

# Sample Weekly Principal Newsletter

(example only – shortened and simplified for illustrative purposes)

----- Email Message -----



## THE PRINCIPAL WEEKLY

*Preparing Students for Life!*



Action Items		
Level	Articles	Date
All	<a href="#">School Health Service Personnel Evaluations</a>	2/19/2016
All	<a href="#">HSCA Outstanding Support Award</a>	3/3/2016
High	<a href="#">HSCA Scholarship</a>	3/3/2016

Announcements		
Level	Articles	Date
All	<a href="#">Strategic Plan Weekly Update</a>	N/A
All	<a href="#">District Telephone Directory</a>	N/A
High	<a href="#">Secondary Education News</a>	N/A

Reminders <i>(articles in previous editions)</i>		
Level	Articles	Date
All	<a href="#">SAC Funds</a>	3/11/2016, 3/31/2016
Elementary	<a href="#">Music Teacher of the Year and Rising Star</a>	3/1/2016
High	<a href="#">Student Forum</a>	2/18/2016

## Action Items Section

### School Health Personnel Evaluations

*(All Schools)*

Refer to the following documents for the School Health Services (SHS) process for evaluating SHS personnel assigned to your school. Attachments include memo of explanation and Principals Evaluation Input forms for each SHS position (RN, LPN, HA):

- Memo School Health Services Evaluations: SHS Evaluation Memo
- Principal Input – Health Assistant: Principal Input - HA
- Principal Input – Licensed Practical Nurse: Principal Input - LPN
- Principal Input – Registered Nurse: Principal Input - RN

Questions are to be directed to Dr. Maria Russ, Supervisor for School Health Services, 273-7020.

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## Announcements Section

### Strategic Plan Update (1<sup>st</sup> Semester)

*(All Schools)*

The 9<sup>th</sup> Grade On-Track results are now available for the 1<sup>st</sup> Semester. This is a very important metric for the District because having a 9<sup>th</sup> Grade GPA of 2.0 and above is one of the strongest predictors for a student to graduate from high school. Our District average as of the end of 2<sup>nd</sup> Quarter was 79%, which is 3% above the 14-15 graduation rate of 76%. Click on the following link to see the details. [Strategic Plan Updates](#)

Also good news on 1<sup>st</sup> Semester Attendance and Behavior:

- Attendance – **87%** of students had at least 90% attendance (14-15 was 84%)
- Behavior – **94%** of students had zero suspension (14-15 was 88%)

Contact: Van Ayres, Deputy Superintendent, 272-4047

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## Reminders Section

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### SAC Funds Deadlines

*(All Schools)*

Please be sure to spend your SAC funds. The deadlines for SAC funds purchases are as follows:

- P-Card purchases due 3/11/16
- Requisitions and POs due 3/31/16

Remember, unspent SAC funds get swept! Please spend your funds by the deadline.

Contact: Dr. Jenifer Neale, Administrator on Special Assignment for School Improvement, 272-4673

**Table of Contents** includes separate sections for Action Items, Announcements, and Reminders

**Hyperlinks** take the reader to detailed articles below

Each **detailed article** includes:

- Header or title
- Short summary of article or story
- Embedded links to forms or websites being referenced
- Who to contact for more information, including name and email/phone number

**Announcements and Reminders** sections follow, with "Top" link to easily take reader back to Table of Contents

**How It Comes Together:**

1. Weekly submission deadline open to all central office division leaders
2. Deputy Supt reviews all submissions and determines which will be included – not all articles make the cut
3. Deputy Supt is responsible for making sure every listing is *clear, easy to understand, and relevant for principals*
4. Newsletter is distributed by email every week