

July at a glance: Planning for the School Year

Set Vision and Direction

- Vision and norms: create clear language that communicates the school's vision (focus on student and teacher growth)
- Accountability: determine preliminary accountability rating
- Campus Improvement Plan (CIP) and instructional priorities: determine archetype; select CIP goals (2-3 instructional priorities)
- Change facilitation (process): create implementation process for any changes

Develop People

Leadership

- Leadership team(s): plan team leader retreat agenda including needs assessment, data, and CIP goals
- Teacher leaders: identify teacher instructional leaders; add them to weekly walk-through schedule
- Mentors: finalize selection of mentors; register them for training

Staff

- Selecting and assigning: consider assignments based on projected enrollment and skill set
- New to profession, campus, content, or grade: hire, assign mentors, and connect new hires with mentors or go-to person
- Paraprofessionals: finalize paraprofessional placements

Feedback

- Teacher evaluation: finalize formal observation schedule
- Walk-throughs and formal/informal feedback: create schedule based on teacher support needs

Professional Development

- Campus: finalize and calendar the PD plan aligned to campus goals
- Principal: finalize personal PD plan (conferences, trainings); secure a coach or mentor

Lead Instruction

Curriculum

- Curriculum: identify curriculum resources; set expectations for fidelity to the written curriculum

Instruction

- Instructional resources: ensure the back-to-school schedule includes protected time for teachers to internalize and prepare instructional resources
- Lesson planning and internalization: identify PLC leads/ department chairs
- Routines and instructional strategies: prioritize instructional strategies and content-area routines

Assessment

- Local and state assessment: create master schedule for common assessments (BOY, MOY, benchmarks)
- Data: synthesize state assessment data
- Student assessment procedures: select campus testing coordinator

Intervention

- Special programs (Special Ed, LPAC, 504): finalize student placement, master schedule, and personnel schedules (paraprofessionals, inclusion support)

Build Culture and Climate

- Positive school culture: focus on leadership team renewal
- School-wide plan for student behavior: work with behavior management team to finalize behavior management plan
- Communication: finalize the formal communication plan; send initial welcome back communication to staff
- Family involvement: plan and finalize family engagement dates for the school calendar
- Mental health services: outline available mental health services and supports with counselor

Manage Systems and Operations

- Ethical practices, legal requirements, and district expectations: ensure campus handbook is revised
- School calendar/master schedule: finalize the school calendar, administrative tasks, meetings, schedules, and time for planning
- Safety: update safety drill dates and processes for the year

scan for more resources

