



End of the School Year Classroom Closeout Procedures

The purpose of this staggered closeout document is to serve as a guide to assist school leaders with closing the building in a safe manner during Covid-19. The timeline below is suggested to allow all staff an opportunity to retrieve personal items and to fulfil normal summer closing procedures.

In advance of the designated closing days, leaders will:

1. Encourage your staff to arrive with Personal Protective Equipment (PPE). Provide a facemask and a pair of gloves, for those in need. Disinfectant and paper toweling for additional cleaning and sanitizing purposes should be provided by the engineering staff. These items must be made available for each classroom.
2. Develop a plan for staff to enter and exit the building while practicing social and physical distancing:
 - ✓ Stay at least 6 feet (about 2 arms' length) from other people
 - ✓ Stay out of crowded spaces/places and avoid mass gatherings of 2 or more people
3. Communicate to all staff that they must remain alone in their classrooms during the specified time. No family members should be on site to assist with the classroom closeout procedures.
4. Inform staff to bring their own boxes, containers, labels and or bins to transport or store items in the classroom.
5. Identify restrooms that will be open and available for use. Prop doors to avoid high touch surfaces. Post signage that states no more than 2 people are allowed in the restroom at a time.
6. Identify stairwells or elevators that are available for staff use. Prop open the stairwell doors on each floor. Post signs that state only 1 person may ride the elevator at a time.
7. Encourage staff to sign up for a classroom check-out time in advance to ensure schools are consistent with social distancing rules. Leaders also have the option of setting a scheduled check-out time to meet this requirement as well.



Below is a recommended schedule for staff classroom cleanout:

Early Start: May 18, 2020 Traditional: June 8, 2020	Allotted Time Frame
Social Studies/Science – MS/HS	8:00am-11:00 am
Grades K3 – 1	
English Language Arts (ELA) – MS/HS	12:00pm -3:00pm
Grades 2-3	
Early Start: May 19, 2020 Traditional: June 9, 2020	Allotted Time Frame
Mathematics – MS/HS	8:00am-11:00 am
Grades 3-5	
Sped / ESL	12:00pm -3:00pm
Grades 6-8	
Early Start: May 20, 2020 Traditional: June 10, 2020	
Specials/FAVE Teachers	8:00am-11:00 am
Support Staff	12:00pm -3:00pm
Early Start: May 21, 2020 Traditional: June 11, 2020	
Support Staff including EAs and CHAs	8:00am-11:00 am
Make-up Day – all content areas	12:00pm -3:00pm
Early Start: May 22, 2020 Traditional: June 12, 2020	Allotted Time Frame
Make-up Day – all personnel	By appointment with Principal/School Leader



Tasks to be completed by each staff member:

Instructional Materials

- 🍏 Classroom libraries need to be packed up and placed in boxes or on shelves to ensure they are not damaged during summer cleaning.
- 🍏 Library materials should be returned to the media center.
- 🍏 All math manipulatives or science resource materials should be cleaned and properly boxed for the upcoming school year.
- 🍏 Textbooks should be returned to the library and placed on the corresponding content area table in the library.
- 🍏 Return Chromebook issued for Remote Instructional Learning with students.
- 🍏 Schools without lockers, teacher must place the name of the student on the desk for desk cleanout.

Personal Items

- 🍏 All personal items must be stored in closed bins or boxes with the teacher's name clearly marked on the outside.
- 🍏 All Materials should be labeled and stacked on one side of the classroom. Any materials, not stored in closed bins or boxes, will be removed by the engineering staff and properly discarded.
- 🍏 Anything not labeled and left on the floor, is at risk of being discarded over the summer. Engineers will not be responsible for materials left over the summer.

Other Responsibilities

- 🍏 All keys (classroom, fob, ID badges, file cabinet) should be returned to the designated container in the main office in an envelope marked with your name and room number.
- 🍏 All walkie talkies should be returned to the main office.
- 🍏 Remove all items from the classroom walls and properly store or discard.
- 🍏 All garbage or unwanted items should be thrown away or set by garbage cans for disposal.



Student locker or Desk Cleaning Procedures

Locker clean-out should be scheduled for those students who were unable to obtain items prior to the school closure on March 16, 2020.

Prior to the pick-up date, grade level administrators and safety assistants will place all locker or desk content materials inside of a bag and label the bag with the student’s name on it. Staff should have materials ready for disbursement. Upon arrival at the school, the parent should be directed to remain in their car and asked to provide their student’s name. School staff will retrieve the bag of items from building and bring it to the car. **Students should return all classroom textbooks, library books, uniforms, sports equipment, musical instruments, etc., when they come to retrieve locker/desk items from school.**

Students not attending the virtual summer session, should return the Chromebook issued for remote learning. Students attending virtual summer session should retain their device.

Items will be available for pick-up from distribution date until June 30, 2020. Unclaimed items will be discarded as of July 1, 2020.

Early Start Select one Date	Last Name	Time
May 26, 2020 May 27, 2020 May 28, 2020 May 29, 2020	A-E	8-9 am
	F-J	9-10 am
	K-O	10-11 am
	P-T	1-2 pm
	U-Z	2-3 pm
	Any letter	3-4 pm



Traditional Start Select one Date	Last Name	Time
June 15, 2020 June 16, 2020 June 17, 2020 June 18, 2020	A-E	8-9 am
	F-J	9-10am
	K-O	10-11am
	P-T	1-2 pm
	U-Z	2-3 pm
	Any Letter	3-4 pm

Note: Please make individual arrangements with parents unable to retrieve items on scheduled date.