

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

Collaboratively plan final faculty celebrations/ events including end-of-the-year luncheons and retirement ceremonies

Create and distribute a teacher checkout form

Provide a day-by-day, end-of-the-year calendar for the last two weeks of school

Notify staff members of any bell schedule changes during the last week(s) of school

Publicize the final exam schedule to staff, students, and parents

Make arrangements and establish procedures for make-up exams

Develop and communicate a schedule for locker or desk clean out with directions for the staff (Schedule locker or desk clean out as late as possible to avoid sending the message that school is over)

Identify final school-wide activities including general assemblies, special awards assemblies, graduation, plays or talent shows, concerts, yearbook distribution, field trips, parent orientations, student orientations, curriculum nights, athletic events, field days, etc.

Work with those responsible for these school-wide events to ensure the plans follow established procedures and all necessary logistical arrangements are made

For awards assemblies, identify personnel who will present awards and invite the parents of students receiving awards and scholarships

Provide directions for the collection of textbooks and the collection of fines from students for lost or damaged textbooks

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

Arrange for extra supervision on the last day of school as buses arrive in the morning and leave at the end of school to ensure student safety

Provide extra cafeteria supervision during the last week of school

If elementary students do not go to specials and remain with their base teachers during the last days of school, provide coverage for grade level teachers to give them breaks

Complete an inspection of classrooms before teachers leave for the summer

Solicit ideas from faculty members on the development of next year's master schedule

Continue or complete work on next year's master schedule

Identify and publicize the dates for student orientations that will occur before the beginning of the next school year

Determine the dates for new teacher orientation and notify staff members who will participate in the orientation

Make arrangements for volunteers (parents, students, etc.) who will provide support for the opening of the next school year

Set a time to meet with the PTA officers for the upcoming school year to discuss priorities and ways parents can help at the beginning of and throughout the school year

Provide guidelines for teachers regarding end-of-year classroom parties/celebrations to ensure that the number of parties is appropriately limited

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

Solicit budget information requests from departments or grade levels so that plans can be made to include the requests in the school's plans

Review school finances in preparation for summer audit

Evaluate school expenditures for the current school year and make adjustments, if necessary, next year

Order supplies for next year's school opening

Work with the custodial staff to develop a schedule for summer cleaning of the building

Review summer delivery procedures with staff members who sign for summer deliveries so that delivered items always match the orders

Request summer vacation schedules from year-round personnel to make sure school offices are covered

Make a plan for the care of school grounds (mowing, trash collection, etc.) so that the school projects a positive image in the community

Ensure that the technology specialist works with teachers to manage technology resource summer use, maintenance, and storage

Devise a plan for collecting all media signed out to students (iPads, Chromebooks, laptops, etc.)

Have the technology specialist provide an updated spreadsheet of the school's technology inventory with discrepancies and needs noted

Make sure that all technology upgrades (software and hardware) are performed over the summer months and create a schedule for teacher training for the next school year

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

Coordinate with the athletic department to make sure that all appropriate equipment is collected, inventoried, and stored

Thank (publicly and privately) support staff including bus drivers, custodians, office personnel, and cafeteria staff for their contributions toward making the school run smoothly

Gather collaborative team reports/notebooks for review over the summer

Evaluate staff progress in addressing learning standards and set targets for the next year

Schedule administrative team meetings to discuss and analyze the use of student achievement data in teacher evaluation

Complete all final evaluations and conduct final teacher evaluation conferences

Review the school's character education program (including physical, verbal, and cyber bullying) for needed revisions

Review compliance with guidelines for safety and security during and beyond school hours

Assess emergency preparedness, drills, and response protocols for natural disasters, adverse weather, and man-made occurrences

Plan community conversations to promote school success and share future goals

Create and distribute a parent and community report on the accomplishments and achievement of the school year

Complete and publicize a schedule for building use during the summer months

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

Publicize supply lists for the upcoming school year on the school's website, to the community, and local merchants

Meet with appropriate staff members to determine student placement in classes for the next school year

Create, distribute, and collect a "Year in Review" survey/feedback form for all staff, including teachers, specialists, teacher aides, secretaries, custodians, etc. as well as parents and community members

Provide department chairs or grade level leaders a separate checkout form addressing their end-of-the-year responsibilities

Make arrangements for panel interviews for future hires that will take place during the summer

Continue or complete new hires for the next school year

Identify mentors for each new teacher and communicate expectations for the mentoring process (Continue mentor assignment process as other new teachers are hired later in the summer)

Notify parents of when reports cards will be mailed/emailed

Ensure that appropriate personnel provide parents with advanced notice of any student who may be in danger of failing for the year

Provide summer school information to parents so that students are enrolled before the deadline

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

Notify community of any changes in the hours the school will be open during the summer months

Provide parents with a deadline for the submission of student schedule requests

Publicize information about community resources available during the summer along with information about how parents can access the resources

Schedule a calendar meeting prior to the end of the year with all groups and stakeholders: PTA, literacy leaders, grade level/department representatives, technology team, guidance, etc.

