

RAMONA COMMUNICATION ARTS ACADEMY
2020-2021 Closing School Calendar Checklist

Check off as you complete each item and turn in the last page before you leave on May 21st

APRIL 26-30

- Prepare a list of items (non furniture and if applicable) that you do not need in your classroom and submit to Ricky via email. Submit by **May 14th**.
- All furniture must remain in your classroom.** If you would like something removed or exchanged with another classroom, please talk to Ricky.
- Submit a list of special repairs needed in your room by email to Ricky (e.g. filing cabinet issues, door problems, etc.) by **May 14th**.
- Start preparing your supply order list for next year. It's due to Maribel on **May 14th**.
- Placement cards will sent to you this week. We will complete them digitally again. Digital "cards" must be completed by the day we meet to form classes for next year – **May 14th**.

MAY 3-7

- Staff Appreciation Week! Let's celebrate all of you!
- Start working on honor roll recipients.
- Submit a list of special repairs needed in your room by email to Ricky (e.g. filing cabinet issues, door problems, etc.) by next week.
- Your supply order list for next year is due next week.
- Work on placement cards.
- Work on student cums – digital process in Q.

MAY 10-MAY 14

- Submit your honor roll names by **Monday**.
- Report card window opens on Tuesday! The window closes on May 13th, and report cards must be printed and turned in to Ricky for signature by **May 18th**!
- Honor Assemblies on **Thursday** (1st-5th).
- 2021-22 supply order due to Maribel by **Friday**.
- Submit any classroom repairs to Ricky via email by **Friday**.
- Placement cards need to be completed by Friday (for our staff meeting). We will meet virtually to complete the process. **All teachers MUST attend the meeting.**
- Friday** is the last day to submit a list of items that you do not need to Ricky. **DO NOT RETURN ANY ITEMS TO ROOM 14, MPR, OLD LUNCH AREA or the LIBRARY.**
- Remember that all furniture must remain in your classroom. If you would like something removed or exchanged with another classroom, please talk to Ricky. The purpose of this request is to maintain order and to make sure there is some level of consistency across all classrooms.

MAY 17-21

- Room check by Ricky or Lindsay (sign-up to be emailed).
- Attendance report will be placed in your box on Monday. Complete attendance summary on back of cum.
- File a copy of each trimester's report card in cum folder. **(You may attach all signed copies and file in the cum.)**
- Cums completed and turned in to Frances.
- Report Cards:** Send report cards home with in-person students on the last day of their group (A, B, or A/B). **These do not need to be signed by parents but they will be signed by Ricky.**
- Pending –
 - Preschool promotion
 - Kinder promotion
 - 6th grade promotion
 - 6th grade vs. staff kickball game
- Stack student anthologies in your classroom by subject area with the bar codes facing up. Teacher materials should be placed near the student materials. Stacie will inventory materials. A sign-up will be posted.
- Return school laptop and iPad to Lindsay – must be locked in Lindsay's closet OR fill out paperwork to take tech home.
- Room key and "End-of-Year Final Checklist" turned in to Maribel on Friday after room and cum check.
- ALL TEACHERS MUST BE CHECKED OUT BY Friday!**
- CELEBRATE!!** You made it! Congratulations!! The marathon is over!

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End-of-Year Final Checklist

These items must be initialed by the person listed at the end of each item

1. ____ Cum records for final checkout (*Frances*)
2. ____ School materials and textbooks turned in and scanned (*Stacie*)
3. ____ Report cards placed in cum (*Frances*)
4. ____ Unclaimed report cards mailed home (*Ricky or Lindsay*)
5. ____ Supply order for 2021-2022 (*Maribel*)
6. ____ Room left in orderly fashion (*Ricky or Lindsay*) *
7. ____ Laptop and iPad check-in (*Lindsay*)
8. ____ All keys turned in (*Maribel*)
9. ____ Emergency summer contact information (*Maribel*)
10. ____ Choose one of the office ladies and sing a song dedicated to the fight against Coronavirus (*Frances, Maribel, Selenne*)

*** Guidelines for bulletin boards, charts on the walls, and “orderly fashion”**

- If a bulletin board is in good condition (*not* faded or torn), then go ahead and keep it up (if you want to use it again next year).
A bulletin board two years old or older is probably NOT in good condition.
- As best you can, please remove all boxes, trays, papers, books, supplies, etc. from the top of any cupboards unless previously cleared with Omar. All crevices and surfaces will be dusted and cleaned.
- Keep your LHQ vocabulary wall intact. You do NOT need to turn in any of your other LHQ materials for inventory unless you are changing grade levels.
- If you have sound-spelling cards, posters, or other anchor charts that you will utilize next year, you do not need to take them down.
- Please ensure that staples are removed from walls where previous posters, student work, etc. was attached.
- Stack all chairs in one corner of the room.