA  | Grade 4 Writing<br>Grade 7 Writing<br>Grade 9 Reading<br>Grade 10 ELA<br>Grade 11 ELA● | May 15–22, 2009 |
|   | <i>Exit Level ELA (retest)</i> <i>TAAS Exit Level Writing (retest)</i><br><i>Exit Level ELA-Online (retest)</i>  |  | Apr 22–24, 2009 |
| <b>Mar 4 (Wed)</b>                      | <i>Exit Level Mathematics (retest)</i> <i>TAAS Exit Level Mathematics (retest)</i><br><i>Exit Level Mathematics-Online (retest)</i>  |  |                 |
| <b>Mar 5 (Thurs)</b>                    | Make-up session for Grade 10 ELA<br><i>Exit Level Science (retest)</i> <i>TAAS Exit Level Reading (retest)</i><br><i>Exit Level Science-Online (retest)</i>  |  | May 15–22, 2009 |
|   | <i>Exit Level Social Studies (retest)</i><br><i>Exit Level Social Studies-Online (retest)</i>  |  | Apr 22–24, 2009 |
| <b>Mar 6 (Fri)</b>                      |  |  |                 |
| <b>Mar 7 (Sat)</b>                      | All make-up sessions for tests scheduled to be administered on March 3, 2009, and included in the calculation of AYP must be completed by this date. These tests include grades 3, 5, and 8 reading (English and Spanish). |  |                 |
| <b>TELPAS</b>                           |  |  |                 |
| <b>Testing Window<br/>Mar 16–Apr 10</b> | Grades K–12 TELPAS Reading, Listening, Speaking, and Writing   |  | May 11–15, 2009 |
| <b>TAKS–Alt</b>                         |  |  |                 |
| <b>Submission Window<br/>Apr 6–17</b>   | TAKS–Alt submission window   |  | May 15–22, 2009 |
| <b>TAKS<sup>†</sup></b>                 |  | <b>TAKS–M</b>  |                 |
| <b>Apr 6 (Mon)</b>                      | LAT Grade 5 Mathematics<br>LAT Grade 8 Mathematics   | LAT Grade 5 Mathematics<br>LAT Grade 8 Mathematics                                     | Apr 24, 2009**  |
|   | Grade 5 Mathematics (English and Spanish)<br>Grade 8 Mathematics   | Grade 5 Mathematics<br>Grade 8 Mathematics   |                 |
| <b>Apr 9 (Thurs)</b>                    | All make-up sessions for the grades 5 and 8 mathematics tests, grades 5 and 8 LAT included, scheduled to be administered on April 6–7, 2009, must be completed by this date.   |  |                 |

\* Districts must notify students and parents of test results according to the schedule outlined in the Coordinator Manual.

\*\* 10 working days after the testing contractor receives the scorable materials

† Includes TAKS (Accommodated)

● For students receiving special education services, the ARD committee will continue to determine a student's graduation requirements.

| Test Date(s)          | TAKS <sup>†</sup> / TAAS  | TAKS–M  | Report Date(s)*   |
|-----------------------|---|---|-------------------|
| <b>Apr 27 (Mon)</b>   | LAT Grades 3–4 Mathematics<br>LAT Grades 6–7 Mathematics<br>LAT Grade 10 Mathematics  | LAT Grades 3–4 Mathematics<br>LAT Grades 6–7 Mathematics<br>LAT Grade 10 Mathematics  | May 15–22, 2009   |
| <b>Apr 28 (Tues)</b>  | LAT Grades 3–8 Reading***<br>LAT Grade 10 ELA***<br>Grades 3–4 Mathematics (English and Spanish)<br>Grade 6 Mathematics (English and Spanish)<br>Grade 7 Mathematics<br>Grade 10 Mathematics<br><i>Exit Level ELA (retest)</i> <i>TAAS Exit Level Writing (retest)</i><br><i>Exit Level ELA-Online (retest)</i> | LAT Grades 3–8 Reading***<br>LAT Grade 10 ELA***<br>Grades 3–4 Mathematics<br>Grade 6 Mathematics<br>Grade 7 Mathematics<br>Grade 10 Mathematics    |                   |
| <b>Apr 29 (Wed)</b>   | Grade 4 Reading (English and Spanish)<br>Grade 6 Reading (English and Spanish)<br>Grade 7 Reading<br>Exit Level Mathematics   | Grade 4 Reading<br>Grade 6 Reading<br>Grade 7 Reading<br>Grade 11 Mathematics●  | May 15–22, 2009   |
|                       | <i>Grade 3 Reading (retest) (English and Spanish)</i><br><i>Grade 5 Reading (retest) (English and Spanish)</i><br><i>Grade 8 Reading (retest)</i>   | <i>Grade 3 Reading (retest)</i><br><i>Grade 5 Reading (retest)</i><br><i>Grade 8 Reading (retest)</i>   | May 15–22, 2009** |
|                       | <i>Exit Level Mathematics (retest)</i> <i>TAAS Exit Level Mathematics (retest)</i><br><i>Exit Level Mathematics-Online (retest)</i>   |   | May 18–20, 2009   |
| <b>Apr 30 (Thurs)</b> | Grade 5 Science (English and Spanish)<br>Grade 8 Science<br>Grade 9 Mathematics<br>Grade 10 Science<br>Exit Level Science   | Grade 5 Science<br>Grade 8 Science<br>Grade 9 Mathematics<br>Grade 10 Science<br>Grade 11 Science●  | May 15–22, 2009   |
|                       | <i>Exit Level Science (retest)</i> <i>TAAS Exit Level Reading (retest)</i><br><i>Exit Level Science-Online (retest)</i>   |   | May 18–20, 2009   |
| <b>May 1 (Fri)</b>    | LAT Grade 5 Science<br>LAT Grade 8 Science<br>LAT Grade 10 Science<br>Grade 8 Social Studies<br>Grade 10 Social Studies<br>Exit Level Social Studies  | LAT Grade 5 Science<br>LAT Grade 8 Science<br>LAT Grade 10 Science<br>Grade 8 Social Studies<br>Grade 10 Social Studies<br>Grade 11 Social Studies● | May 15–22, 2009   |
|                       | <i>Exit Level Social Studies (retest)</i><br><i>Exit Level Social Studies-Online (retest)</i>   |   | May 18–20, 2009   |
| <b>May 2 (Sat)</b>    | All make-up sessions for tests, LAT included, scheduled to be administered on April 27–29, 2009, and included in the calculation of AYP must be completed by this date. These tests include grades 3–4, 6–7, and 10 mathematics, and grades 3–8 reading.  |   |                   |

