


**Standard Operating Procedure
Revised**

Subject: End of Year Procedures	Effective Date: 2010 Revised: May 31, 2023	Page(s): 1 of 9
	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish end of the year procedures for all schools within the district.

II. Authority:

Superintendent of Schools

III. Terms and Conditions of the Acceptable Use of Policy:

A. Please adhere to the following end of the year procedures:

1. Provide a class list to account for every student currently enrolled in each class in each school by June of each year. Print all names alphabetically and ensure they are spelled correctly.
2. ALL STUDENTS, INCLUDING RETENTIONS, MUST BE RECORDED.
3. Provide non-promotion (retention) list.
4. Teachers must meet with the appropriate administrator. All appropriate documents: such as portfolios, grade books, report cards, progress reports, etc. must be prepared for the meeting.
5. After the retention list is reviewed and approved, a letter of notification will be forwarded to the parents.
6. The parents/guardians must be scheduled for an appointment to discuss the retention. Upon agreement, the parent will be requested to sign an official notice of retention.
7. For students whose parents refuse retention an official notice must be signed by the administrator and parent indicating their refusal and this must be included in the child's permanent record. Yellow card must indicate Date retention was recommended and parent refusal.
8. Provide new class lists.
9. Please print, in alphabetical order, (last name, first name).

10. Ensure that all students are accounted for and that the names are spelled correctly.
 - Students may be divided, and new class lists created.
 - Retentions will be recorded on his or her current grade level list.
 - DO NOT LIST RETENTIONS ON NEW CLASS LISTS!!!
 - In grade level meetings, address the needs of the retained students and decide who will best be able to address their needs.
 - The retained students will be assigned to the appropriate class list at grade level meetings with the appropriate administrators.
11. Special subject teachers send grades to all classroom teachers K-8.
12. Small Equipment is to be collected by the principal's designee using the form provided for this task.
13. Collect iPads/Laptops from 10-month employees.
14. Sign professional development plan (which replaces PIP).
15. Submit lesson plan books to assigned administrator.
16. All electronic grades must be submitted, including all special subject area grades.
17. Submit report cards to the office as well as update yellow cards.
18. Forward students' portfolios passed on to the new teacher. They are to be secured in a safe location. Ensure that every student is accounted for.
19. Submit yellow cards of all students to the principal/main office ensure that they are completed with grades, attendance, assessment data, i.e.
20. All keys (desk, room, and closet) must be submitted to the principal. Any missing keys must be noted on or outside of the envelope containing the keys.
21. Submit plan books, roll books, textbook inventory, and grade books to the office.
22. Graduation ceremony is to be held on the last day of school for students.
23. Report Cards are to be issued on the last day for student attendance.
24. Secure summer contact numbers for faculty and staff.

B. Other items for consideration:

Administrative:

1. Develop procedures for notifying parents and families during the month you are away from school to help/support with incidentals.
2. Summarize vandalism violence reports as an avenue of evaluation for improvement and needs for the next school year.
3. Collect all keys to various rooms in the building and special locks on cabinet and doors for access during the school year for safety.
4. Revisit procedures for entering and exiting the building for students and staff members for possible changes.
5. Update the school website in order to reach staff members and parents when needed.
6. Ensure all communication devices are stored in a protective place/safe location of the building.
7. Order the necessary furniture for the next school year.
8. Review fire drill reports for possible improvements.
9. Arrange a committee to evaluate and develop schedules for all staff and students for the next school year by July 15th.

10. Submit Student Activity account books to the Business Office.
11. Schedule time to celebrate faculty and staff from the past school year.
12. Sign professional development plan (PDP) in conjunction with staff and review for the next year with copies to each staff.
13. Schedule time to celebrate community members, staff members, students and community stakeholders from the past school year.
14. Establish representation for various groups such as affirmative action, advisory committee to the principal, and chairpersons of groups.
15. Review HIB reports to identify areas of improvement and possible conflicts in new class configurations.
16. Review the unacceptable practices of the swipe-in and swipe-out procedures for the faculty and staff.
Each classroom teacher should develop plans that will cover a period of five days for the next school year.
17. Develop teacher handbook with the following:
 - School district calendar
 - Schedule monthly staff meetings
 - Marking period dates
 - Substitute plans
 - Evaluation of substitute teacher form
 - Assembly program assignments
 - Corridors assignment
 - Procedures for Division of Youth and Family Services
 - Teacher expectations
 - Homework format and expectations
 - Expectation in the lunchroom
 - Grade level assignment and grade level planning meeting
 - Staff have been trained on new Teacher Evaluation - Sign off for all teacher.
 - Teacher Evaluation sign-off sheet that all teachers were trained on the New Teacher Evaluation
 - Uniform Policy

