

**Rochester City School District
SCHOOL OPENING CHECKLIST
2018-2019**

Week of:	August 17, 2018	August 24, 2018	August 31, 2018	
Task/Activity	Status (Complete/Inc., Available, Needed etc.)	Status (Complete/Inc., Available, Needed etc.)	Status (Complete/Inc., Available, Needed etc.)	Additional Comments
INSTRUCTIONAL MATERIALS & SUPPLIES				
➤ Common Core Materials/Resources Curriculum Guides Available				
➤ Textbooks Available and In Good Condition				
➤ Ensure Smart-Boards and Other Technology are Properly Functioning/ Educational Software Accessible				
➤ Instructional Supplies Available				
➤ Reminder to Teachers re: Ability to Print at Print Shop				
INSTRUCTIONAL SUPPORT				
➤ IEP and 504 Availability and Reviewed Prior to Start of School with Appropriate Staff Members (Including CASE)				
➤ Schedule SCEP review with Staff Including Status Checks Throughout the Year				
➤ Finalize Master schedule as well as Teacher, Schedules/Classroom Assignments and Specialists/Support Schedules Complete – including ELT				
➤ Electronic Attendance Procedures Working				
➤ Instruction Beginning on Day One				
➤ Assign Mentors for New Staff Members- Clarify Responsibilities and Provide Training				
➤ Assign Teacher Leadership Roles and Provide for Training & Resources				
➤ Develop Plan re: Use of Summer Reading Assignment				
STAFFING				
➤ Complete Staffing Including Filling Itinerant and Vacant Positions				
➤ Make Sure All Teachers Know Team Assignments (Including Inclusion) Before They Return to School				
➤ All Teaching Staff Meet Certification Requirements (Teaching Within Cert Area)				
➤ Plan Site Based Induction Program				
➤ Appropriate Staffing for Special Ed & ELL Student Accommodations				
HEALTH AND SAFETY				
➤ Security Staff Assigned and Trained				
➤ Security Scanning Process and Equipment Functioning				
➤ Staff Identified to Assist with Student Issues/Concerns				
➤ Review of School Safety Plans				
➤ Review –Universal Precautions				

**Rochester City School District
SCHOOL OPENING CHECKLIST
2018-2019**

Week of:	August 17, 2018	August 24, 2018	August 31, 2018	
Task/Activity	Status (Complete/Inc., Available, Needed etc.)	Status (Complete/Inc., Available, Needed etc.)	Status (Complete/Inc., Available, Needed etc.)	Additional Comments
SCHOOL BUILDINGS & FACILITIES OPERATIONS				
➤ Building Condition/Interior				
➤ Classrooms (Furniture, Doors, Windows, etc.)				
➤ Cafeteria/Food Service				
➤ School Grounds/Exterior				
➤ Ensure that Bells Are Working and Scheduled/confirm alternate bell schedule				
➤ Rest rooms				
➤ Ensure That Fire Equipment is Operational				
➤ Stairwells/Doorways				
➤ Make Repairs to Gym, Lockers, Bleachers, etc.				
➤ Test the PA System, Walkie Talkies/Lighting, etc.				
➤ Arrange for Distribution of Keys for Teachers				
TRANSPORTATION				
➤ Lost/Stranded Students				
➤ Buses Arriving on Time				
➤ Dismissal (Buses Arriving/Departing on Time)				
➤ Bus Passes Provided to Students in Advance and a Plan is in Place for Those Who Have Not Been Issued Passes				
➤ Transportation List by Class/Bus Available				
STAFF DEVELOPMENT/COMMUNICATION				
➤ Send out Opening Letter to staff				
➤ Provide PD Plan to Staff				
➤ Provide Training re: Evaluation Procedures				
➤ Ensure TIPS are Created/Available for All Staff Who Require Them				
➤ Ensure All Clerical Staff Trained in Office Protocols				
➤ Establish Building and Work Expectations and Provide to Staff in Writing				
➤ Develop and Share With Staff Beginning of Year Data PPT				
PARENT/COMMUNITY RELATIONS				
➤ Send out Welcome Packet (remember translation as needed) to Parents/Students re: School Opening, Forms to be Completed, and School Contact Information				
➤ Staff Identified to Assist with Parent/Family Issues/Concerns				
➤ Registration				

**Rochester City School District
SCHOOL OPENING CHECKLIST
2018-2019**

Week of:	August 13, 2018	August 20, 2018	August 27, 2018	
Task/Activity	Status (Complete/Inc., Available, Needed etc.)	Status (Complete/Inc., Available, Needed etc.)	Status (Complete/Inc., Available, Needed etc.)	Additional Comments
➤ Visitor Passes/Policy in Place				
➤ Open House Schedules Developed (Collaborate with SBPT/Parent Liaison) Distributed to Parents				
➤ School Calendar Completed and Distributed				
➤ School/Parent Handbook Completed and Distributed				
➤ Resources Available (i.e. Student Code of Conduct, Promotion & Homework Policies, Lunch Applications, etc.)				
STUDENTS				
➤ Attendance				
➤ Accurate Schedules/Classes				
➤ School Climate/Safety				
➤ Discipline				
➤ Enrollment/Transfer/Withdrawal Process				
➤ Assignment of Student Lockers				
➤ Assign Cafeteria Seating				
MISCELLANEOUS				
➤ Work with School Health Services (Erin Graupman) Ensure All Medications are Properly Accounted for and Stored				
➤ Emphasize Importance of High Visibility of Staff During the Opening of School				
➤ Assign Dates for School Pictures				