

# K-12 PRINCIPALS TO-DO LIST

# FIRST 30 DAYS

Things principals need to know and do during the school year, broken down into first 30 days, second 30 days, third 30 days, fourth 30 days and on-going list developed by Kentucky Center for School Safety team leaders.



# FIRST 30 DAYS

(NO LATER THAN JULY 31)

## Tasks That Are Required by Kentucky Revised Statutes

- **Review and revise the school's Emergency Operations Plan (EOP). Allow first responders to review and offer suggestions (police, fire, etc.).** Ensure that a school hazards hunt (identification of potential hazards within a two to three mile radius of the school) has been accomplished and appropriate safety responses have been included in school EOP. (Information concerning this and other safety issues can be found at: [www.kycss.org](http://www.kycss.org).) The emergency operations plan should include, but not be limited to:
  - Required drills and other emergency responses (i.e., shelter in place, reverse evacuations, etc.)
  - Evacuation locations, both on and off site
  - Chain of command for various emergency scenarios
  - Media communications; who speaks to media and what information is disseminated
  - Establish protocol for special needs students and staff during emergencies. Who is responsible for helping in these situations?
  - Emergency duties, including student release, traffic control, shut-off of utilities (ensure that at least three people know how to shut off utilities), etc.
  - Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of safe zones in each room of the school.
  - Cardiac emergency plan and rehearsals
  - Event security plans
  - Post all emergency numbers

- **Develop and adhere to practices to control the main entrance of the school with electronically locking doors, a camera, and an intercom system.**
- **Require all visitors report to the front office of the building, provide valid identification, and state the purpose of the visit.** All visitors should be required to sign-in when they enter areas of the building past the office area, and sign-out when they leave. This should include the time they enter and the time they leave. They should also return visitor badges to the office attendant (so that the visitor cannot use the badge for another visit).
- **Ensure a visitor's badge to be visibly displayed on a visitor's outer garment.**
- **Ensure all classroom doors are equipped with hardware that allows the door to be locked from the outside but opened from the inside.**
- **Ensure that classroom doors with windows are equipped with material to quickly cover the window during a building lockdown.**
- **Plan for high quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness, for all employees using the four (4) year recurring professional development training schedule.**
- **Plan for CPR instruction for students in grades 9-12 (a requirement to be included in health/physical education or JROTC curriculum).**
- **In cooperation with the district school safety coordinator, establish a multidisciplinary threat assessment team, establish assessment procedures and provide training for all stakeholders.**
- **Ensure the completion of the School Security Risk Assessment for the previous year and submit to the district school safety coordinator no later than July 15.**
- **Ensure the establishment of primary and secondary evacuation routes for all rooms located within the school and post the routes in each room by any doorway used for evacuation.**
- **Invite your local first responders to tour your building at least once a year to review the school's safety practices and procedures.**
- **Ensure all staff that will be transporting students in non-school bus passenger vehicles have met all Board requirements.**



# SAFETY

## Tasks That Deal with Safety Issues

- Principals should obtain a copy of the State School Security Risk Assessment tool from the school district's School Safety Coordinator and be familiar with this document before the regional Compliance Officer from the Office of the State School Security Marshal's office conducts the annual (unannounced) state mandated Risk Assessment.
- Become familiar with the requirements of the School Safety and Resiliency Act (SSRA).
- Train receptionist and others in access control and visitor protocol, including a script for gatekeepers. An example would be the following: "Good morning (or afternoon). Welcome to \_\_\_\_\_ School. How may I help you?" This gives the office staff the opportunity to observe and listen to the visitor and assess any unsafe signals. If there are none, the staff would continue, "Thank you. You may enter the building to sign in and receive a visitor's badge." If ANY unsafe signals are observed, the principal or the School Resource Officer (SRO) should be notified immediately.
- Prepare and determine dissemination procedures for parent reunification plan (a plan detailing how parents will reunite with their students after an emergency).
- Plan for teacher training in confidentiality, child abuse and neglect, internet safety, bullying prevention, blood borne pathogens, hazmat, first aid/CPR, etc.
- Know where EPOs (emergency protection orders), DVOs (domestic violence orders), custody papers, etc., are located.
- Develop a cellphone policy that aligns with board policy that prohibits students using personal telecommunication devices during instruction.
- Review board policy on the approved traceable system of communication to be used with students.