Plan summer school program and select students who need it the most. Work with transportation if buses will be provided

Let teachers know the current best thinking about grade level and class assignments for the upcoming year

Make sure staff members provide contact information (phone numbers, email addresses, US Postal Service mail addresses, etc) during the summer months

Complete and submit end-of-year reports to district and state

Organize and clean files, both hard copy and digital

Ensure that the school website is continuously updated over the summer and easy for parents to navigate

Review administrative responsibilities for the upcoming year and revise task lists

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

### Focus on Professional Development

Notify staff of professional development opportunities (both school-based and district-wide) to be offered during the summer

Review school data to determine where the emphasis for future professional development should be

Use collaborative team reports/notebooks as a data source in making professional development decisions

Conduct a staff survey to determine perceived professional development needs

Using data and staff input, devise a professional development plan/calendar for the upcoming year and make plans to ensure that adequate time is allocated for professional learning opportunities

Share suggested (or required) professional summer reading with school staff

Consider actions you can take to signal the importance of collaborative teams and job-embedded professional development

Plan learning walks involving faculty members so teachers can see professional development goals being implemented and learning strategies in action

Focus on your own professional development and that of the administrative team by accessing web-based, print, and conference-type resources\* that ensure that you, as an instructional leader, can articulate, recognize, and coach around instruction that prepares students to be college and career ready

# The Just ASK Closing of School Checklist

## Administrative Responsibilities

## Person Responsible

## Deadline

### Focus on Professional Development

Ensure that your own professional development\* includes learning more about what 21<sup>st</sup> century skills look like in action including:

- K-12 Standards for Mathematical Practice (adapted from the NCTM) that transcend all grade levels
- The five Cs of 21<sup>st</sup> century skills (adapted the Partnership for 21st Century Skills): Communication, Critical thinking, Creativity and innovation, Collaboration, and Cultural Responsiveness
- Rigor and relevance, specifically noting that “more” is not the same as rigor which focuses on cognitive complexity
- Enhanced questioning strategies such as those based on higher levels of Bloom’s Taxonomy, Webb’s Depth of Knowledge (DOK), and on Quadrant D of Daggett’s Rigor and Relevance Framework
- Literacy across the curriculum with balanced reading of complex texts and the inclusion of both written and oral evidence-based responses in all classrooms
- Concept-based, rather than fact-based, instruction
- Student voice and choice
- Empathy and equity

\* Visit the **Just ASK website** to access information about our consulting services and print and digital resources that can support your own professional development efforts. Be sure to check out the **Just ASK Resource Center** which consists of free (and copyright-free) resources such as the libraries of our e-newsletters *Just for the ASKing!*, *Making the Standards Come Alive!*, And *Professional Practices of 21<sup>st</sup> Century Leaders*, and *The Just ASK Mentoring Memo*. They are valuable tools for you to use in planning staff meetings focused on instruction and as resources to distribute to individual members of the teaching staff as you differentiate your supervisory and coaching



# The Just ASK Closing of School Checklist

## Student Services Responsibilities

## Person Responsible

## Deadline

Ensure that all final grades are turned in by designated date

Collect student attendance through the date designated by the district

Follow up on missing student course selection sheets and ensure that all are on file

Double check files/records for current/updated IEPs and make arrangements for completion of any missing IEPs

Provide official notification to appropriate school personnel, parents, and students who will not be promoted or who have not fulfilled graduation requirements

Communicate with feeder schools about any students who require special attention or have special needs prior to the beginning of the next school year

Coordinate the updating of students' cumulative files with all required information

Ensure all student folders to be sent to the students' next school have all required/requested information

Coordinate the transmittal of pertinent student information and records to/from feeder/receiving schools

Publicize summer registration hours on the school website/message board to minimize unexpected walk-ins

Post on school website enrollment requirements such as proof of residence, shot requirements, school records, etc.

