

# Horace Mann

## END OF THE YEAR CHECKLIST

**DUE: By May 31st or  
BEFORE YOU LEAVE FOR SUMMER**

### END-OF-THE-YEAR TEACHER CHECKLIST

You've made it this far!! How to end strong  
and set yourself up for success in the fall...  
Lists for classroom & content organization!

[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 **check-off list** 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:	Initial(s)
<input type="checkbox"/> I have completed (and given out) all my report cards and given Ms. Sandra any report cards that were not sent with students.	
<input type="checkbox"/> I have completed information for the front of the <b>cum folder</b> , added the final F&P and given it to Ms. Sandra	
<input type="checkbox"/> I have checked in with Ms. Sandra to ensure I've signed everything for payroll.	
<input type="checkbox"/> <b>I have turned in my keys to Ms. Sandra</b> in a plastic bag with my name written in sharpie. The keys I am turning in are: <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Other: _____ (i.e., Computer cart, Closets)	

### 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:	Initial(s)
<input type="checkbox"/> <b>Writing Workshop:</b> 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)	
<input type="checkbox"/> <b>Reading Workshop:</b> All spiral bound units of study & mentor texts	
<input type="checkbox"/> My classroom has a <b>Reading Strategies</b> book	

<input type="checkbox"/> My grade level has a <b>Writing Strategies</b> book. It is in Room _____	
<input type="checkbox"/> <b>WTW:</b> Any TE's	
<input type="checkbox"/> <b>Rime Magic:</b> Label boxes and indicate any missing materials	
<input type="checkbox"/> <b>SIPPS:</b> 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.	
<input type="checkbox"/> <b>Math:</b> Math Expressions: Manipulative KITS: Class Set (PUT BACK TOGETHER) <i>IF Asked: Please be prepared to return to Mrs. Flores in the Bookroom for Inventory</i>	
<input type="checkbox"/> <b>Math:</b> Math Expressions: Teachers Editions	
<input type="checkbox"/> <b>Math:</b> Math Expressions: Any Students Materials left over	
<input type="checkbox"/> 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).	
<input type="checkbox"/> My <b>F&amp;P kit</b> is organized and all of the following components are accounted for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Scoring guides and blackline master guide</li> <li><input type="checkbox"/> Student books</li> </ul>	

<b>Classroom</b>	
<b>Task(s) / Item to be completed:</b>	<b>Initial(s)</b>
<input type="checkbox"/> I have cleared all of my <b>bulletin boards</b> , my <b>classrooms walls</b> (that I want cleaned <i>Nothing is hanging from ceilings or light fixtures</i>	
<input type="checkbox"/> I have cleared everything except furniture from the floor in my classroom and put items into the cabinets/shelves of the classroom. <i>I understand that any non-furniture items left on the floor may be disposed of.</i>	
<input type="checkbox"/> I have covered all stationary bookshelves and removed things from shelves that will be taken out of the classroom for cleaning.	
<input type="checkbox"/> 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).	
<input type="checkbox"/> All <b>trash</b> is by the door with a sign marked 'trash'. GREAT TIME TO PURGE!	
<input type="checkbox"/> My classroom will need _____ more <b>desks</b> and _____ more <b>chairs</b> for the 2019-2020 school year. *Other things that I will need are: <input type="checkbox"/> * <input type="checkbox"/> * <input type="checkbox"/> *	
<input type="checkbox"/> I have turned in additional repair/maintenance requests to [Ms. Sandra: at HM <a href="#">REPAIR &amp; MAINTENANCE REQUEST LOG</a> [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.,)]	

### **Technology & Equipment**

<b>Task(s) / Item to be completed:</b>	<b>Initial(s)</b>
<input type="checkbox"/> 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.	
<input type="checkbox"/> I have returned my <b>projector &amp; document camera to Mr. Caven with</b> all supporting dongles, power cords, and remotes, or locked in a safe place.	
<input type="checkbox"/> I have entered information about <b>broken technology</b>	
<input type="checkbox"/> I have turned in my Chromebook cart for Storage over the Summer Months	
<input type="checkbox"/> I have checked in with Mr. Caven about any non-working chromebooks or chromebooks needing repairs <i>(Please do before end of school year)</i>	

### **Non-Returning Team Members**

<b>Task(s) / Item to be completed:</b>	<b>Initial(s)</b>
<input type="checkbox"/> I have cleared <i>all</i> of my <b>bulletin boards</b> and classrooms <b>walls</b> .	
<input type="checkbox"/> 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))	
<input type="checkbox"/> I've returned my <b>OUSD Chromebook, charger, dongle</b> and <b>carrying</b> case to Mr. Caven or Ms. Adams.	
<input type="checkbox"/> My classroom is organized and ready for the entering teacher. Some best practices include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Labeling shelves and cabinets according to the contents using blue painter's tape.</li> <li><input type="checkbox"/> Keeping similar materials grouped together (i.e. putting all math curriculum or reading materials in the same part of the room)</li> <li><input type="checkbox"/> Work to ensure the next teacher will receive as clean a space as possible</li> </ul>	

**Teacher's Name (Print)**

**Ms. Adams**

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**Teacher's Signature**

**Administrator's signature**

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**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_