

Harrison Park
End of the Year Checklist
June 2023

Staff Name: _____

Room: _____

Teacher Work Days: 6/15 & 6/16 Building open until 8:00 pm. Please note everyone has to be out of the building on the 16th.

OFFICE: (initial boxes after completion.)

☐

Empty your mailbox.*

☐

Turn in room keys and any file/cabinet/closet keys by 6/16. Please make sure they are labeled with the room number they belong to. **ALL KEYS** need to be turned in. *

☐

Turn in walkie and charger (if applicable)*

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K-5 report cards need to be printed and stuffed in addressed envelopes turned into the office 6/16. Do not seal or tape envelopes. Fold flaps down unsealed.

MONEY, BILLS AND RECEIPTS_(Shannon)

☐

Turn in money, bills, reimbursements and receipts to the office, no later than Thursday, June 15th before 12:00 p.m. If at all possible do this prior to the 9th.*

☐

All short-leave forms, IEP hours, extended hours and other payroll adjustment forms need to be submitted to Shannon by June 15th. For those moving please see specific instructions sent out 6/3.*

CLASSROOM Move Outs- A checkout time will be scheduled for those with assigned spaces on Friday the 16th.

☐

Clear counters, desks, windowsills and any other surfaces of any belongings, trash, recycling, etc.

☐

Remove posters and other items on the wall and recycle, take with you or throw away.

☐

Label all boxes and furniture with your name and your new room number. Furniture items being taken to a new location should be limited.

☐

Clear all book shelves, cabinets, desks drawers, etc of items and recycle, throw away or donate.

☐

Turn in unclaimed clothing and personal items to Lost & Found in the front lobby.

☐

Place orange tape on items that are trash/garbage and put it in the hallway outside your room after school or anytime on 6/15-16. Please put orange tape on any furniture that is broken or in disrepair. Orange tape can also be put on any items that should be thrown away or recycled.

☐

Please leave the following items in your room labeled with the room number. Phone, orange emergency bucket, tech cart, fans (labeled with specific room numbers).

- ☐ Turn in any Chromebooks or other electronic devices that belong to the school to Kenneth
- ☐ Be sure to shred all documents with student information. Recycle any paperwork that does not have specific student information. *

CLASSROOMS not moving - A checkout time will be scheduled for those with assigned spaces on Friday the 16th.

- ☐ Clear counters, desks, windowsills and any other surfaces of any belongings, trash, recycling, etc.
- ☐ Remove all food items, or anything that could be a food item for pests.
- ☐ If you are moving rooms remove all posters, adhesive and other items off of painted walls. If you choose to leave things on the wall this is at your own risk. Some items may be damaged/removed with summer work.
- ☐ Label all furniture and boxes with masking tape with name and room number. Place labels on furniture legs and back of chairs.
- ☐ Draw a furniture diagram for your room and tape it to the whiteboard.
- ☐ Clear all book shelves. Please note items may be moved to hallways during floor care. If you don't pack up your items, you do so at your own risk. Books may disappear, shelves may break.
- ☐ Fill out and submit custodial work orders via google doc for any needed classroom repairs. Due by 6/16. [SummerRepairs](#)
- ☐ Turn in unclaimed clothing and personal items to Lost & Found in the front lobby.
- ☐ Take home all personal items including plants and animals. It is strongly recommended you take home any personal items you are especially attached to as there will be a lot of people in and out of the building all summer.*
- ☐ Be sure to shred all documents with student information. Recycle any paperwork that does not have specific student information.
- ☐ Place orange tape on items that are trash/garbage and put it in the hallway outside your room after school if before 6/14 or anytime on 6/15-16. Please put orange tape on any furniture that is broken or in disrepair.
- ☐ Please leave the following items in your room labeled with the room number. Phone, orange emergency bucket, tech cart, fans (labeled with specific room numbers).

Staff who will not be returning to the district need to fill out a separate departure form and return their laptop.

TEXTBOOKS/MATERIALS

☐ Inventory PPS curriculum materials. See below:

- Harrison Park that are leaving the District or switching campuses should check-in their teacher guides and materials with their current school's library staff. New teacher guides and materials will be issued to them by their new school's library staff in the Fall. Clark staff should pack up their curriculum materials in a clearly labeled box (i.e Wit & Wisdom 3rd Grade) and put your new room number on it.
- Teachers that have materials checked out to them should ask their school library staff to renew these materials if they are going to use them for the 2023-24 school year. This is for Harrison Park staff only. Those going to Clark should see Valerie with any questions.
- Make a list of all district curriculum/ materials you have, secure in your classroom and submit to Valerie (Harrison Park), Tara (Clark) [ClarkCurriculum](#) [HPCurriculum](#)
- All science kits that have been borrowed from the K-8 Science Kit Program should be sent to the district office via pony labeled with a return.

☐ Return Library books*

☐ Return all leveled lit and novel sets back to their proper boxes in the bookroom or library.

☐ Inventory Caring School Communities Curriculum and pack up. Please send what you currently have here [CaringSchoolCommunities](#)

☐ Return all PE/Building Equipment*

☐ **Unwanted Materials:** If you think other teachers may want items please make arrangements with them directly. DO NOT set items outside of your classroom or in common areas. All unwanted items should be recycled, donated, or thrown away before you leave for the summer. **Don't put it in the workroom.***

COMPUTERS/LAPTOPS/IPADS/CHROMEBOOKS/DATA PROJECTORS & CAMERAS

☐ Tech carts should be left in your classroom. Please put a plastic bag over the equipment and label it with your room number. If they are not working or need repairs please report to Kenneth here: [TechCartRepairs](#)

☐ Classroom chromebooks should have been turned in. Please turn any that you find in to Kenneth or the office

☐ E-waste: Broken or obsolete technology: Label as broken and place it on the designated table in lobby

PHONES

☐ Cisco VOIP phones should remain plugged in and working for summer. DO NOT remove it from the classroom. DO NOT store it away in a drawer or cabinet. Please put a label on the phone with the room number just to be safe.

FOR FINAL CHECKOUT SIGN-UP IN THE OFFICE:

Leah, Emily and Tara will complete your final checkout. We will share out a signout on June 12th.

Please sign below when you have completed your End of the Year Checklist.

Staff Signature

Administrator Signature

Other things to consider...

- Check the staff room for any food you may have in the fridge etc.
- Done early? There are many common areas that may need some attention. If you have spare time see if you can support a peer or help out for the good of the order.
- Drink lots of water and listen to your body!

PFSP Staff

Please take care of your personal items. I have put an asterisk* next to items that you need to do. If you have a personal space please fill out the checklist accordingly.

We will be meeting on 6/9 to discuss other duties for the 15th and 16th