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|  | **Staff Meetings** | **Friday Focus** | **Walk-Through Focus** | **APPR** | **Climate & Culture** | **Communication** | **Building Safety** | **Character Education** |  |
| **September** | * Opening Day (3rd): Welcome new staff, APPR highlights, handbook, etc. * 17th: APPR | * (9/6) *Classroom Management 101* * *(9/13) What makes a good teacher?* * *(9/20) 10 Things I Wish I Knew My First Year of Teaching* * *(9/27) Humor: Why we love children!* | **Week of 9/3**: Get in all classrooms, welcome students  **Week of 9/9**: Get in all classrooms, are rooms are ready for Open House?  **Week of 9/16**: Get in all classrooms  **Week of 9/23**: Special Area Focus  **Week of 9/30**: Intermediate | * Walkthroughs as noted under Supervision and Instruction * Grade level team meetings * SLOs and LATs submitted by 9/28 * Begin mini-observations if possible | * Toast New Year at faculty meeting * Send out blue notes to staff attending Ice Cream Social * Recognize special efforts via blue notes * Provide refreshments for staff after Curriculum Night | * Summer newsletter to staff (August) * Welcome Back Letter to Families * Blog/e-newsletter * Letter to peanut-free rooms | * Distribute peanut/nut letters to classrooms with food allergic students on Day 1 * Make sure nurse meets with all teachers concerning Emergency Care Plans * Safety Patrol Planning * Jog-a-thon | September Attribute, Trait, or Theme:  **Responsibility**  Kick-Off Assembly: 4th Grade  Front Bulletin Board: Gretchen  B-Day Bulletin Board: Lisa and Liz | **September** |
| **October** | * 8th: United Way, Safety Plan Review, BEDS | * *(10/4) Focus on having a great weekend!* * *(10/11)* *Wait Time* * *(10/18) Formative Assessment* * *(10/25) 26 Questions Every Student Should Be Able to Answer* | **Week of 10/7**: Primary Wing Focus  **Week of 10/14**: Special Area Focus  **Week of 10/21**: Intermediate Wing Focus  **Week of 10/28**: Primary Wing Focus | * Standard I Form due Oct. 15th * LAT and SLO submitted by October 15th, approved by October 31st * Finish 1st round of minis * Begin formal observations: Jones, Smith, Adams | * Thank teachers for joining PTA and thank those that attend the October meeting * Recognize special efforts via blue notes (teachers working with problematic students, Character Ed. help) * Wellness Week | * Weekly Blog * Reminder about allergies, costumes, parade | * Review Safety Plan with Grade level chairs and staff, finish drills * Reminders about allergies with holiday parties and clothing * CODE 10/17 * Safety Patrol begins! | October Attribute, Trait, or Theme:  **Respect**  Assembly: 4th Grade  Front Bulletin Board: Lisa  B-day Bulletin Board: | **October** |
| **November** | * Parent conferences, collaboration (PLCs Part 1) | * *(11/1) Student Engagement* * *(11/8)Making your Classroom More Student-Centered* * *(11/15) Framing the Learning* * *(11/22)Parent Conferences* | **Week of 11/4**: Special Area Focus-AM  **Week of 11/11**: Intermediate Wing-AM  **Week of 11/18**: Primary Wing Focus-AM  **Week of 11/25**: Parent Conferences, ½ days | * Standard 1 Form Scored by Thanksgiving * Continue observations: Jones, Smith, Adams, Miller, Thomas, Rodriguez, Ryan, Fischer, Mitchell, Jackson, McAndrew, Smith, Adams, Miller, Thomas, Rodriguez, Ryan, Fischer, Mitchell, Jackson, McAndrew, | * PARP/Reading Celebration * Recognize special efforts via blue notes (those attending PTA, helping on picture day, PARP, etc.) * Write thank you notes to all staff prior to Thanksgiving | * Weekly Blog * Reminder about days off and half-day (11:30 dismissal) * Thank volunteers for being guest readers | * Safety Plans Due 11/1 | November Attribute, Trait, or Theme:  **Thankfulness**  Assembly: 3rd Grade  Front Bulletin Board: Colleen S.  B-day Bulletin Board: Megan & Gretchen  Salvation Army Food Drive | **November** |
| **December** | * 10th: PLCs, Part II – sharing team norms, what’s going well, positive messages to staff | * *(12/6)Classroom Interior Design* * *(12/13)Keeping Students Productively Engaged Before the Holidays* * *(12/20)10 Gifts to Give a Child This Holiday Season* | **Week of 12/2**: Special Area Focus  **Week of 12/9**: Intermediate Wing Focus  **Week of 12/16**: Primary Wing Focus | * Finish 1st round of observations: Smith, Adams, Miller, Thomas, Rodriguez, Ryan, Fischer, Mitchell, Jackson, McAndrew, * Do more minis if possible | * Recognize special efforts via blue notes (concerts, Azadeh, AIS, Tim) * Staff party * Personal notes and staff breakfast | * Weekly Blog * Reminder about days off and holiday parties * Math Night | * Reminders about allergies with holiday parties * CODE 12/12 | December Attribute, Trait, or Theme:  **Compassion and Caring**  Assembly: 2nd Grade  Front Bulletin Board: 2nd Grade  B-day Bulletin Board: Library  Community Giving | **December** |
