Use the tools with evidence

Reflection support for the free First 30 Days Preview and Monthly Campus Safety Team Kit.

Resource	What is included
This free guide	A review protocol, shared rating scale, first-30-days reflection rubric and safety implementation rubric.
Complete Principal 90-Day Entry Plan	Sold separately for $9.99 at wcfix.org. Not included in this free download.

A simple review protocol

1. Choose the relevant rubric. Review the first 30 days of principal entry or your monthly safety working routines.

2. Bring evidence. Use dated notes, observations and action logs. Keep sensitive records in authorized systems; cite their location rather than copying them.

3. Rate independently, then calibrate. Discuss differences using evidence. Mark N/O when there was no opportunity to observe; missing evidence is not a positive score.

4. Choose one next action. Assign an owner, due date and evidence of completion. Revisit the action before adding another priority.

Shared rating scale

1 | Not established	2 | Developing	3 | Consistent	4 | Sustained
No agreed routine or dependable evidence.	A routine is defined or piloted; follow-through varies.	The routine occurs reliably with documented follow-through.	The team checks effects and improves the routine using evidence.

These author-developed rubrics support coaching and reflection. They are not validated evaluations, official TxSSC tools or measures of legal compliance. Use item-level evidence to choose support.

Complete this guide on screen

Select ratings on pages 2 and 3, type your notes, then save a copy. If your browser or phone preview does not allow typing or saving, download the PDF and open it in a PDF reader that supports forms. You can also print a blank copy.

Explore WCFIX tools and coaching at wcfix.org

PRINCIPAL ENTRY | FIRST 30 DAYS ONLY

First-30-days reflection

Use the shared 1-4 scale from page 1. Record dated evidence and identify one priority for follow-through. This reflection rubric does not provide the complete 90-day plan.

Practice	Look for this evidence	Rating
Listening and relationships	Representative listening, visible presence and a checked summary of the themes heard.	Select
Initial diagnosis	Multiple evidence sources, classroom observations and questions to test with the leadership team.	Select
Clear focus	One manageable initial priority, its rationale and an owner.	Select
Dependable routines	Agreed leadership-team, planning, feedback and family communication routines on the calendar.	Select
Safety coordination	Assigned responsibilities reviewed with the authorized district team; urgent gaps escalated.	Select
Follow-through	Commitments recorded, an action checked for completion and findings shared appropriately.	Select

Calibrate with evidence

A listening calendar shows preparation. Completed sessions with varied groups and documented themes provide stronger evidence. Discuss what the evidence supports rather than assigning a rating from impressions.

Review date

Reviewers

Strongest evidence or priority gap

Next action

Owner and due date

Evidence to review next

Continue with the complete plan

The **Principal 90-Day Entry Plan is sold separately for $9.99**. Explore it at wcfix.org. The full plan, its later phases and paid templates are not included in this free download.

Safety implementation rubric

Review the working routine using the shared scale. A high rating does not establish safety, satisfy an audit or replace official district and TxSSC requirements.

Practice	Look for this evidence	Rating
Roles and escalation	Campus working roles and district links are clear; urgent matters leave the monthly cycle immediately.	Select
Plan readiness	Assigned district EOP responsibilities are understood; gaps go to the authorized planning team.	Select
Corrective-action closure	Actions have owners, dates and verified closure evidence; overdue items are escalated.	Select
Training and learning	Needed training is tracked; drill or incident lessons lead to specific, checked improvements.	Select
Reporting and referral	Concern-reporting routes are understood; designated trained teams handle assessment and case management.	Select
Responsible records	General summaries are separated from restricted student, operational and vulnerability information.	Select

Evidence before a rating

A closed checkbox is weaker evidence than a dated verification that the issue was resolved. Repeated actions without closure suggest a support or authority problem. Use the discussion to identify the barrier and the district partner needed to address it.

Priority improvement and evidence

Owner district support and due date

Resource alignment

Use the official Texas School Safety Center references linked in the Safety Team Kit for committee coordination, behavioral threat assessment, emergency planning, audit resources and training. This rubric assesses the team's follow-through on its assigned work; it does not reproduce or replace official tools.