DEPT. OF PRINCIPAL LEADERSHIP & SCHOOL PROGRAMS

Memoranda to Schools 2023-24

In an effort to streamline the amount of email to our schools, the following memos from the Dept. of Principal Leadership & School Programs - usually sent to all ASD schools at the start of each year - are listed on this document. Each memo is linked to google drive for your convenience.

SCHEDULES & INFO:

1. ASD School Bell Schedule 2023-24   (**INFO**)
2. Administrator Meeting Schedule 2023-24 (**INFO**)
3. New Teacher Orientation Meetings (***ACTION REQ'D***)
4. Information Due to Dept. of School Programs (***ACTION REQ'D***)
5. School Recognition at Board Meetings
6. Video Usage Guidelines   (**INFO**)
7. WA State Civic Observances 2023-24 (***ACTION REQ'D***)
8. Parent Teacher Conferences 2023-24 (**INFO**)
9. Thanksgiving Early Release Schedule 2023-24 (**INFO**)
10. Expectations of Paras during PLCs (**INFO**)
11. ES & MS Field Trip Budget/Activities account codes (**INFO**)

OTHER MISC MEMOS:

1. Late Start Letter to Child Care Providers
2. PLC Visitation Scheduling
3. PLC Targeted Visitations Memo - to begin the year
4. PLC Sign-in Sheet template for Clock Hours
5. Student Traffic Court
6. Shop With A Cop
7. Principal's All-Staff Survey
8. Take Your Daughter/Son to Work Day
9. Open House
10. PLC Evaluations and Clock Hours memo – to end the year
11. Fifth & Eighth Grade Folders
12. End-of-School-Year Schedule
13. Summer Business Hours for Schools

SCHEDULES WE PUBLISH AND SEND OUT:

1. School Schedules
2. Administrator Meetings
3. Board Presentation Schedule
4. PLC Visitation Schedule
5. New Administrators/Interns Meeting Schedule
6. New Principals Training
7. Student Traffic Court
8. CEL5D Support Sessions
9. Thanksgiving Early Release Schedule
10. Shop With A Cop
11. Time-Off Schedule (JPF)
12. Open House
13. End-of-School-Year Schedule
14. Summer Hours of Operation

CLOCK HOURS WE PREPARE:

1. ASD Admin Retreat
2. eVAL 2.0 Principal Training
3. Building PLCs
4. CEL5D Teacher Training – August (14)
5. CEL5D Teacher Training – October (7)
6. CEL5D Teacher Training – January (7)
7. CEL5D Support Sessions (7)
8. New Administrators/New Interns Meetings
9. CEL5D Rater Reliability Training
10. New Principals Training
11. General Principals/All Admin Leadership Meetings
12. Elementary Principals Leadership Meetings
13. High School Principals Leadership Meetings
14. Middle School Principals Leadership Meetings