

Howard Elementary Checklist for Closing 2013-2014

Name: _____

Classroom #: _____

Please obtain an initial, next to each task below, indicating completion below prior to your check out appointment with Allan, on June 10 or 11. Please sign-up schedule "check out" appointments on the sign-up sheet in the mail room for 6/10 or 6/11.



LIBRARY (Julie Hopkins): Due Date: June 17

_____ All teacher library books need to be returned to the library.

CLASS LISTS (Lori Henry): Due Date: June 6

_____ Class lists completed and turned in for review.

STUDENT TECHNOLOGY: Due Date: June 17

_____ All student laptops are cleaned and returned to Room 12, including COWs. TSSs will examine a few laptops to ensure proper cleaning. Please do your best to assist your students in doing a thorough job cleaning the outside and keyboard



TEACHER TECHNOLOGY: Due Date: June 18

_____ Return classroom computer cleaning kit to Room 12 (put in box)

_____ Return all digital cameras, projection systems (put in box), document camera (in box) and student laptops to Room 12.

_____ Label your Smartboard cord and return to Room 12 (put in box).

_____ Label all charging stations equipment and return to Room 12 (put in box).

_____ Label all power strips and return to Room 12 (put in box).

_____ If you would like to check out a laptop computer, iPad, or other equipment for the summer, please complete the **Summer Computer Check-Out** form and provide Lori a copy. Please understand that you are responsible for any damage, or loss, of equipment checked out for use over the summer.

_____ Files have been saved to the 4j server or an external hard drive. If not, the risk of losing files saved to staff laptops is understood.

RECORDS (Lori Henry): Due Date: June 18

Cum records need to be completed in the following way:

_____ **Permanent Record** card is updated. Be sure and complete the "evaluation" portion located at the bottom of the card. Cards can be found in each student's cum file.

_____ Cum files are to returned to the office.

_____ 5th grade Cum folders are bundled together, labeled by room number, and returned to Lori.

_____ Copy of report cards are placed in Cum folders.

MISCELLANEOUS (Randy Dornon): Due Date: June 18

Keys (Randy Dornon):

_____ If you are NOT returning to Howard, keys are turned in.

Classroom Items (Randy Dornon):

Please complete the following before leaving for the summer. This will assist us in our efforts toward in-depth cleaning and maintenance tasks. Also, please know that items purchased with school funds should remain at Howard.

_____ If leaving your room, clear all surfaces (walls, ceiling, blinds, cabinets, doors, boards, and windows) of *unwanted* hangings, pictures, posters, tape, staples, labels, push pins, etc.

_____ Remove all materials from the tops of staff desks, student tables, file cabinets, counter tops in front of the windows, book shelves, etc. Materials should be stored in cupboards, shelves, cubbies, and/or on counter tops at the back of the room.

_____ Have all students remove from their desks: all stickers, nameplates, tape, gum, and clean marks off both the interior and the exterior.

_____ School supplies are boxed up and stored in your classroom. Student belongings are taken home.

_____ Food is removed from the classroom.

_____ Post a map of your room layout on your white board if you want the team cleaning crew to put your furniture back where you wanted it.

_____ Tape is removed from the tile floor and rug.

_____ Hallway bulletin boards are cleared.

_____ Take plants and animals home for the summer.

_____ Student desks/chairs are placed on the tile. See Randy if this is problematic.

_____ Boxes are stacked on top shelves in such a way that it meets district safety protocol.



CONTACT INFORMATION

Name: _____

Summer Contact #s: _____ (cell)

_____ (home)

_____ (emergency)

Summer Address: _____
