

## **BPL Core Questions to Ask Principals**

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### **Questions to ask EVERY month:**

1. Which students have a consistent problem with absenteeism or tardiness?
2. How many students have an LTI they enjoy and are invested in? **This might involve:**
  - They are on time to their LTI each day
  - They are up to date on their LTI and project work
  - They are enthusiastic about the LTI in 1:1 meetings, exhibitions, etc.
3. How many students have an LTI project that benefits the mentor and/or the organization (meaning...it's a real project)?
4. What are some of the 9th grade LTI projects? 10th grade? 11th grade?
5. What structures do you have in place to support your 9<sup>th</sup> grade advisor(s)?
6. On average, how many adults are working with students regularly in each advisory (staff member, mentor, specialists, volunteer, etc.)?
7. How are specialists spending time in advisories this month?
8. Are you regularly reviewing your whole school goals/expectations when you meet with your specialists? Advisors?
9. How many students have a book they are currently reading and enjoy? **This might involve:**
  - 1 book for interest
  - 1 book related to their internship
  - 1 book for book group
10. What progress are you making on your School Learning Plan goals?
11. What data are you using to measure this progress?
12. Are there any staff in crisis?
13. Are there any students in crisis?
14. What great advisory activities have been run this month in your school?
15. What would a visitor think of your building if they walked in? Is it neat? Are your campus goals apparent? Are samples of student work displayed?

## **Specific questions to ask each month:**

### **September:**

- What diversity awareness activities do you have planned?
- What trips are advisories taking?
- Have you scheduled observation time in advisories? Do you have an evaluation form for your observation times?
- How are the 9<sup>th</sup> grade advisors doing? How is the culture in their advisory? What are you doing to help your 9<sup>th</sup> grade advisors get out to LTI sites?
- Have all students created their learning plans?
- Have you worked with each staff member to create their learning plans?
- Has everyone gotten the FERPA signed? Has everyone gotten their lunch forms and health forms in?
- How are the Who Am I projects developing?
- What are 10<sup>th</sup> graders working on for the first quarter?
- How many students are taking college classes?
- What are 11<sup>th</sup> graders working on for the first quarter?
- Do the 12<sup>th</sup> grade advisories have college visits scheduled?
- Do 12<sup>th</sup> graders know what colleges they are applying to?
- Have 12<sup>th</sup> graders started their college essays?
- How are 12<sup>th</sup> graders' STP proposals progressing?
- Remember: Scantron and Medicaid
- How have the 11<sup>th</sup> grade advisories planned to practice for the state assessment test (testing will be November 11-14, and again in March, 2007)

### **October:**

- How are the 9<sup>th</sup> grade advisors doing? How is the culture in their advisory?
- Are there any students who haven't created a learning plan yet?
- Where are 9<sup>th</sup> graders with the Who Am I projects? What are some strong Who Am I projects you have seen?
- What are 9<sup>th</sup> grade advisors doing to prep their students for exhibitions?
- Have 10<sup>th</sup> grade advisories held a Parent Gateway night?
- What are 10<sup>th</sup> and 11<sup>th</sup> grade students working on?
- What are 11<sup>th</sup> grade advisories doing for test prep?
- Have 12<sup>th</sup> graders finalized the list of colleges they are applying to?
- Have 12<sup>th</sup> graders gotten in all of their recommendation letters?
- How finalized are 12<sup>th</sup> graders' college essays?
- Have 12<sup>th</sup> graders started to schedule college interviews?

### **November:**

- How successful were the 9th grade exhibitions?
- How many students had parents at exhibitions?
- How many advisors have all their narratives done?
- How many students have created 2nd quarter LPs?
- What are 9th grade advisors doing to get kids out to LTIs?
- What else are 9th grade advisors having students work on this quarter?
- What are 10th grade advisories doing to prepare for Gateway?
- What else are 10th and 11th grade advisories having their students work on this quarter?
- How are students doing in their college classes?
- Are the 12th graders ready to send out their college applications?
- Have the 12th graders all completed a college portfolio and schedule interviews?
- Are the 12th graders finalizing their STP timelines?
- Have you reviewed the calendar with staff (second quarter is very short due to holidays)?
- Is there evidence in your building of your campus goals?

