

# DODGE CITY MIDDLE SCHOOL

*Opening New Worlds for Personalized and Purposeful Learning*

## End of Year Procedures and Activities 2014

MAY 14<sup>th</sup> – 22<sup>nd</sup>

### END OF THE YEAR

We are rapidly approaching the end of what has proven to be another busy and very successful school year. I wish to thank all of you for your efforts and contributions during the past year. Despite the many daily challenges we face, I feel that as a school we have made considerable progress during the past six years. I consider myself fortunate to have had the privilege of serving as your principal.

As a staff you have demonstrated that you do believe in your students and school. I strongly believe that as we take a comprehensive view of our school - the quality of staff; student progress; quality and scope of our educational programs; services offered; success with extracurricular activities; and quality of exploratory classes, you will all achieve even greater rewards together in the future.

### IMPORTANT REMINDERS

- **Library Media Center and Lost Books:** The library media center at last report still has approximately 727 books checked out. Please help the media center get these books back. Have students check lockers for books. Team leaders will soon receive a student list.
- **Conduct: You will receive a list of students who owe office detention time on Tuesday, May 20<sup>th</sup>.** Those students should be dropped off at the office Wednesday morning, May 21<sup>st</sup>, on the way to Cardinal Jam.

### WEDNESDAY, MAY 14<sup>th</sup> – WEDNESDAY, MAY 21<sup>st</sup>

- **End of Year Supervision**
  - We are asking teachers to be responsible for supervising designated areas on the last few days of school. Please see: Last Days of School Supervision Schedule (purple).
  - Please continue to teach until the end. Instruction in your content area continues through the last school day.
  - Please continue to be diligent with the monitoring of hallways & restrooms. Consistency on everyone's part will provide a successful, safe end to the school year for students.

### MONDAY, MAY 19<sup>TH</sup> – IPAD & TEXTBOOK CHECK-IN (P.M. EXTENDED ADVISORY SCHEDULE)

- Monday, May 19<sup>th</sup> we will be having an end of the day extended advisory for students to check in their iPads and textbooks. (See P.M. Extended Advisory Schedule)
  - Please review extended advisory schedule and the procedures for iPad check-in.
  - ✓ Make sure that each iPad is named in the iPad settings with the Student's First Name and 6-digit local ID
  - ✓ Checking each student's iPad for condition or damages.
- **Procedure for Missing Textbooks**
  - After student locker clean-outs, all recovered textbooks will be placed on assigned book carts in the hallways. These book carts will be placed in the lounge and teachers will be responsible for finding their own missing books on these carts. If missing books are still not found on the carts, it is imperative that teachers check with other teachers in their curriculum area to find these missing books.

## End of Year Procedures and Activities 2014:

### ➤ Textbook Check-In

- All textbooks will be checked in during each period of the scheduled check-in day. Have students erase all marks in their books.
- Textbooks must be turned in and accounted for in an acceptable condition.
- If textbooks are lost or in bad condition, please use the price list included in your teacher packet to inform the student of the cost. Any student whose textbook has been damaged or lost should be recorded on the damaged or missing textbook form. Place books to be rebound in the auditorium with your room number (placed on top), and number of books that will be sent for rebinding. **(Rebinding is \$10.10)**
- TEXTBOOKS must be stored in numerical order with the numbers facing out. They must be visible on shelves and must include **ALL** Teacher's Editions or Teacher's Manuals. Textbook inventory form is to be completed with updated information.
- Place books that will not be used in a box labeled "**Discard**" and leave outside the door of your room.

### **TUESDAY, MAY 20<sup>th</sup> LOCKER CLEAN OUT**

- **Locker Clean Out** will be on Tuesday, May 20<sup>th</sup> at 8:05 am. If lockers have **NOT** been assigned already, team leaders will need to assign teachers to specific lockers to check.
  - **NOTE:** Please remind students to bring a sack for carrying home items on the day of their locker clean out.
  - Remind students that they are to take all personal items home. The students will not be allowed to use their lockers after 3:15 p.m. on Tuesday, May 20<sup>th</sup>.
  - Please do not allow students to make unnecessary noise. This should be completed as quietly and quickly as possible. Containers will be located in each hallway for trash. Please make sure that all stickers have been removed and that each locker is clean and empty. Check all lockers in your area even if they have not been assigned to a student. All items for Lost and Found should be sent to the Lost and Found area. Please have two students empty the large trash containers in the dumpsters. (Locker Assignment is Attached)
- **Office Detention List** - You will receive a list of students who owe office detention time on Tuesday, May 20<sup>th</sup>. Those students should be dropped off at the office Wednesday morning May 21<sup>st</sup> on the way to Cardinal Jam.
- **Lunch Last Two Days** - It is always helpful to have additional adult supervision during lunch. This is especially true during the last two days of school.

