



## **Campus + Classroom Check In and Out**

Teacher:

Classroom #

**Purpose:** Each summer, we are hosted at schools, and we want to continue our relationships with our sites. This means we must work together to leave sites in great condition.

Please use the following guidelines to assess classrooms at the beginning of the summer and to help leave classrooms cleaner than we found them. Reach out to your SDs if you have any questions.

Final classroom walkthrough will be on FRIDAY at —by your SD or IC

### **Check in task:**

- Take pictures of the classroom walls, windows, table/desk setup, whiteboard, and teacher desk area
- Note if there are any “no-go” or “do not use” areas or materials

### **Check out the List:**

#### ***Aim High Materials: BY WHEN—***

- Return all supplies to the office.
- Return all technology to the office
- Return any unused curriculum to the office
- STEM Teachers—pack up STEM supplies, use the list
- Humanities Books –return to the office in the Humanities box

#### ***Classroom Clean Up: BY WHEN—***

- Return the desk and chairs to the original setup
- Clean and wipe down the desk
- All trash should be compiled by the garbage can
- Remove all blue tape or posters from the walls
- All projects and student work should be sent home with students or disposed of properly
- All activity supplies should be returned to the office
- Review pictures from the beginning of summer to ensure the room looks as if it was unused
- Leave brief thank you notes for the educator whose classroom you were in all summer

Notes: If there are any broken items or damage we should be aware of, please let your SDs know and note here:

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Teacher Signature

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Site Director Signature



**Thank you for helping hold high expectations as guests at our sites.**

## **Site Check In and Out**

**Purpose:** Each summer, we are hosted at schools and we want to continue our relationships with our sites. This means we must work together to leave sites in great condition.

Please use the following guidelines to help leave campuses cleaner than we found them.

**SDs use the following guidelines to ensure the best closing at your campus site.**

- Walk-through of campus
  - (Before) Make note of cleanliness and set up of all classrooms, the office, and shared spaces
  - (After) All classrooms, offices, and shared spaces must be checked for cleanliness and condition
  - (After) Remove all blue tape, posters, etc., from the walls
- (After) Check all community spaces
  - Cafeteria - no leftover Aim High lunch food or snacks
  - No lost and found items
  - Auditorium
  - Gym
- (After) General Wall Spaces
  - All Aim High posters removed
  - All walls and bathrooms have been inspected for graffiti
- (After) Celebration Night Closing
  - No items left behind in the gym/auditorium
  - All food is disposed of
  - All decorations removed
- (After) Aim High SD Office
  - All materials and equipment returned to CO
  - No electronics left behind
  - Remove any posters from the walls