



2024-2025 END TERM CALENDAR

Guidelines

1. **Meaningful and relevant instruction is expected to be continued until the last day of school Thursday, June 26th.**
2. Potential holdovers (previously identified as PID) must be approved by the Immediate Supervisor, and parents will be notified. These mandated students must attend summer school for grades 3 – 5.
3. Begin to finalize student records for the end of the year
4. **Pupils are not permitted to handle any record cards.**

RECORD CARDS – ALL TEACHERS

Make all notations on record card in ink. They should be neat, legible and accurate. Be sure to check the front and back of the cumulative record card to be sure all items have been completely filled in.

II CUMULATIVE RECORD CARD (white single card)

- a) Enter data required under the school borough in the next available column. Estimate attendance as 180 days this year.

Note: New class designations should be dated . If a child is a H.O. note clearly on card – (reference memo entitled “Recommendation for Retention” sent concerning this point).

- b) “Date Entered” for new classes will be 9/4/25
- c) Indicate child’s progress on reverse side of card using the key at the bottom of the card
- d) Fill in the remaining data and indicate the special programming e.g. Bilingual/ESL, After School/Saturday Program.
- e) Under special abilities indicate exceptional abilities only.
- f) Refer to the checklist of acceptable comments. If there is any doubt check with your supervisor
- g) Parent conferences – refer to parent sign in sheets.
- h) There were 181 days of school

iii CUMULATIVE RECORD Jacket (make sure that all information is current)

On the Cumulative Record Jacket enter the new class at top in the next available space and the student I.D. number.

On the Cumulative Record Card enter the new class and the first day of school 9-4-25 (Tentative)

On other (in back of the record card) enter (Assessments, Interventions – etc.)

We cannot stress how important it is that all records be accurate and complete. It is of course the responsibility of the current classroom teacher to research all necessary data and to record it accurately.

Please Note: No class designation may be changed except by a supervisor. Return class rosters to your supervisor after they have been checked by you and deliver pupil records and send digital portfolios personally to the new teacher.

Please note: It is very important that the receiving teacher is responsible for all records for the new class. The receiving teacher is responsible for checking all records for accuracy and completeness. Any record found incomplete is to be returned to the sending teacher for immediate correction and/or completion. Check to see that each pupil has the correct number of record cards. **DO NOT ACCEPT INCOMPLETE RECORDS. If the receiving teacher is working remotely please deliver record cards to the book room for storage until September.**

Report cards are to be submitted to supervisors on Wednesday, June 18, 2025.

LIST OF ACCEPTABLE COMMENTS FOR RECORD CARDS and REPORT CARDS.

- Student met/ did not meet his/her goals in _____.
- Student is performing at, above or below grade level standards.
- Student has/has not shown improvement in _____.
- Student need encouragement responds well to attention.
- Student demand constant attention.
- Student responds/does not responds well to praise.
- Student needs conflict resolution and needs to work on self-control.

UNACCEPTABLE COMMENTS: DO NOT USE WORDS/COMMENTS SUCH AS:

- Lazy, sneaky, liar, thief, troublemaker.
- Student needs to be referred/evaluated (speak to administration if you feel that a student needs to be referred/evaluated).
- Do not use the fact that a student is receiving counseling, SBST, OTP, or receiving other mandated or at risk services as a negative statement.

DO NOT ACCEPT INCOMPLETE RECORDS.


The receiving teacher will:

- Check number of entries against the number indicated on organization of class (to be distributed by Monday morning June 9th)
- Check completeness of record for each pupil.
- Check for new class designation.

All teachers must return rosters to supervisors once checked.
All audiovisual materials and DOE laptops must be returned to Mr. Bilder.

NOTE:
Fifth grade teachers need to work on cumulative records and begin to separate them by the middle schools your students will be attending. All pertinent documents need to be included in each child's cumulative folder. Records must be submitted to Ms. Griffith by June 11th If you need assistance please consult Ms. Griffith for guidance.