### **December:**

- How are students/staff coping with the holiday season?
- What holiday celebrations/outings do you have planned for staff
- What are staff doing for students?
- What are 9th grade advisors doing to get kids out to LTIs?
- Where are 10th grade advisories in the Gateway planning process?
- How many students passed their college class?
- What are 11th grade advisories doing for test prep?
- Did all the 12th graders send out their applications?
- Did all 12th graders give a mini-college exhibition?
- What are 12th grade advisors doing to gear their students up for the STPs?

### **January:**

- SALT surveys – how are you making sure all of your parents get this done?
- Are advisors doing a mid-year skills/experiences check-in with their students?
- How many parents were at exhibitions?
- How many exhibitions were held at internship sites?
- What are 9th grade advisors doing to get kids out to LTIs?
- What are the Gateway exhibitions looking like? What are advisors emphasizing with their students?
- Do 10th graders all have clear Gateway contracts? Are any students in real danger of not passing 10th grade?
- Which students are taking college classes?
- What are 11th grade advisories doing for test prep?
- How are the STPs progressing?
- Which students are being GRABbed? Are any in real danger of not graduating?
- How are 12th grade students doing with their autobiography?
- What are 12th grade advisors doing to help students identify scholarships?

**February:**

- How many students have created 3rd quarter Learning Plans?
- What are 9th grade advisors having students work on this quarter?
- How are 10th grade students doing following up on their Gateway contracts?
- When are 11th grade advisors having their students brainstorm possible STPs? Write 1st drafts of college essays?
- What are 11th grade advisories doing for test prep?
- Do any 11th graders have reasons that might keep them from taking the state assessments?
- How are the STPs progressing?
- How many scholarships have 12th graders applied for?
- How many 12th grade parents were at the Money for College night?

**March:**

- How are exhibitions being structured this quarter in each grade level?
- How are 11th grade students doing on the state assessments?
- How many 11th grade students have written brainstorms of possible STPs?
- How many 11th grade students have written first drafts of college essays?
- How many scholarships have 12th graders applied for?
- Have 12th grade advisors been working with students who aren't planning on going to college to identify other post-graduation options?
- Are any 12th graders seriously behind in their STPs?
- Are any 12th graders in danger of not graduating?

**April:**

- How many parents were at exhibitions?
- How many exhibitions were held at internship sites?
- How many students have created 4th quarter Learning Plans?
- What are advisories doing to find summer opportunities?
- How are 10th grade students doing meeting their Gateway contracts?
- How are students doing in their college classes?
- How many 11th grade students have completed drafts of their STP proposals? Of their college essays?
- Do 11th grade advisors have STP presentation panels planned?
- What are 11th grade advisors doing to help their students identify colleges they might apply to in the fall?
- How many scholarships have 12th graders applied for?
- Have 12th grade advisors been working with students who aren't planning on going to college to identify other post-graduation options?
- Have 12th graders completed all their financial aid paperwork?
- How many 12th graders are near completion of their STPs? How many are far behind?
- How many 12th graders are near completion of their autobiography? How many are far behind?
- Which 12<sup>th</sup> graders are being GRABbed? Are any in real danger of not graduating?

**May:**

- Do all advisors have LTI exit meetings scheduled?
- What are advisors doing to help their students find LTIs for the fall?
- How many students have summer opportunities in place?
- How many advisories have spring trips scheduled?
- Are all 10th graders on track to pass Gateway? How are the 2nd Gateway exhibitions being structured?
- How are the 11th grade STP presentations going?
- How many 11th graders have found LTIs for the fall?
- Have 12th graders completed their STPs? Autobiographies?
- How many scholarships have 12th graders applied for?
- Do all 12th graders have a concrete plan for what they're going to do after graduation?
- Have 12th graders written their valedictorian speeches?

**June:**

- Are advisors doing an end-of-year skills/experiences check-in with their students?
- How are the final exhibitions being structured?
- Have all advisors had LTI exit meetings?
- Do all students have concrete summer plans in place?
- How many 10th graders passed their Gateway exhibition?
- How many 10th graders have LTIs lined up for the fall?
- How many 11th graders have LTIs lined up for the fall?
- How many 11th grade students have a tentative list of which colleges they will apply to in the fall?
- Do all 12th graders have a finalized post-graduation plan?
- Are 12th grade advisories all set for graduation?