\* Districts must notify students and parents of test results according to the schedule outlined in the Coordinator Manual.

\*\* 10 working days after the testing contractor receives the scorable materials for SSI grades/subjects only

\*\*\* Tests administered over two days, April 28 and April 29

† Includes TAKS (Accommodated)

● For students receiving special education services, the ARD committee will continue to determine a student's graduation requirements.

| Test Date(s)                        | End-of-Course Online Field Tests   |   | Report Date(s)*   |           |                 |                |
|-------------------------------------|--|---|---|-----------|-----------------|----------------|
| <b>Testing Window<br/>May 4–22</b>  | Physics  | World Geography                             | None  |           |                 |                |
|                                     | End-of-Course Online Tests (Optional)  |   |   |           |                 |                |
| <b>Testing Window<br/>May 11–29</b> | Algebra I  | Geometry                                    | Biology   | Chemistry | U.S. History    | See footnote ‡ |
|                                     | TAKS <sup>†</sup> / TAAS   |   | TAKS–M  |           |                 |                |
| <b>May 19 (Tues)</b>                | <i>Grade 5 Mathematics (retest) (English and Spanish)</i><br><i>Grade 8 Mathematics (retest)</i>   |   | <i>Grade 5 Mathematics (retest)</i><br><i>Grade 8 Mathematics (retest)</i>                            |           | June 8, 2009**  |                |
| <b>May 21 (Thurs)</b>               | All make-up sessions for the grades 5 and 8 mathematics tests (English and Spanish versions) scheduled to be administered on May 19, 2009, must be completed by this date. |   |   |           |                 |                |
| <b>June 30 (Tues)</b>               | <i>Grade 5 Mathematics (retest) (English and Spanish)</i><br><i>Grade 8 Mathematics (retest)</i>   |   | <i>Grade 5 Mathematics (retest)</i><br><i>Grade 8 Mathematics (retest)</i>                            |           | July 17, 2009** |                |
| <b>July 1 (Wed)</b>                 | <i>Grade 3 Reading (retest) (English and Spanish) ♦</i><br><i>Grade 5 Reading (retest) (English and Spanish)</i><br><i>Grade 8 Reading (retest)</i>                        |   | <i>Grade 3 Reading (retest)</i><br><i>Grade 5 Reading (retest)</i><br><i>Grade 8 Reading (retest)</i> |           |                 |                |
| <b>July 14 (Tues)</b>               | <i>Exit Level ELA (retest)</i><br><i>Exit Level ELA-Online (retest)</i>  | <i>TAAS Exit Level Writing (retest)</i>     | <i>Grade 11 ELA (retest) •</i>  |           | Aug 12–14, 2009 |                |
| <b>July 15 (Wed)</b>                | <i>Exit Level Mathematics (retest)</i><br><i>Exit Level Mathematics-Online (retest)</i>  | <i>TAAS Exit Level Mathematics (retest)</i> | <i>Grade 11 Mathematics (retest) •</i>  |           |                 |                |
| <b>July 16 (Thurs)</b>              | <i>Exit Level Science (retest)</i><br><i>Exit Level Science-Online (retest)</i>  | <i>TAAS Exit Level Reading (retest)</i>     | <i>Grade 11 Science (retest) •</i>  |           |                 |                |
| <b>July 17 (Fri)</b>                | <i>Exit Level Social Studies (retest)</i><br><i>Exit Level Social Studies-Online (retest)</i>  |   | <i>Grade 11 Social Studies (retest) •</i>   |           |                 |                |

\* Districts must notify students and parents of test results according to the schedule outlined in the Coordinator Manual.

\*\* 10 working days after the testing contractor receives the scorable materials for SSI grades/subjects only

‡ Districts can access their reports within 24 hours of submitting tests.

† Includes TAKS (Accommodated)

♦ Available alternate SSI assessment is specified at <http://www.tea.state.tx.us/student.assessment/resources/ssi/index.html>. The testing window is open from June 29–July 16.

• For students receiving special education services, the ARD committee will continue to determine a student's graduation requirements.