C. Building Safety:

1. Revisit emergency signage and procedures.
2. Custodian must make certain that all lights are operable in and out of the building.
3. Fire exit signs must be in place.
4. Staircases free of all possible violations.
5. Check the fire extinguishers and the appropriate date for certification.
6. Refrain from using refrigerator, coffee pots, electrical heaters, fans and extension cords in classroom.
7. Check water fountains and bathroom equipment.
8. Make sure that work orders are inputted as soon as possible.
9. Close out any existing work orders.

D. Facilities:

1. Healthy and safety checklist (indoor and outdoor, clocks, public address system, keys, ipads, signage).
2. Appearance of facility (indoor and outdoor).
3. Furniture (students per class).
4. Instructional equipment (safety, operational).
5. Classroom ancillary needs- bulletin boards, posters, and signage.
6. Documentation/work orders for broken/need of repair items.
7. Custodian and administrators should prepare an inventory of repairs needed and submit it to the appropriate division.
8. Review school safety plan with security.
9. Work orders should be prepared and submitted prior to June.
10. Make sure that in and outdoors needs are acknowledged.
11. Grass should be maintained throughout the school year.

E. Curriculum and Instruction:

1. Displays and information such as boards, posters, signs, etc.
2. Textbooks (workbooks), chromebooks, staff laptops
3. Supplies (office and class)
4. Return of all books to the Library Media Specialist.
5. Inventory of all textbooks, materials and resources completed and filed.
6. Inventory of all requisitions and make certain that funds have been expended.
7. Inventory of all equipment by department and submit copies of results to his/her Unit Assistant Superintendent for district auditing.
8. Set goals for the next school year at each grade level in conjunction with each classroom teacher and support teacher.
9. Ensure that curricula are in place for all teachers at the end of the school year in order for the next school year to start smoothly.
10. Make sure that parents are aware of possible summer school program immediately for the end of the school.
11. Curriculum books/chromebooks should be available for staff to take home for review in order to prepare for the next school year.
12. Promethean Boards are properly secured and stored (mobile)

F. Personnel/Staff:

1. Finalize number of class sections.
2. Fill professional/certificated staff positions.
3. Complete grade level and class assignments.
4. Complete instructional schedule for each teacher.
5. Ensure class lists are current.
6. Ensure procedures for review of student educational plans have been established.
7. Ensure individual Professional Improvement Plans have been developed.
8. Ensure breakfast and lunch employees' personnel transactions for staff rehiring and termination should be submitted to personnel prior to the end of the school year.
9. Meet with personnel and verify all vacancies and complete necessary transactions for the upcoming school year.

10. Provide an exit conference with all staff and sign evaluations prior to the end of the school year.
11. Positions such as coaches, advisors, stipend accounts, i.e. should be completed by August 1st of each year.
12. Provide end of year assessment with all staff relative to "what worked and what needs improvement."
13. Monitor staff attendance through recognition of those with perfect attendance and those with 98% and above.
14. Develop staff telephone number exchange form with an update in case of emergencies during the summer months.
15. Establish a committee to review code of conduct examining areas in need of change for next school year.
16. Collect lesson plan books/ roll books.
17. Make sure to return all cellular phone(s) and other electronic devices confiscated during the school year to parents only. (Parents must sign for them)
18. Start developing instructional schedule for each teacher or every staff person for the next school year with a completion date of July 15th.
19. The Child Study Team will meet with the appropriate staff members assessing student placement for the next school year by July 31st of each school year.
20. Assess partnership throughout the district for success and recognition of those who supported the programs during the school year.