# ACADEMIC

## Tasks That Deal with Academic Issues

- Review Comprehensive School Improvement Plan (CSIP).
- Review board policy on moral instruction.
- Review graduation requirements and compare to state requirements.
- Review early graduation requirements.

# OPERATIONS

## Tasks That Deal with Operations

- Review and have a working knowledge of school board policies, including hiring policies, termination policies, submitting items for board approval, policies concerning SBDM councils, utilization of volunteers, documentation required for all board related issues, etc.
- Make/finalize personnel decisions, including teaching positions, classified positions, coaches, club sponsors, etc.
- Review evaluation criteria for 12 month employees (ensure that you know the evaluation policy).
- Determine which personnel require formal evaluations and create a schedule for their observations and stick to it.
- Review and revise student and teacher handbooks.
- Finalize teacher and student schedules (ensure teachers are certified for all classes being taught).
- Finalize master schedule.
- Finalize all other schedules such as lunch, bus, special classes, supervision, etc.
- Finalize class lists – make sure that every student has a schedule.
- Update classroom assignment plan.
- Schedule school pictures, senior pictures (high school), class rings (high school), yearbook deadlines, etc.
- Plan/prepare for open house.
- Assign lockers.
- Prepare registration packets.
- Prepare checklists for teachers – things teachers need to do during first days of school, such as preparing sub-folders, bulletin boards, etc.



- Review plan for professional development for teachers. Plan for professional development or work schedule during professional development days for all classified personnel. Determine professional development plan for late hires.
- Prepare welcome back letters for students and teachers.
- Ensure bookstore supplies are inventoried (if school has a bookstore), and supplies are ordered.
- Ensure school and sports physicals and immunizations have been managed and update all KHSAA participation consent forms.
- Review student parking and traffic policies. Ensure that student/staff parking permits have been ordered, if appropriate.
- Review/revise traffic patterns.
- Review the school's memorandum of agreement concerning the School Resource Officer, if the school has a School Resource Officer.
- Plan SBDM meeting schedule for school year.
- Ensure that SBDM oath of office and code of ethics are on file.
- Ensure SBDM committees are established.
- Get enrollment/staffing update to SBDM members.
- Ensure sign off on Student Free Speech, religious rights laws, open records (SBDM requirement), and Open Meetings Act.
- Review and have a working knowledge of all school financial information including various school budgets.
- Seek professional development to develop skills in the following areas: interviewing techniques, classroom observation techniques, de-escalation skills, and delegation skills. Consider that these are often lacking in principal preparation programs.
- Establish a procedure for the moment of silence to begin school.
- Post child labor law information and sexual extortion signage.



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# SECOND 30 DAYS

(NO LATER THAN AUGUST 31)

## Tasks that Are Required by Kentucky Revised Statutes

- Schedule and conduct fire drills as directed by board policy and schedule one per month for the remainder of the school year.
- Schedule and conduct one severe weather drill, one earthquake drill and one lockdown drill during the first 30 days of school and schedule a repeat of each of these drills for January.
- Review school's Emergency Operations Plan with staff.
- Provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provisions of KRS 508.078 and potential penalties under KRS 532.060 and 534.030. The statute is amended to include, within the offense of Terroristic Threatening in the Second Degree, the making of false statements by any means, including by electronic communication, for the purpose of causing evacuation of a school building, school property, or school sanctioned activity; causing cancellation of school classes or school sanctioned activity; or creating fear of serious bodily harm among students, parents, or school personnel.
- Ensure CPR training has been completed by coaches.
- Provide written notice of the new sexual extortion definitions to all students in grades four and above within the first ten days of each school year. Districts are encouraged to work with their board counsel to determine what age appropriate information related to sexual extortion should look like in their local communities.
- Provide parents with notification of the designated traceable communication systems within the first ten days of the school year. This notice shall include instructions for parents to access and review communications sent through traceable communications systems. This notice will provide parents with option to submit written consent for an exception for specific school district employee/volunteer to communicate with student.