### **TUESDAY, MAY 20<sup>th</sup> – GRADE INPUT**

- **DUE DATE: Grade Input Begins on Tuesday, May 20<sup>th</sup> at 8:00 a.m. and Ends on Thursday, May 22<sup>nd</sup> at 3:45 p.m.**
  - The following are detailed instructions for printing your 1<sup>st</sup> – 4<sup>th</sup> Quarter grades:
    1. In My Grade Book, select a class that was in session during the 1st quarter.
    2. CLICK on the "Reports" tab. (Make sure to click on the word "Reports")
    3. CLICK on the "Grade Sheet Report."
    4. Under the Assignments label, select the second check box and change the date range to:  
Start –Aug 21, 2013 End - May 21, 2014
    5. Under Options, select "Show Assignments", "Show Term Grade Marks", and "Show Term Grade Percent."
    6. Under "Assignment Legend Options", select "Show at Bottom of Each Page."
    7. At the top of the page, CLICK on "Select Classes to View Report".
    8. Make sure all of your classes are selected and CLICK Print.
    9. When the report is finished rendering, an Adobe Reader file will open. Look through this and click the printer icon at the top.

End of Year Procedures and Activities 2014:

- If you have any questions, please feel free to email YOUR Connect Teacher or other Skyward Trainer.
- When you have printed your grade book, please turn in your grade book to the records clerk. Please do not turn in your grade book in a three ring binder.
- Use Paper clip, clamps, staples, or rubber bands to keep it together,

**WEDNESDAY, MAY 21<sup>st</sup> – LAST DAY OF SCHOOL SCHEDULE**

➤ **Advisory (8:05-8:20)**

- Take attendance. Wait for instructions (voice announcement) for escorting your classes to the auditorium. Students who have office detention should be dropped off at the front office. Keep your class seated together in the auditorium. Teachers will need to sit with their first period classes during the assembly.

➤ **Awards and Cardinal Jam Agenda (8:20–9:30)**

- Cardinal Jazz Band
- **OPENING/AWARDS:**
  - Agenda Cover (Ms. Schaeffer)
- **ACT 1:** Vocal – Fatima Hernandez/Glenda Arredondo
- **ACT 2:** Piano – Cannon Bunkall
- **ACT 3:** Vocal Solo – Lexi Burelsmith
- **ACT 4:** Dance – Lizbeth Quiroz
- **AWARDS:** Citizenship Awards (Mr. King)
- **AWARDS:** Perfect Attendance (Mr. King)
- **ACT 5:** Vocal Solo – Andrea Varela
- **ACT 6:** Violin Solo – Citlali Cobian
- **ACT 7:** Vocal Solo – Alexa Ilk
- **ACT 8:** Drama Skit
- **ACT 9:** Piano – Ela Dameron
- **AWARDS:** Geography Bee, Spelling Bee & History Bee (Mr. Steib)
- **AWARDS:** STUCO (Mrs. Sellens)
- **ACT 10:** Honor Orchestra
- **ACT 11:** Vocal Solo – Madison Elliot
- **ACT 12:** Dance – Sandwich Club
- **VIDEO MONTAGE** – Choir
- **AWARD:** Ed Jackson Award (Ms. Schaeffer)
- **DRILL TEAM** – Faculty Dance
- **CLOSING SESSION** – Jazz Band

- **Cardinal Jam Dismissal:** After Cardinal Jam is over, students will be dismissed to their first period class. Teachers should stay with their classes as we begin dismissing the student body by auditorium sections. Keep students seated until your section is told to exit.

**A LUNCH - 7th Grade \***

\*Math/ELA Times

8:20-9:30 Cardinal Jam			
1st	Team/Plan		9:33-9:52
2nd	9:55-10:25	2nd	9:55-10:14
		3rd	10:17-10:36
3rd	10:28-10:58	4th	10:39-10:58
A LUNCH * 11:01-11:31			
5th	Plan/Team		11:34-12:04
6th	12:07-12:42	6th	12:07-12:37
		7th	12:40-12:59
7th	12:45-1:21	8th	1:02-1:21
Advisory (10 min)			1:24-1:34

**B LUNCH - 6th Grade \*\***

\*Math/ELA Times

8:20-9:30 Cardinal Jam			
1st	9:33-10:03	1st	9:33-9:52
2nd	10:06-10:36	2nd	9:55-10:14
		3rd	10:17-10:36
4th	Team/Plan	10:39-10:58	
5th	Plan/Team	11:01-11:31	
B LUNCH ** 11:34-12:04			
6th	12:07-12:42	6th	12:07-12:37
		7th	12:40-12:59
7th	12:45-1:21	8th	1:02-1:21
Advisory (10 min)			1:24-1:34

End of Year Procedures and Activities 2014:

<b>C LUNCH - 8th Grade ***</b>			
*Math/ELA Times			
<b>8:20-9:30 Cardinal Jam</b>			
1st	9:33-10:03	1st	9:33-9:52
		2nd	9:55-10:14
2nd	10:06-10:36	3rd	10:17-10:36
4th	10:39-11:20	4th	10:39-10:58
		5th	11:01-11:31
5th	11:23-12:04	6th	11:34-12:04
<b>C LUNCH *** 12:07-12:37</b>			
7th	Team/Plan	12:40-12:59	
8th	Plan/Team	1:02-1:21	
Advisory (10 min)		1:24-1:34	

<b>A LUNCH * 11:01-11:31</b>
Voyagers Walk Down @ 10:58
Odyssey Walk Down @ 11:01