G. Students:

1. Ensure registration information (medical, emergency, free/reduced meals, native language, language proficiency, basic skill proficiency, IEP, 504 promotion/retention status, court orders) for each student is current.
2. Ensure school enrollment (by grade, by class, by program, number of sections) is current.
3. Ensure class assignments (roster lists) are current.
4. Ensure instructional schedule is finalized.
5. Post procedures and rules.
6. Finalize transportation needs.
7. Eighth Grade students' records must be completed with the necessary information and forwarded to the receiving high school.
8. Promotions for the next school year of students should be completed for the next year with assigned teacher, classroom and personal file forwarded to receiving teachers prior to the end of the school year.
9. Elect Officers for PTA, PTO, and HSC and submit the results to the Unit Assistant Superintendents and the Parent Resource Center prior to the last day of school.
10. Use a committee to review handbook in preparation for next school year and include necessary changes.
11. Review school policies and determine which were successful.
12. Make sure to closeout all student activity accounts with the business services office.
13. Organize and prepare fundraising events for the start of the next school year in conjunction with a committee.

14. Collect chromebooks from Preschoolers/8th Graders or last class section in building.
15. Acknowledge student attendance with recognition of those with perfect attendance and 95% and above.
16. Submit to the Unit Assistant Superintendents a list of all students involved with the military programs.
17. Compile disciplinary hearing information and documentation for filing and storing in the appropriate offices.

H. Student Performance/Achievement:

1. Assess student performance for prior year.
2. Identify each student who is in need of additional instructional support.
3. Establish individual instructional plan for each identified student.
4. Establish pupil progress indicators for each teacher.
5. Establish an individual folder or portfolio for each student.
6. Establish attendance, dress code, and behavior expectations and procedures.
7. Ensure performance benchmarks (attendance, discipline, content, assessment tasks, and portfolio, individual proficiency are identified and articulated)
8. Ensure assessment and reporting procedures and timelines.
9. Make sure to meet with staff members from the assessment office in order to accurately report and discuss student achievement on the standardized test.
10. Schedule final examinations for every subject area with final results documented as part of school assessment.
11. Review recommended student retention.
12. Evaluation timelines/procedures during the past school year.
13. High school students should receive their schedule/class assignment by August 15th of the end of the school year.
14. Meet with the planning committee to discuss benchmarks of various areas such as: attendance, dropout, suspension, tardiness, fights, number of time police was called to building.
15. Review of IR&S Referral for the next school year.
16. Summarize disciplinary referrals for Categories I, II and III. Make recommendations to improve these areas.

I. Teachers' checkout end of year:

1. Make sure that all teaching equipment is locked away for the summer months.
2. An inventory of all repairs should be completed by the classroom/office personnel and submitted to the principal for execution.
3. Store all textbooks properly away for the summer months.
4. Store supplies in a safe place for next year.
5. Make sure that the promotional class lists are current for all students.
6. Student's progressive plan should be part of the folder moving to the next grade or level.
7. Lesson plans for the start of the next school year should be left in the middle drawer of each teacher's desk or other designated place by the administration.

J. High School End-Of-Year Procedures and Schedule:
(Specifically)

1. Senior Class Trip should have occurred no later than mid-May.
2. Senior Prom should be held in the second week of June.
3. The Senior Awards Assembly should be held in May.
4. Provide the Assistant Principal with senior rosters for the collection of IDs.
5. Teachers should check books for fines or losses.
6. Final examination-ALL STUDENTS: Term-failure forms should be sent to the guidance office.
7. Collect IDs from grades 9-11. Seniors are to retain their IDs which will be used for identification when picking up diplomas. IDs will be collected upon picking up diplomas.
8. Last date for senior failures.
9. Last day to empty all lockers. Refunds will not be given to students whose lockers are not emptied.
10. Report card mark collection sheet information will be issued through the Scheduling Office.
11. Students absent from an examination and who do not attend a makeup session are to be given an "F" for the exam.
12. A final grade can be issued to a student on the basis of other contributing factors even though the student missed the examination.
13. The final examination is not intended to determine passing or failing for the year. Your Department Chairperson or Vice-Principal will assist you as needed.
14. A final grade, a fourth marking period grade, and a final exam grade must be entered on each student's mark sheet in addition to all other required information.
15. No senior is to be notified of an exam grade or final grade until after the official notification. Official notification will be given by the Guidance Counselor.
16. If a student transferred to your class, previous grades must be obtained *prior to exams* and averaged into your final grade.
17. Upon reviewing the students' grades and having made a judgment you can justify, recording the grade.
18. All grades of "F" must be reviewed with the department chairperson or the administrator in charge of your department before failure slips are submitted.
19. No grade change will be accepted for seniors after a certain date.
20. Term failure forms for failure of courses (Parental Notification of Subject Failure) for all grade levels are to be handed in to your Department Chairperson or Coordinator on the morning following the examination.
21. On the reverse side of each form, on bottom (section retained by school), teachers must write the four (4) marking period grades; midterm grade; final exam grade; total absences; total cuts for the year.