# SECOND 30 DAYS

# SAFETY

## Tasks That Deal with Safety Issues

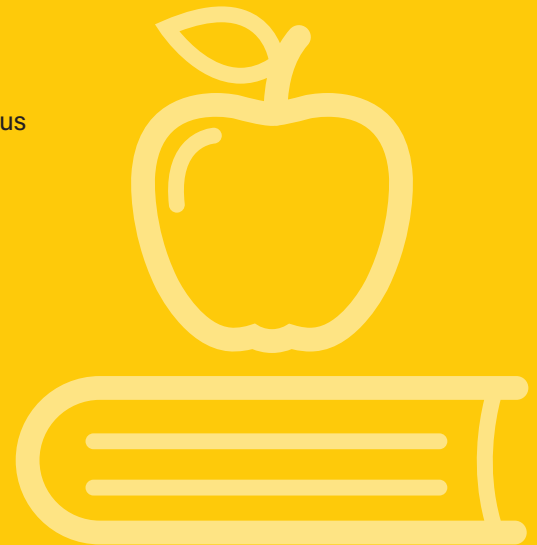
- Develop and implement a comprehensive supervision plan that ensures students are supervised at all times. Train teachers in active supervision practices.
- Review supervision plans with staff and model supervision expectations (what it looks like and what it sounds like).
- Review visitor procedures with parents and staff.
- Provide badges, keys, etc., to new staff members. You may want to consider the same protocol that visitors are to follow concerning where staff members wear their badge.
- Address food allergy issues with food service staff.
- Complete online training modules such as harassment, bullying prevention, restraint/seclusion, etc., and know where to send completion certificates.
- Identify staff members trained in operating an automated external defibrillator (AED). Each device should have the names of trained users affixed to the front or side of the container.

# OPERATIONS

## Tasks That Deal with Operations

- Plan for and schedule evaluation orientation, including 12 month employees.
- Prepare for new teacher orientation.
- Assign mentors for new staff or those on support plans.
- Ensure school nurse/health aide has checked student immunization records and student health plans to confirm they are up to date.
- Ensure students have handbooks and insurance forms.

- Review transportation schedules including those for special needs students, vocational students, etc.
- Review attendance procedures with attendance clerk.
- Ensure Infinite Campus update includes the following:
  - ▣ Kindergarten and new student data and ID numbers
  - ▣ Bus transportation codes/numbers
  - ▣ Medical information.
- Confirm open house date and ensure planning for same.
- Plan opening day faculty meeting.
- Prepare faculty meeting dates and distribute to appropriate personnel.
- Prepare checklist of signed papers to return including:
  - ▣ Enrollment form
  - ▣ Internet acceptable use policy
  - ▣ Confidentiality
  - ▣ Student fees
  - ▣ Video/photograph permission
  - ▣ Volunteer forms, including police background check
  - ▣ Procedural and safety regulations form for students riding a school bus
  - ▣ Student code of acceptable behavior and discipline form.
- Hold booster and coaches meetings to review policy updates.
- Review parking and fee rules with students.



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# THIRD 30 DAYS

(NO LATER THAN SEPTEMBER 30)

## Tasks That Are Required by Kentucky Revised Statutes

- By September 15 of each year, provide suicide prevention awareness information in person, by live streaming, or via a video recording to all students in grades six (6) through twelve (12).

## ACADEMIC

### Tasks That Deal with Academic Issues:

- Gather school report card information.
- Plan for assessment results analysis and dissemination.

# THIRD 30 DAYS

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# FOURTH 30 DAYS

(NO LATER THAN NOVEMBER 1)

## Tasks That Are Required by Kentucky Revised Statutes

- **Ensure a minimum of one (1) hour training on how to respond to an active shooter situation for all school employees with job duties requiring direct contact with students, is completed using the four (4) year recurring professional development training schedule.** Because many of the school shooting incidents have occurred in September and October, it is recommended that this training be completed early in the school year.
- The number of AEDs are to be reported to KDE.

