

## **2019 - END OF YEAR INFORMATION AND CHECKLIST**

TO: Faculty/Staff

FROM: Mark McDowell /Bill Connell

RE: End of the School Year

As we enter the last couple of days of school, please read the following information carefully.

**COPY OF SEMESTER EXAMS** – Please make sure that Diane Kasparie has a copy of your exams.

**LOCKER CLEAN OUT** – Homeroom teachers are asked to inspect their student's lockers. Please encourage students to dispose of trash in the containers provided. If a locker is damaged, give the number of the locker and the name of the student to Bill Connell.

**EXAM REMINDERS** - Exam periods are one hour in length. Please plan exams to take the hour. No student is to leave the room and students must remain **QUIET** so as not to disturb others. If students need extra time for your exam, you need to arrange that time with them outside of regular exam time. **No teacher may allow students to stay late to finish an exam and thereby make them late for their next exam.** On exam days students do not need to report to school until the time of their first exam and may leave after their last exam for the day. **Teachers must be here during the entire schedule in case subs are needed. No one is to be dismissed early from an exam period or be excused from the classroom until the bell rings to end the period.**

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### **2019 SCHOOL CHECKLIST**

**Return This Form To MARK McDOWELL No Later 3:00 On Wednesday, May 29**

**TEACHERS:**

\_\_\_\_\_ Exams turned in to Mrs. Kasparie

\_\_\_\_\_ Homeroom lockers checked

\_\_\_\_\_ List of junior and sophomore failures turned in to Judy Liesen; freshmen to Bob Sheffield

\_\_\_\_\_ Room repair form turned in to Eric Orne

\_\_\_\_\_ Materials, books, and supplies in order and stored in your locked classroom

\_\_\_\_\_ Purchase orders for next year's supplies completed

\_\_\_\_\_ Pertinent financial information submitted to Kristi Smith

**EXIT SUPERVISION** – Please help in your area of the building at the end of each exam day. It's important we are present through the very end!

**SEMESTER GRADES** are final grades - semester GPA's are calculated according to the semester grade; therefore, please be accurate. Incompletes should be given only in exceptional cases.

**GRADES DUE** - Teachers are asked to have **quarter grades, exam grades, and semester averages in RenWeb no later than Monday, June 3<sup>rd</sup> at 9:00 a.m.** If you experience any problems, please let Jeff know ASAP. Also, please give Judy Liesen the names of any junior and sophomore and Bob Sheffield the names of any freshman who did not pass your courses.

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**2019 MAINTENANCE CHECKLIST**

**Return This Form To ERIC ORNE No Later 3:00 On Wednesday, May 29<sup>th</sup>**

TEACHER OR STAFF MEMBER: \_\_\_\_\_

ROOM OR AREA THAT NEEDS MAINTENANCE: \_\_\_\_\_

DESCRIPTION OF MAINTENANCE NEEDED:

\_\_\_\_\_  
\_\_\_\_\_

ROOM EQUIPMENT YOU ***WOULD LIKE*** FOR NEXT YEAR: \_\_\_\_\_

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