DATES to REMEMBER

May 6th	Begin checking Cum Records against Class/ROCL for accuracy and completeness
May13th -	Begin entering student information for new class rostering (2025-2026 School Year)  New Reorganization Class Lists 2025.docx MAKE A COPY
May 27th	SMART Start Training for selected Teachers (3:00 pm-4:30 pm)
June 5th	Eid al-Adha / Anniversary Day - Schools Closed
June 6 th	DOE CLERICAL DAY (No Students) *Classroom teachers complete Student Articulation Cards *Classroom teachers complete student cumulative record cards in their entirety. ----Please see Ms. Cacho if you have missing student record cards *Teachers exchange CUM record Cards. Teachers are to separate CUM record cards by class and distribute them to the new teacher. *All teachers must sign a receipt for CUM records received. Receipts must be submitted to Ms. Cacho Work on the following records <ul style="list-style-type: none">• Pupil Office record cards• Complete cumulative record cards
June 7, 14, 21	SMART START for incoming Kindergarten students
June 9th	Distribute New Class ATS Rosters for teachers to enter NEW CLASS in students' CUM record cards and report cards.
June 9- 26th	Begin returning DOE issued I-Pads and laptop computers to Room 107 to Ms. Ortiz
June 11 th	Fifth grade records due to Ms. Griffith <ul style="list-style-type: none">o 5th Grade Cum Records should be finalized for movement to Middle School
June 16 th	Complete Digital Portfolios

June 17th	Kindergarten Moving-up ceremony – 9:00 am
June 18th	<p>STARS Report Card entry of grades to be completed in STARS....</p> <p>*STARS Report Cards will be generated in June for Administrative Review.</p> <p>Special Ed – Ms. Jaoui ENL/Bilingual Ms. Prince General Education–Ms. Johnson</p>
June 19th	Juneteenth Holiday - SCHOOLS CLOSED
June 21 st	All students must return books to Ms. Zoulis
June 21 st -22 nd	Collection of <i>HMH, Arriba and Foundations</i> instructional materials and Teacher Resources. – Ms. Young, Room 124 (K-2 HMH Teacher Guide) & (K-2 Foundations), Ms. Flannery (3-5 HMH Teacher Guide)
June 23rd	Fifth Grade Graduation – 9:00 am
June 24th	Students return all ‘Non-Consumable” instructional materials from home to classroom
June 24 th -25 th	<p>In-classroom Packing/Storage/Classroom Moving Preparation of ELA, Math, Science, Social Studies instructional materials/resources, and classroom libraries – During Prep & Prof. Periods</p> <p>*Teachers are to turn classroom libraries around and leave in the room.</p> <p>*Elmos and laminators must be labeled with the teacher's name and room numbers.</p> <p>*Teachers cover all classroom computers with plastic garbage bags. See custodian to get 2-3 bags. Ms. Prince & Ms. Jaoui will inspect and sign your Check-out sheet.</p> <p>*Teachers are to store instructional materials that are not collected (i.e. – classroom libraries) neatly in cubbies and closets. .</p> <p>PLEASE DO NOT DISCARD ANY SCHOOL PURCHASED ITEMS, ESPECIALLY BOOKS.</p> <p>*Students should empty out their desks and throw out garbage.</p> <p>*Teachers are to label broken furniture as “Broken Furniture” for classroom removal. Leave furniture inside the classroom.</p> <p>*Remove hallway bulletin board displays.</p>
June 26 th	<p>LAST DAY for all students and teachers. - FULL DAY OF SCHOOL</p> <ul style="list-style-type: none"> • Last day of school for all students. Report cards are available to families/ parents on NYCSA. • If you are moving to a new room. Label all unwanted items for disposal. Put these items in front of the room. ▪ Stack up chairs on June 26th prior to classroom inspection. ▪ Room inspections and sign off on the checkout sheet by Ms. Prince & Ms. Jaoui between 11:45 -1:00 p.m. ▪ By 1:00 p.m., teachers will hand in Cumulative Record tin cans to Mr. Keith in the copy room and get their signature on your checkout sheet. ▪ At 2:00 p.m., submit classroom and closet keys in a labeled envelope (with name and room #) to Ms. Cruz and get her signature on your Checkout sheet. ▪ At 2:20 p.m., Please return the signed checklist to Ms. A. Cacho.
June 26 th	LAST DAY OF SCHOOL!

Thank you for all that you do, have a rejuvenating summer vacation!