## ACADEMIC

### Tasks That Deal with Academic Issues

- Prepare for public release of Kentucky Summative Assessment data during the month of October. Report results to SBDM before public release.
- Start CSIP revision in October (due in December).

# FOURTH 30 DAYS

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# ON-GOING TASKS

## Tasks that are Required By Kentucky Revised Statutes

### On-Going Tasks

- Require classroom doors to remain closed and locked during instructional time.
- Ensure the school counselor or school-based mental health services provider facilitates the creation of a trauma-informed team to identify and assist students whose learning, behavior, and relationships have been impacted by trauma.
- Conduct one severe weather drill, one earthquake drill and one lockdown drill during January.
- Conduct one fire drill each month for the remainder of the school year.
- Trauma-informed team members shall provide training, guidance, and assistance to other administrators, teachers and staff on:
  - ☞ Recognizing symptoms of trauma in students
  - ☞ Utilizing interventions and strategies to support the learning needs of those students
  - ☞ Implementing a plan for trauma-informed approach.
- Conduct two evidence-based suicide prevention awareness lessons for grades 6-12. The first is to be completed by September 15, and the second by January 15.

## SAFETY

### Tasks That Deal with Safety Issues

- Develop emergency contact sheets for all staff.\*
- Ensure proper documentation of all emergency drills.

## ACADEMIC

### Tasks That Deal with Academic Issues

- Develop schedule for administering state assessment.\*
- Prepare for summer school activities – May.\*
- Develop principal's Professional Growth Plan for upcoming school year – May/June.\*

# ON-GOING TASKS

# OPERATIONS

## Tasks That Deal with Operations

- Ensure Governor's Scholars applications are submitted (January).
- Begin planning for graduation/promotion ceremonies – February/March.
- Establish a calendar for activities. Include dates for observations with evaluation deadlines in mind.
- Begin plans for middle school/high school scheduling for next school year – February.
- Begin preparing for SBDM Council report to board of education.
- Schedule AP testing.
- Schedule summative evaluations.\*
- Schedule classified evaluations with input from direct supervisors.\*
- Schedule meetings with staff members who might be considered for non-renewal.\*
- Complete all certified evaluations by April 15.\*
- Send list of all teachers recommended for non-renewal to superintendent's office. See district requirements for date.\*
- Hand deliver non-renewal and reduction in pay letters – May.\*
- Begin staffing, budget and professional development planning for next school year.\*
- Plan for and schedule transition activities (elementary to middle, middle to high school).\*
- Inventory fixed assets.\*
- Prepare for kindergarten registration (elementary).\*
- Review open enrollment applications.\*
- Encumber all remaining funds (flex focus) no later than April 1.\*
- Finalize staffing and budget proposals (with committees) for SBDM council.\*
- Prepare for SBDM council elections (ensure minority elections if applicable) and schedule for no later than first week in May.\*
- Plan/schedule summer SBDM training.\*
- Prepare end of year check out list for teachers including maintenance needs, grades, keys, supply requests, etc. – May.\*
- Order instructional materials for next school year – April/May.\*
- Obtain approval of staffing and budget from SBDM (look at district requirements).\*
- Ensure that proper documentation of all disciplinary issues has occurred, and that documentation has been recorded and stored properly.\*
- Revise student/parent handbooks.\*
- Change locker combinations as needed.\*
- Develop summer maintenance lists and schedule in-house projects.\*
- Order parking passes/permits for next school year.\*
- Ensure proper signatures on bank accounts (new principals/new bookkeepers).\*

**Bold** tasks are required by Kentucky Revised Statutes

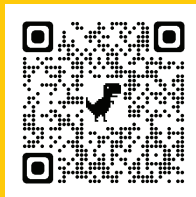
Starred items \* identify tasks that are typically completed during the months of March, April, May, or June





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