

Principal's Summer School To Do List

1. Teacher & student worker, cafeteria, janitors, administration, secretary, nurse shirt sizes
2. Schedule field trips, bus requests, Bus drivers for field trips & then make calls/reminders about
3. Star testing—kids from other schools-Reading & Math-set up computer labs
4. Pick up plans—list for every kid
5. Activity rotation-make schedule and make signs Art, Music, PE, Computer, Science
6. Send and type notes for every field trip for students and for teachers with visitors
7. Make teacher signs for room and type class rosters, make lunch table signs, and bus pick up sign
8. Teacher supply list—by May 25th, \$100 each—WalMart –do earlier if possible
9. Art supply list? \$500 Science-\$500
10. Dolch sight words—copy for each teacher to use for testing-pre testing and post testing
11. Websites, logins, teachers pay teachers?
12. absentee form for each room/teacher daily
13. kids school supplies, books & shirts—pick up from Choctaw Nation
14. parent night--note and meeting & info, and set Open House night
15. teachers-- lesson plan/parent notes bi weekly
16. bus drivers/routes/schedules/pick up plans-cell phone #;s –notebooks for each bus
17. decorations for entrances for theme-banners—call Lisa Whitley @ Durant 916-7407
18. Parent letter to all schools-by Spring Break
19. Paperwork completely filled out by parents & school
20. Clear to parents that there's no bus routes—meet at schools
21. ink/computers/copiers working/smartboards/logins
22. Lice—address the issue at parent night
23. Lanyards-fix with colored card stock
24. Snacks
25. If child is absent, give out school # 434-74 60
26. Incentive for attendance??? inform parents /ice cream party ???
27. Teacher contracts/ room assignments
28. Storage totes—get out our summer school misc.
29. Desks and tables in every room-make sure there is enough
30. Post summer school job application on our school website
31. Enroll students and remind other schools to enroll their kids
32. Discuss grade level group arrangements for subs
33. Activity teachers-copy weekly sheets and color groups for each of them
34. Whistles for teachers, flip flops, flash drives, Lice kits—for office (WalMart)