

School Leader Checklist

Quick reference this tool to ensure you are creating the conditions for meaningful, beginning of the year relationship-building to thrive.

- Provide class lists early
- Ensure the “what and why” of strategies are part of school-wide mass communications to staff and families
- Message expectations to staff about logging and tracking beginning of the year relationship building data
- Line up translation supports proactively and make sure all staff and families know how to access these supports
- Prioritize time for teachers to reflect on the impact of relationships with families after the first few of weeks of school and plan next steps accordingly
- Analyze the beginning of the year relationship-building data to ensure equitable engagement regardless of race, gender, grade, teacher, etc. Consider both quantitative data and qualitative data.
- Put in place robust systems and clear expectations for internal communication between teachers who share students. Consider using cohorting in middle and high school.
- Provide time for teachers to plan and host meaningful Community Building Meetings
- Communicate expectations to staff and families for in-person or virtual events (based on CDC guidelines and the policies of your LEA)
- Ensure teachers are equipped with the training and tools to make Community Building Meetings meaningful
- Provide templates and examples that include any expectations you have for the Community Building Meetings
- Participate in Community Building Meetings and give feedback