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##### Memorandum

…***from the desk of Ali Bond***

***TO: Ridgeview Faculty and Staff***

# ***DATE: Spring, 2011***

# ***SUBJECT: End of Year Stuff***

As the year winds down, there are a number of things that need to be done to complete the year and to begin preparation for 2011-2012. **Please note that all of the following must be completed before you “check out” for the summer**.

**KEYS**

Teachers may keep your classroom & building keys unless you are retiring. Aides will return keys at check out. Make sure that your keys are clearly marked with your name.

**CLASS LISTS**

You should work with your co-teachers to make class lists for next year. We will be using the form that was used last year. Please make class lists that have as much balance as possible in the following area: equal boys & girls, culture/race, equitable distribution of ability levels, disciplinary considerations.

**Special education resource students** should be listed on one class (except 5th grade)

**Speech students** should be on one class list separate from the students in resource (we may have to adjust this if it is too difficult to put in one class).

**Students with 504 Plan** should be listed on one class list, not with IEP students.

**ELL students** should be placed in one class unless there are too many, then 2 classes.

**Gifted students** can be split among classes.

**PERM CARDS**

Teachers of grades K-2 should be working on putting information on student perm cards.

Teachers of grades 3-5 will get stickers from Shannon once grades are reported. Teachers will then put these stickers on the students’ perm cards.

**LITERACY FOLDERS**

Each teacher has literacy folders for his/her classroom. Please complete the information on the sticker after the May benchmarks. The AIMSweb booklets may be discarded once the scores are recorded on the folders.

**CUMULATIVE FILES**

Teachers should make sure the following items are in your students’ cum files: copy of this year’s report card, ISAT scores grades 4-5.

**REQUISITIONS**

All requisitions should be turned in by **May 26**. You can turn it in earlier if you would like. Please remember to be as specific as possible (item numbers, catalog addresses, prices, quantities, etc.) as you prepare your orders from **CURRENT** catalogs. Shannon cannot order items if there is not enough information provided. Use a separate form for each catalog used. **Please put your name of each requisition form.**

**TEXTBOOK/TEACHER EDITIONS**

If you need textbooks, please indicate on the correct form how many books we currently have for your grade level and how many more are needed.

**CLASSROOMS**

There are a number of things to do in your classrooms:

* Take down any **Bulletin Board** displays, although you may wish to leave one blank paper over the entire board.
* You should put some sort of paper (newspaper, butcher paper, plastic bags) over open **bookcases.**
* Unplug and cover your **computers, printers, DVD/VCR components, Elmo** with large plastic bags to protect them from dust. Bill/Tim can supply those bags.
* Put any pieces of equipment away in cabinets that can be locked. Other things can be moved to storage rooms.
* Leave your **blinds** down and closed somewhat, so that the sunlight doesn’t have a chance to fade carpets over the summer. It will help the building to stay just a bit cooler, and maybe keep some AC costs down.

**SUMMER PROJECTS**

If there are any particular projects that need to be done in your classrooms, please write those down and give them to me. Be very specific in what needs to be done or what you would like to have done. Be sure to note various building problems, i.e., stained ceiling tile, carpet/molding problems, doors, windows, cabinets, etc.

**SUMMER ADDRESSES**

If your summer address/telephone number is different than your school year address, please give those to me. You never know when we might need to track you down.

**ATTENDANCE CARDS**

**Please check and sign your attendance card during your check out time**. Shannon keeps track of various absences (personal days, sick days, professional days, etc.) on the card, but you should make sure that your records coincide with her records. Then, sign or initial your card for verification.

**GRADE BOOKS/PLAN BOOKS**

All teachers should turn in their grade books if you keep one in addition to STI. I keep these into the next year, just in case there’s a question about a student grade. Lesson Plan books do not need to be turned in to me.

**STAFF HANDBOOKS**

Please hand in your staff handbook at checkout time. The handbook will be changed for next year instead of just providing supplement pages.