

Figure 4.1: Principal Monthly Guide

Month	Task	Date
July	National Ice Cream Month	
	Meet with all instructional assistants in a group meeting.	Week before school for those who voluntarily attend Second day of school for others
	Lead opening day with teachers.	Opening day
	Meet with the safety team.	Opening day (p.m.)
	Facilitate the semester off-site meeting.	First week
	Lead open house night.	First week
	Send the welcome-back letter to staff.	First week
	Begin the new teacher induction program.	First Friday of school
	Do a walkthrough with the lead custodian for final facility preparations.	Second week
	Meet with substitute teachers to review substitute handbook.	Second week
	Update the school website.	Second week
	Meet with teacher leaders for specifics of the academic core.	
	Review student-teacher strategic scheduling.	
	Finalize student transfer requests.	
	Perform safety drills.	
August	Be Kind to Humankind Week	Last week
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Attend grade-level and department meetings to observe, listen to, and support teachers.	Throughout the month
	Facilitate picture day.	First week
	Lead the new teacher induction meeting.	First Friday
	Conduct English learner parent night.	Third week
	Plan and lead monthly faculty meeting.	
	Conduct the school budget review and monitor grants.	
	Meet with all noncertified staff in individual meetings.	
	Begin instruction for students on student-led conferencing.	
Perform safety drills.		
September	National College Colors Day	3
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Lead new teacher induction meeting.	First Friday
	Update school website.	Second week
	Plan and lead monthly faculty meeting.	

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Month	Task	Date
September	Prepare Red Ribbon Week activities (counselor team).	
	Perform safety drills.	
October	World Smile Day	First Friday
	World Teachers' Day	5
	Fire Prevention Week	Week of October 9
	Red Ribbon Week	23–31
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Meet with front office staff.	First week
	Lead new teacher induction meeting.	First Friday
	Walkthrough with lead custodian.	Second week
	Facilitate student-led conferences.	Third week
	Plan and lead monthly faculty meeting.	
Meet with teacher leaders for specifics of the academic core.		
Conduct the school budget review and monitor grants.		
Perform safety drills.		
November	National STEM and STEAM Day	8
	National Geography Awareness Week	Third week
	American Education Week	Week before Thanksgiving
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Lead new teacher induction meeting.	First Friday
	Plan and lead monthly faculty meeting.	
	Perform safety drills.	
December	Rosa Parks Day	1
	Meet with all instructional assistants in group meeting to review goals and data.	First week
	Lead new teacher induction meeting.	First Friday
	Meet with noncertified staff to review goals and data.	Second week
	Update school website.	Second week
	Conduct walkthrough with lead custodian.	Second week
	Plan and lead monthly faculty meeting.	
	Prepare for high school counselor visitations in January.	
	Facilitate observation and evaluation conversations.	
	Conduct the school budget review and monitor grants.	
	Perform safety drills.	
	Review details for first day back in January; review two-hour delay schedule.	

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Month	Task	Date
January	National Hot Chocolate Day	31
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Meet with safety team.	First week
	Meet with front office staff.	First week
	Lead new teacher induction meeting.	First Friday
	Facilitate semester offsite meeting.	Second week
	Meet with teacher leaders for specifics of the academic core.	Second week
	Conduct English learner parent night.	Third week
	Plan and lead monthly faculty meeting.	
	Prepare eighth-grade visitations to high schools.	
	Perform safety drills.	
February	National School Counseling Week	First full week
	National Random Acts of Kindness Day	17
	National World Day of Social Justice	20
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Meet with elementary principals about transition.	First week
	Lead new teacher induction meeting.	First Friday
	Conduct walkthrough with lead custodian.	Second week
	Plan and lead monthly faculty meeting.	
	Conduct the school budget review and monitor grants.	
	Prepare incoming fifth-grade parent meeting.	
March	Read Across America Day	2
	Pi Day	14
	National Nutrition Month, Music in Our Schools Month, National School Breakfast Month	
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Lead new teacher induction meeting.	First Friday
	Update school website.	Second week
	Plan and lead monthly faculty meeting.	
	Prepare for Counselor Appreciation Week and Secretary Day.	
	Begin summer school planning.	
Meet with teacher leaders for specifics of the academic core.		
Perform safety drills.		

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Month	Task	Date
April	National Librarian Day	4
	Administrative Professionals Day	Wednesday of last full week
	Earth Day	22
	Arbor Day	Last Friday
	Math Awareness Month, Poetry Month	
	Observe classrooms and teacher instruction sixteen to twenty hours.	Throughout the month
	Meet with front office staff.	First week
	Lead new teacher induction meeting.	First Friday
	Conduct walkthrough with lead custodian.	Second week
	Plan and lead monthly faculty meeting.	
	Prepare for Teacher Appreciation Week in May.	
	Prepare elementary school counselor visits.	
	Hold the incoming fifth-grade parent night.	
	Begin preparation for awards day.	
	Begin interviewing for open positions ASAP.	
	Prepare student-teacher strategic scheduling.	
	Begin preparations for honoring retirees.	
Conduct the school budget review and monitor grants.		
Perform safety drills.		
May	School Principals' Day	1
	Teacher Appreciation Week; Teacher Appreciation Day	First full week; Tuesday
	School Nurses Week; Nurse Appreciation Day	6–12; Wednesday
	National Smile Day	31
	Physical Fitness Month, National Get Caught Reading Month	
	Meet with all instructional assistants in a group meeting to review goals and data.	First week
	Facilitate deep data dive for special education students, nonproficient readers, and English learner students.	First week
	Lead new teacher induction meeting.	First Friday
	Meet with noncertified staff to review goals and data.	Second week
	Update school website.	Second week
	Conduct walkthrough with lead custodian for summer priorities.	Second week
	Plan and lead monthly faculty meeting.	
	Facilitate observation and evaluation conversations.	
Determine any changes for open house system in July.		
Finalize awards day system.		
Finalize summer school implementation plan.		

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Month	Task	Date
May	Revise teacher handbook.	
	Begin brainstorming vision for next school year.	
	Perform activities for Teacher Appreciation Week.	
	Prepare supply list for next school year.	
	Plan preliminary principal playbook and PD for next school year.	
	Select mentor teachers for any new teachers for next school year.	
	Schedule picture day for first week of August.	
	Revise substitute handbook.	
	Finalize master schedule.	
	Review and revise top ten expectations for opening staff day system.	
	Perform safety drills.	
June	National CPR and AED Awareness Week Juneteenth	First week 19
	Plan semester off-site meeting for July.	
	Prepare calendar for all safety drills for the school year.	
	Finalize opening staff day system.	
	Lead awards day.	
	Plan and lead closing faculty meeting.	
	Conduct the school budget review and monitor grants.	
	Review new students to the building system procedures.	
	Review student transfer requests.	
	Check final certifications for all staff members.	
	Make certain all required trainings are completed by staff (CPR, first aid, and so on).	