| **January** | * 14th: Administering LATS | * *(1/3) Classroom Culture for Learning* * *(1/10)Wait Time* * *(1/17)Keys to Teaching Students to Ask Questions* * *(1/24) Stay Warm!* * *(1/31)Banish the Mid-year Blahs!* | **Week of 1/6**: Special Area Focus-AM  **Week of 1/13**: Intermediate Wing  **Week of 1/20**: Primary Wing Focus  **Week of 1/27**: Special Area Focus | * Observations: (Unannounced): Fischer, Mitchell, Jackson, McAndrew, * Write mid-year evaluation on Auge and Rose * Minis: Fischer, Mitchell, Jackson, McAndrew, * Grade level team meetings | * Recognize special efforts via blue notes | * Weekly Blog | * Review Safety Plan for Workshop Day * AED/CPR Training on Workshop Day, Mandatory Reporter Training * CODE 1/30 | January Attribute, Trait, or Theme:  **Perseverance**  Assembly: 5th Grade  Front Bulletin Board: TBD  B-day Bulletin Board: TBD | **January** |
|  | **Staff Meetings** | **Friday Focus** | **Walk-Through Focus** | **Supervision & Instruction** | **Climate & Culture** | **Communication** | **Building Safety** | **Character Education** |  |
| **February** | * 11th: RtI and PLCs | * *(2/7) Report Cards* * *(2/14) Focus on having a great break!* * *(2/28) Garrison Keillor quote* | **Week of 2/3**: Intermediate Wing Focus  **Week of 2/10**: Primary Wing Focus  **Week of 2/24:** Special Area Focus | * Data from LATs submitted to me by February 10th * Required observations scored and completed by February 15th * Scores shared by March 1st | * Recognize Special Efforts via blue notes | * Weekly Blog * Reminder about days off * Reminder about holiday parties, specifically Valentine’s treats | * Send reminders prior to Valentine’s Day parties regarding food allergies | February Attribute, Trait, or Theme:  **Honesty & Trust**  Assembly: 1st Grade  Front Bulletin Board: TBD  B-day Bulletin Board: Colleen S. | **February** |
| **March** | * 11th: Proctor Training | * *(3/7) None* * *(3/14) None* * *(3/21) 20 Signs You’re Actually Making a Difference* * *(3/28)* | **Week of 3/3**: Intermediate Wing Focus  **Week of 3/10**: Primary Wing Focus  **Week of 3/17**: Special Area Focus  **Week of 3/24**: Intermediate Wing Focus | * Minis if requested or necessary * Begin non-teaching evaluations (send out TA evaluations) | * Recognize special efforts via blue notes * “I’m Lucky to Know . . .” | * Weekly Blog | * CODE 3/13 | March Attribute, Trait, or Theme:  **Patience & Acceptance**  Assembly: TBD  Front Bulletin Board: TBD  B-day Bulletin Board: Colleen S. | **March** |
| **April** | * 15th: 25 year recognition, technology sharing | * *(4/4) None* * *(4/11) 7 Questions to Ask Before Assigning Homework* | **Week of 3/31**: Primary Wing Focus  **Week of 4/7**: Special Area Focus  **Week of 4/14**: Intermediate Wing Focus  **Week of 4/28**: Primary Wing Focus | * Binders submitted by 4/1, scored by 4/30 * Begin teaching assistant evaluations | * Recognize special efforts via blue notes * “You’re a good egg” notes | * Weekly Blog * Reminder about importance of eating and attendance for state tests * Placement letter (bold important information) | * 4 Drills after April 1st * Playground Safety * Lockdown by 5/1 | April Attribute, Trait, or Theme:  **Citizenship**  Assembly: Kindergarten  Front Bulletin Board: TBD  B-day Bulletin Board: Colleen & Jen | **April** |
| **May** | * 13th: Collegial Circle sharing, placement | * *(5/2) Engaging Students to the End* * *(5/9)Open House* * *(5/16)End-of-Year* * *(5/23)None* * *(5/30)None* | **Week of 5/5**: Special Area Focus  **Week of 5/12**: Intermediate Wing Focus  **Week of 5/19**: Primary Wing Focus  **Week of 5/26**: Special Area Focus | * Custodial, nurse, and secretarial evaluations * Complete all evaluations | * Recognize special efforts via blue notes * Open House May 14th | * Weekly Blog | * Finish Drills if necessary | May Attribute, Trait, or Theme:  **Kindness & Courtesy**  Assembly: Leah & Maggie M.  Front Bulletin Board: TBD  B-day Bulletin Board: Jenn, Laura, Kelly | **May** |
| **June** | * 10th: Reflecting on the year, setting goals for next year | * *(6/6)None* * *(6/13)None* * *(6/20)Thank you!* | **Week of 6/4**: Intermediate Wing Focus  **Week of 6/11**: Primary Wing Focus  **Week of 6/18**: Special Area Focus | * Principal evaluation * Available scores provided to teachers. | * Recognize special efforts via blue notes * Volunteer Recognition – “Lemonade Serenade” 6/5 * Field Day * Piano Recital * Flag Day Parade – invite Legion this year | * Weekly Blog | * End of year party reminders | June Attribute, Trait, or Theme:  **Cooperation**  Assembly: TBD  Front Bulletin Board: TBD  B-day Bulletin Board: Leah & Maggie M. | **June** |