**Accountability Checklist**

Submit lesson plans to DCI, and designated Academic Deans weekly by Sunday at 3:00 pm

Update scholar grades in Power School weekly

Enter Daily Goal Mastery by 7:45 am each school day

Upload bi-weekly test analysis to mastery tracker

create bi-weekly test creation

Adhere to grading policy outlined by academic team

Input demerits in discipline log by 9:00pm of the day the discipline was implemented

Make bi-weekly advisory calls and update in communication log

Hand out discipline slips to advisees daily

Conferences with individual advisees bi-weekly to update or set goals

Complete attendance daily as outlined by the Ops Team

Distribute progress reports bi-weekly when determined by academic team

Arrive at school for morning meeting by 7:50 am

Adhere to staff dress code.

Record all forms of communication with parents in the communication log.

Refer scholars to SAT (if failing classes for consecutive weeks or not meeting growth plan requirements for behavior)

Meet all new deadlines set forth by leadership team

Attend scheduled meetings on time

Adhere to communication protocol as designated by communication tree.

Use scholar-first and positive language when discussing scholars with each other.

Be the constant not the variable and consistently implement team decisions

Respect and maintain scholar confidentiality across all school settings

Welcome, receive, and implement feedback positively.

SwSS

Follow team email protocol

Answer scholar and parent phone calls after school until 9:30pm