

Administrative Checklist 2009-2010
(Campus Operations - [Administrator's Notebook](#))

[Chapter 37](#)

- ___ An administrator shall be assigned as the campus **425 Discipline Coordinator**.
- ___ All discipline vice-principals and assistant principals shall attend **one** of the **five Discipline Accounting Training sessions** – 8:30-11:00 A.M. and 1:30-4:00 P.M.
Sessions:
 1. September 10, 8:30-11:00
 2. September 10, 1:30-4:00
 3. September 15, 8:30-11:00
 4. September 15, 1:30-4:00
 5. September 17, 8:30-11:00
- ___ Establish and submit a [Campus Placement Review Committee](#) by 9/11/2009
- ___ Establish and submit a [Campus Attendance Committee](#) by 9/11/2009
- ___ Review **Code of Conduct** with all staff members. [Underlined changes for 2009-10](#)
- ___ Add to this link to Chapter 37 to your desktop or your Favorites:
<http://www.statutes.legis.state.tx.us/Docs/ED/pdf/ED.37.pdf>

[Senate Bill 83](#)

- ___ Establish procedure for the recitation of the **pledges** to the U.S. and Texas flags each day and for the observance of **one minute of silence** following the pledges

[Chapter 38 \(MS and HS only\)](#)

- ___ Campuses with grades seven and higher should post warning about **anabolic steroids** as stated in TEC 38.008

House Bill 1687

- ___ Develop process for [notifying campus personnel](#) of criminal conduct by students reported to the school district by law enforcement agencies and review the consequences for violation of confidentiality

Senate Bill 840

- ___ Insure that your campus has posted notices that the campus is a **“Drug Free, Weapon Free Zone”** (requires the sign(s), from Warehouse, to be posted at the entrance of your main parking lot)

Policy [FM \(LOCAL\)](#): Student Activities

- ___ “A **list of approved school-sponsored clubs and organizations** annually shall be sent by each **secondary** school principal to the Superintendent prior to the end of the first six-week reporting period.” Submit on or before October 2, 2009. **Policy FM (LOCAL)**

Policy [FNA \(LOCAL\)](#) – (if applicable) Student Expression of Religious Viewpoints - HB 3678

- ___ Establish plan to implement HB 3678, including creation of a **list of students eligible** to introduce various activities as addressed in the bill.

General:

- **Communicate** with the Director of Campus Operations about serious disciplinary situations such as appeals of discipline alternative placements, expulsions or any other situation where interpretation of the law, advice or opinion is needed.

Principal: Please submit a completed Checklist to the Campus Operations office (Lane Ladewig) by the end of the 1st SW, Friday, October 2, 2009

Campus

Principal Signature