

TEXICO CONFERENCE
EDUCATOR'S LIFELINE
DUE: September 6, 2022

Name _____

School _____

FORMS TO BE SENT IN THIS MONTH:

- _____ 1. Educator's Lifeline Report
- _____ 2. School Board Minutes & Finance Report
- _____ 3. Daily Class Schedule from your classroom
- _____ 4. Copy of the School Bulletin (If not sent in August)
- _____ 5. Copy of Revised Budget
- _____ 6. Updated School Constitution

REMINDERS:

1. Make plans to incorporate regular Christian Service Activities into the curriculum.
2. **Notify** the Office of Education **when a class will be away from the school for the full day.** This will help the superintendent when planning school visitation.
3. Regularly check playground equipment and grounds for safety.
4. Finalize the school budget and revise if necessary.
5. **Be sure to have proper supervision during recesses and noon hour!**
6. Outdoor education and mission trip plans must be submitted for approval by the Board of Education, which next meets on October 11, 2022, before they are implemented.
7. All student information entered into Jupiter and rolled up to Dashboard Error-free.
8. Make sure that your progress reports are electronically updated so there will not be any surprises for parents at the end of the quarter.
9. Review the MAP results and make plans accordingly.
10. Schedule faculty/staff and other regular meeting dates.

11. Establish emergency calling tree.
12. Schedule school pictures.
13. Hold an open house or back-to-school night.

COMMENTS, SUGGESTIONS, OR THOUGHTS YOU WOULD LIKE TO SHARE:

Educator's Signature _____

You can give without loving, but you can't love without giving.