22. Report of senior failures must be personally handed in to your Department Chairperson, Coordinator, or Representative by the morning following the examination.
 - Term failure forms (Parental Notice of Subject Failure)
 - Report of Senior Failure Forms
 - Department chairpersons, coordinators and representatives will submit Parental Notification forms to the guidance office.
23. Obligation slips for grades 9-11 are to be submitted.
24. Seniors who have been informed that they will not graduate, may pick up their Parental Notification Forms from their guidance counselors.
25. Last day for entry of report card grades.
26. Seniors should report to homeroom and remain in homeroom until further notification is provided. All seniors must remain in homeroom no passes are to be issued.
27. Graduation rehearsals
28. Last day for students should be noted.
29. Last day for staff should be noted.
30. Diplomas will be issued in a designated location and time.

K. Summer School:

1. All teachers are asked to notify students in grades 9-12 of the following information concerning summer school offerings.
2. All students in need of summer school will be able to register.
3. The guidance department should distribute to students the Parental Notice of Subject Failure needed to attend summer school.
4. These notices should be distributed by the counselors in classes and homerooms each day following the examination. Failure slips for those students who do not attend after the completion of exams should be mailed to homes.
5. Collection of Student IDs will be as follows:
 - Lock/Locker Procedure: Reimbursement for locks.
 - Students must have their ID cards when returning locks.
 - TAPs will be responsible for this area.

L. Elementary Summer School:

1. Principal will submit, to the summer school coordinator, the name of each student who will be retained due to poor academic performance in core courses. (Summer school is not an option for promotion)
2. Retention notification letters are distributed to parents informing them of mandatory retention due to poor academic performance in course grades. (Summer school is not an option for promotion)
3. Retention notification letters are distributed to parents informing them of retention due to poor performance on district star assessments. Summer school is mandatory, and promotion is contingent on academic growth during summer school.

4. Principals will have a master list of all students that will be attending summer school in their building. **This list will be available for security purposes and will be used by summer school lead teachers and administrators.**
5. Principals will provide the district summer school coordinator with the room number of the classrooms that will be used for summer school.
6. At the conclusion of summer school, the principal will inform parents on the retention or promotion status of their child. Promotions and retentions letters are to be sent to all parents.

M. End of Year Obligations:

Due from all teachers:

1. Record books (attendance/grades).
2. Change of address demographic form-if needed.
3. Return all keys
4. Teacher's summer address
5. Curriculum guides
6. The materials listed must be checked off for each staff member. Department Chairpersons, Coordinators, and Representatives will submit materials and checklists to the **Assistant Principal** before checks are distributed.
7. Keys/envelopes with keys (separate memo) are due to the **Assistant Principal**.
8. All desks, cupboards, and closets are to be cleaned out.
9. Textbooks are to be given to department chairpersons, coordinators, and representatives.
10. Extra supplies or unused forms are to be returned to the appropriate offices.
11. Personal belongings must be taken home.
12. The district/school is not responsible for personal items left in the building.
13. Place your name on any classroom item that you wish to keep for the next school year. For example, if you have left your files at school in a file cabinet, make sure to put masking tape with your name on the file cabinet.
14. Clean-up your classroom. While the desks and floors will be swept and washed by the custodial staff over the summer.

V. Dissemination:

The Superintendent of Schools will disseminate this SOP to the Unit Assistant Superintendents and Principals, who will in turn disseminate this SOP to their subordinates.