Plan for the return of medication in the school clinic to parents/guardians

# The Just ASK Closing of School Checklist

## Student Services Responsibilities

## Person Responsible

## Deadline

### Especially for elementary schools:

Coordinate visits to the middle school

Work with small groups of students in “lunch bunches” with combination locks

Arrange for the middle school counselors to come visit and chat with the students

Collect any elective forms or schedules for the middle school

### Especially for high school graduation:

Well in advance, organize and execute plans to design, create, and/or order

- Diplomas
- Invitations
- Programs
- Caps and gowns (plus honors additions to attire)

Work with students and class sponsors to plan agenda for graduation ceremony and other graduation week activities

Monitor the selection of students who will make speeches and collaborate with English teachers to work with students to design and practice their speeches

Collaborate with the music department to plan processional and recessional music, the national anthem, and the school song as well as performance numbers, as appropriate

Work with art department or students to design graduation program

Identify staff members and underclassmen who will assist with logistics before, during, and after the commencement exercises

# The Just ASK Closing of School Checklist

## Student Services Responsibilities

## Person Responsible

## Deadline

Prepare graduation practices and procedures brochure for students and parents. Post on district website. Include information about

- Schedule
- Ordering logistics (invitations, caps and gowns, etc.)
- Tickets
- Appropriate dress
- Etiquette
- Staging and seating
- Return of caps and gowns

Consider organizing an all night graduation party at the school or local recreation center ([www.titansallnightgradparty.org/index.html](http://www.titansallnightgradparty.org/index.html) provides an example.)

Take care of yourself! Take a deep breath and relax!

# The Just ASK Closing of School Checklist

## Teacher Responsibilities

## Required Date

## Date Task Completed

Review recertification responsibilities and make arrangements to meet requirements

Prepare and distribute recommended summer reading lists along with questions to guide student reading to students, parents, and the local library

Remind students that school-wide rules apply until the school year is completed

During the last week of school, limit hall passes to absolutely necessary movement

Watch for potentially disruptive items students might bring to school; request the items from students and take those items to the main office

Be at classroom door during each passing period to help move students through the hallways and into their classrooms

Check restrooms near classroom during planning periods and at all opportunities

Take appropriate action with students who are excessively or repeatedly tardy

Remind students of locker clean out process and supervise locker clean out as assigned

Follow guidelines for the collection of textbooks and information on assessing fines for lost or damaged textbooks

Follow guidelines provided by the media specialist about what materials may remain in classrooms and what materials should be returned to the media center

Turn in completed gradebook as directed

Complete and turn in IEPs

# The Just ASK Closing of School Checklist

## Teacher Responsibilities

## Required Date

## Date Task Completed

Inspect books to determine those that need to be discarded or rebound, make a list, and pack them in designated boxes

Pack books and book list in labeled boxes and place boxes in designated location

Meet with collaborative team to reflect on the year, analyze achievement of team and individual goals, and set tentative goals and action plans for the next year

Provide appropriate personnel your summer contact information including phone numbers and email address

Obtain summer contact information from those with whom you might want to communicate over the summer

Check with department chair or team leader for guidance specific to your teaching assignment

Collect student portfolios created during the year to pass on to next year's teacher

Complete and submit all data for local school testing such as DRA results and end-of-the-year testing results

If end-of-year tests are taken and scored electronically, gather data to use for summertime planning

Submit all sign-out forms to the appropriate staff member (administrator, media specialist, department chair, grade level leader, etc.)

Prepare classroom for summer cleaning following established guidelines

Mark items left in your classroom with your name and room number clearly indicated

# The Just ASK Closing of School Checklist

## Teacher Responsibilities

## Required Date

## Date Task Completed

Turn in club/organization financial records and monies

Place copies of final exams in designated location for review and/or completion during the summer

Clean out closets and other classroom storage areas and dispose of unnecessary or outdated materials and supplies

Submit summer classroom maintenance/repair request forms

Record and file all user names and passwords as directed

Because Learning Management Systems (LMS) are often updated over the summer and files might be deleted, download course materials, texts, blogs, etc. to an external drive so that they can be uploaded in August

Follow the guidelines established by the building or district technology specialist for proper storing/maintenance of all technology including:

- computers, iPads, etc.
- printers
- keyboards
- remote controls
- computer peripherals such as cameras, microphones, headphones, etc.
- interactive white board peripherals such as pens, erasers, USB connections, etc.

Label all keys, place in envelope labeled with your name and room number, and turn into main office

Take care of yourself! Take a deep breath and relax!