

School Name: \_\_\_\_\_

Principal: \_\_\_\_\_

**Canton Public School District  
PRINCIPALS' CHECKLIST FOR BEGINNING OF THE YEAR**

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**Please utilize this checklist for school based information for the 2021-2022 school year. Submit the following documents to the Curriculum Office by August 6, 2021.**

**School Event Calendar (pdf)**

- Date of your Back-to-School Night
- Date of your Back-to-School Title I Parent Night
- Days and times of your P.T.O./P.T.A. Monthly Meetings
- Dates of your Parent Advisory Board Meetings (per nine weeks)
- Dates of Teacher Mentor/Mentee Meetings (meet once a month)
- Dates of Quarterly Parent Nights/Events (e.g. math night, science night, literacy night, ...)
- Dates/Times of 8<sup>th</sup> Grade and 9<sup>th</sup> Grade Promotion Days and High School Graduation
- Dates/Times of your Honor Roll Nine Weeks Celebrations
- Dates/Times of your Annual Awards' Day
- Dates/Times of your Events for your Clubs and Organizations
- Date/Time of Annual Field Day
- Days/Times of your Grade Level Meetings
- Dates/Times of TST Meetings
- Dates/Times of TST Parent Meetings
- Dates of Weekly Parent Communication Packet
- Dates of PTO Fundraiser/Events for 2021-2022

**School Plans, Schedules, and Calendars(pdf)**

- Copy of your 2021-2022 Tentative TST Schedules
- Copy of your 2021-2022 Welcome Back-to-School Letter
- Copy of your 2021-2022 Fire/Tornado Drills Calendar (include earthquake, evacuation, and lockdown)
- Copy of your 2021-2022 Staff Handbook (school level)
- Copy of your 2021-2022 Tentative Assessment Calendar (biweekly assessments required)
- Copy of your 2021-2022 Safety/Crisis School Plan
- Copy of your 2021-2022 School-wide Discipline Plan
- Copy of your 2021-2022 School-wide Parent Communication Plan
- Copy of your 2021-2022 PTO/PTA Fundraiser Events
- Copy of your 2021-2022 School-Wide Wellness Plan
- Copy of your 2021-2022 MS Healthy School Assessment
- Copy of your 2021-2022 Assistant Principal Delegation of Duties Form (see email attachment)

**School-Based Information**

- List of PTO/PTA Officers: names, address, and phone numbers (PTO/PTA President and Treasurers **must be BONDED**, please remind them)
- Name of your PTO/PTA teacher liaison (a teacher must be part of the PTO/PTA Board)
- Names of your Parent Advisory Board (e.g. site council)
- Names of your Leadership/Data Team Members
- Name of your School Test Coordinator and Assistant School Test Coordinator (STC/Asst. STC)
- List of mentors assigned to new teachers
- Names of 2021-2022 Grade Level Team Leaders
- Name of your "Tech" go-to person
- Name of your school level public relations person
- Names of your School Health Council

In addition to, please update your Title I plan with the input of your leadership team and parent advisory board. Dr. Stamps will provide you the deadline for submitting.

**Principal's Signature** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_