<b>B LUNCH ** 11:34-12:04</b>
<b><u>Elect Teachers</u>-Walk 5th pd class to cafeteria at:</b>
11:31-Sellens, Holeman, Martin, Stateler, Herter, West
11:34-Sewell, Vanderkamp, Ahern, Hamilton, Steib

<b>C LUNCH *** 12:07-12:37</b>
All Stars Walk Down @ 12:04
Defenders Walk Down @ 12:07

<b>EXPLORERS</b>		
<b>8:20-9:30 Cardinal Jam</b>		
1st	7th Grade	9:33-9:52
2nd	Team	9:55-10:14
3rd	Plan	10:17-10:36
4th	6th Grade	10:39-10:58
5th	6th Grade	11:01-11:31
5C (6th)	7th Grade	11:34-12:04
<b>C LUNCH *** 12:07-12:37</b>		
7th	8th Grade	12:40-12:59
8th	8th Grade	1:02-1:21
Advisory (10 min)		1:24-1:34

- Prior to yearbook distribution in advisory please make the following announcement: Writing, signing, or autographing that is deemed by the administration to be inappropriate will result in disciplinary action. The yearbook is an item that you will keep forever; sign each other's yearbooks with the knowledge that parents, grandparents, and other adults will be looking at them for many years to come.
- During advisory, teachers will distribute yearbooks and then escort their classes to assigned area and remain with them to supervise.
- Writing will only be allowed on the yearbook. Students are not to write on their clothing.

Please review End of Day Rotation schedule below for locations and times.

End of Year Procedures and Activities 2014:

**ADVISORY (1:24 -1:34)**

Advisory teachers will distribute yearbooks and then escort their classes to assigned area and remain with them to supervise. Please Announce: Writing, signing, or autographing that is deemed by the administration to be inappropriate will result in disciplinary action. The yearbook is an item that you will keep forever; sign each other's yearbooks with the knowledge that parents, grandparents, and other adults will be looking at them for many years to come.

**EIGHTH GRADE EIGHTH PERIOD SCHEDULE**

<b>Advisory: Distribute Yearbooks</b> .....	<b>1:24 – 1:34</b>
<i>Passing Period (Enter Auditorium Using North Main Doors)</i> .....	1:34 – 1:37
<b>Karaoke (Auditorium)</b> .....	<b>1:37 – 2:07</b>
<i>Passing Period (From Auditorium Front Main Exit Down 300 Hall Teacher Exit by Caf)</i> .....	2:07 – 2:10
<b>Yearbook Signing (Tennis Court)</b> .....	<b>2:10 – 2:40</b>
<i>Passing Period (From Tennis Court Enter Back Door North Gym)</i> .....	2:40 – 2:43
<b>Drill Team Performance (North Gym)</b> .....	2:43 – 3:15
<i>(Exit West, Back door North Gym)</i> .....	3:15

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**SEVENTH GRADE EIGHTH PERIOD SCHEDULE**

<b>Advisory: Distribute Yearbooks</b> .....	<b>1:24 – 1:34</b>
<i>Passing Period (100 Hallway North Exit outside to Tennis Court)</i> .....	1:34 – 1:37
<b>Yearbook Signing (Tennis Court)</b> .....	<b>1:37 – 2:07</b>
<i>Passing Period (From Tennis Court Enter Back Door to North Gym)</i> .....	2:07 – 2:10
<b>Drill Team Performance (North Gym)</b> .....	<b>2:10 – 2:40</b>
<i>Passing Period (From North Gym 400 Hallway to Side Entrances of Auditorium)</i> .....	2:40 – 2:43
<b>Karaoke Auditorium</b> .....	<b>2:43 – 3:15</b>
<i>(Exit North Outside doors of Auditorium)</i> .....	3:15

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**SIXTH GRADE EIGHTH PERIOD SCHEDULE**

<b>Advisory: Distribute Yearbooks</b> .....	<b>1:24 – 1:34</b>
<i>Passing Period (From 500 &amp; 400 Hallways Enter North Gym)</i> .....	1:34 – 1:37
<b>Drill Team Performance (North Gym)</b> .....	<b>1:37 – 2:07</b>
<i>Passing Period (From North Gym to 400 Hallway Enter Side Doors of Auditorium)</i> .....	2:07 – 2:10
<b>Karaoke Auditorium</b> .....	<b>2:10 – 2:40</b>
<i>Passing Period (From Auditorium Front Main Exit Down 300 Hall Teacher Exit by Caf)</i> .....	2:40 – 2:43
<b>Yearbook Signing (Tennis Court)</b> .....	<b>2:43 – 3:15</b>

**TEACHERS:** As a precautionary measure, we are asking for teacher supervision support on Wednesday after school. Below are designated areas that need supervision on the last day of school. We are asking that you remain in these areas until students have completely cleared your supervision area. (See Last Day of School Supervision Plan)

**THURSDAY, MAY 22<sup>nd</sup>**

- **TEACHER WORK DAY AND CHECKOUT**
- **Faculty Breakfast 8:30**
- **Checkout 1:00 P.M. – 3:45 P.M.**