



EduQuencher

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MARCH FOCUS GUIDE

March is execution month. Prepare for testing, strengthen routines, and start planning for next year without losing focus.

Leadership Resource Pack (Academic + Compliance)

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MARCH OUTCOMES TO PROTECT

1. Testing readiness, secure logistics, and accommodations were delivered correctly
2. Tier 1 instruction protected, reteach cycles running weekly
3. MTSS fidelity, rosters updated, progress monitoring on cadence
4. Attendance momentum, outreach documented, barriers reduced
5. Safety drills and procedures completed, documentation clean
6. Evaluation evidence collected, coaching loops closed
7. Recruitment and staffing planning started for next year
8. Title I and program documentation gathered for future applications
9. Family engagement was evaluated and improved for equity
10. Evidence folders updated weekly, no end-of-month scramble

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MARCH DATES + CULTURE ANCHORS

Use the month to build culture, attendance, and engagement routines.

Awareness and Culture Moments

- Plan 2 to 3 school-wide recognitions tied to your mission and values.
- Use literacy, arts, and wellness themes to boost engagement.
- Keep events short, protect instructional blocks.

Severe weather readiness week

- Re-teach procedures, confirm roles, and update communication trees.
- Schedule a drill, debrief, fix gaps, and document completion.
- Check supplies, radios, and supervision coverage.

Read Across America style literacy push

- Plan daily short literacy moments, classroom reads, and guest readers.
- Connect to attendance, daily streaks, and family participation.
- Capture photos and evidence, keep it low lift for staff.

Key events and reminders

- Identify district deadlines and board touch points this month.
- Communicate dates to staff and families, repeat weekly.
- Update calendars and communication templates

Spring sports and activities transition

- Confirm eligibility and academic support for athletes and clubs.
- Tighten supervision for after-school events and dismissal.
- Review transportation and safety procedures.

Professional learning calendar

- Select 1 to 2 aligned opportunities, leadership networks, or cohorts.
- Prioritize sessions tied to walkthrough trends and testing readiness.
- Schedule coverage and set a share-back routine.

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ASSESSMENT READINESS + ACCOMMODATIONS

March often includes major testing windows, protect security and access.

Testing calendar and staffing

- Finalize schedules, rooms, proctors, makeups, and coverage plans.
- Publish staff roles and escalation path, including tech support.
- Do a rehearsal day and fix issues immediately.

Testing administration training

- Complete required training for all test administrators and backups.
- Reinforce security, prohibited items, and incident procedures.
- Document completion and keep rosters current

IEP, 504, EL accommodations check

- Verify lists, settings, and staffing assignments for each student.
- Train staff on correct delivery, avoid over or under accommodation.
- Use daily logs during testing and file them

Materials and chain of custody

- Secure storage, sign in and sign out, seating charts ready.
- Confirm incident reporting steps and documentation expectations.
- Audit a sample day for compliance and consistency.

Student readiness, routines, stamina

- Practice calm routines, entry, tools, breaks, and timing expectations.
- Target attendance supports on key days and removes barriers.
- Communicate expectations to families clearly.

After action review, daily

- 10-minute debrief, what worked, what broke, fix list with owners.
- Set deadlines and verify completion the next day.
- Store incidents and resolutions as evidence.

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