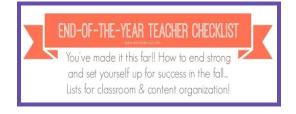
## **Horace Mann**

## END OF THE YEAR CHECKLIST DUE: By May 31st or BEFORE YOU LEAVE FOR SUMMER



**Schedule for Checking Out** 

If you are **NOT** Returning please pay close attention to the extra notes at the bottom of the document for **NON-RETURNING TEAM MEMBERS** 

IMPORTANT NOW: ALL OVER THE BUILDING & GROUNDS WE SEE THINGS THAT NEED REPAIRS OR MAINTENANCE.... PLEASE HELP US GET ALL OF THE TICKETS ONLINE ASAP BY ADDING THEM TO THIS LOG SO SANDRA CAN PUT THE TICKET ONLINE. LINK TO HM REPAIR & MAINTENANCE REQUEST LOG!!!!!

## Horace Mann END OF THE YEAR CHECKLIST DUE: By May 31st or BEFORE YOU LEAVE FOR SUMMER

The following is a <u>check-off list</u> that is aimed to help you get ready to turn over the classroom for deep cleaning. This form needs to be:

- Turned in hard copy in a plastic baggie with your keys (check your box)
- Turned in on the same day as keys before you leave for the summer (May 31st)
- Signed by Ms. Adams in coordination with a walk-through for returning teachers & 30 min walk through for teachers not returning to next school year..

If you have any questions or need help with something, please let Ms. Adams or Ms. Sandra know. Thanks!

Office / Paperwork (please get each task signed off - Thanks)			
Task(s) / Item to be completed:			
☐ I have completed (and given out) all my report cards and given Ms. Sandra any report cards that were not sent with students.			
□ I have completed information for the front of the <b><u>cum folder</u></b> , added the final F&P and given it to Ms. Sandra			
☐ I have checked in with Ms. Sandra to ensure I've signed everything for payroll.			
<ul> <li>I have turned in my keys to Ms. Sandra in a plastic bag with my name written in sharpie.</li> <li>The keys I am turning in are:</li> <li>Classroom #</li> <li>Other: (i.e., Computer cart, Closets)</li> </ul>			

Materials (Curriculum and Instruction)			
Task(s) / Item to be completed: Teacher's editions and teachers materials are organized on the shelves in my classroom. Easily identified in the walk-through by Ms. Adams, Ms. Bennett, or Ms. Flores. Please account for the following:			
Writing Workshop: All spiral bound units of study & mentor texts (The link names the titles of each unit as well as the mentor texts for Reading and Writing Units of Study)			
☐ <b>Reading Workshop</b> : All spiral bound units of study & mentor texts			
My classroom has a Reading Strategies book	_		

٥	☐ My grade level has a <b>Writing Strategies</b> book. It is in Room			
□ WTW: Any TE's				
٥	Rime Magic: Label boxes and indicate any missing materials			
SIPPS: Please put kits back together to be inventoried and store in a clear location. Those of you who have partial kits, please put the pieces together and label what you have.				
☐ Math: Math Expressions: Manipulative KITS: Class Set (PUT BACK TOGETHER)  IF Asked: Please be prepared to return to Mrs. Flores in the Bookroom for Inventory				
☐ Math: Math Expressions: Teachers Editions				
☐ Math: Math Expressions: Any Students Materials left over				
	Anything that was borrowed from the <b>library</b> and <b>guided reading library</b> has been returned (i.e., all leveled texts, library big books, library books and professional books).			
٥	My <b>F&amp;P kit</b> is organized and all of the following components are accounted for:  Scoring guides and blackline master guide Student books			

<u>Classroom</u>			
Task(s) / Item to be completed:			
I have cleared all of my bulletin boards, my classrooms walls (that I want cleaned Nothing is hanging from ceilings or light fixtures			
I have cleared everything except furniture from the floor in my classroom and put items into the cabinets/shelves of the classroom. I understand that any non-furniture items left on the floor may be disposed of.			
I have covered all stationary bookshelves and removed things from shelves that will be taken out of the classroom for cleaning.			
I have labeled all <b>furniture</b> with my room number so that the custodians know where to return it after cleaning (use blue tape and sharpie).			
☐ All <b>trash</b> is by the door with a sign marked 'trash'. GREAT TIME TO PURGE!			
<ul> <li>My classroom will need more desks and more chairs for the 2019-2020 school year. *Other things that I will need are:</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>			
I have turned in additional repair/maintenance requests to [Ms. Sandra: at HM_REPAIR & MAINTENANCE REQUEST LOG [PLEASE DO NOT WAIT TO TELL Ms. Adams WHEN TURNING IN KEYS] - We need to know sooner - rather than later anything that needs repair, replacement, etc., (i.e., whiteboards, lights, phone, clock, tiles, locks, blinds etc., etc.,)			

<u>Technology &amp; Equipment</u>				
Task(s) / Item to be completed:				
☐ I have either stored my <b>OUSD teacher Chromebook</b> in a safe place or I took it home. I have returned my teacher Chromebook to OUSD <b>(1000 Broadway, Suite 300)</b> or made arrangements with Mr. Caven to do so if I am not returning to the district next year.				
I have returned my projector & document camera to Mr. Caven with all supporting dongles, power cords, and remotes, or locked in a safe place.				
☐ I have entered information about <b>broken technology</b>				
☐ I have turned in m	y Chromebook cart for S	torage over the Summer Months		
I have checked in with Mr. Caven about any non-working chromebooks or chromebooks needing repairs (Please do before end of school year)				
Non-Returning Team Members				
Task(s) / Item to be completed:			Initial(s)	
☐ I have cleared <i>all</i> of my <b>bulletin boards</b> and classrooms <b>walls</b> .				
☐ I removed all <b>non-Horace Mann materials</b> . (Horace Mann materials include OUSD curricular material, Horace Mann - purchased materials (including those purchased through reimbursements)				
I've returned my OUSD Chromebook, charger, dongle and carrying case to Mr. Caven or Ms. Adams.				
include:  Labe tape  Keel or re	eling shelves and cabing e. ping similar materials greading materials in the s	ne entering teacher. Some best practices ets according to the contents using blue painter's rouped together (i.e. putting all math curriculum same part of the room) cher will receive as clean a space as possible		
Teacher's Na	me (Print)	Ms. Adams		
Teacher's Sig	nature	Administrator's signature		

Date:	Date:
-------	-------