

DODGE CITY MIDDLE SCHOOL

"I will work every day to acquire the skills of being an independent learner where I can achieve my fullest potential in academics, personal, physical and moral development so I can be successful in the 21st Century."

End of Year Procedures and Activities 2017

MAY 17th – 24th

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 nine years. I consider myself fortunate to have the privilege of serving as your principal.

As a staff you have demonstrated that you do believe in our 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, we will all achieve an 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 1,057 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.
- **Non-uniform Day List:** Advisory teachers will receive in your mail boxes on Friday, May 19 a list of students who are not eligible for Non-uniform days during the last week of school. These students will be notified that they have lost this privilege when they meet with the principal during the week. If a student on the list comes in non-uniform, please send them to the office. We are asking that teachers to review the non-uniform day guidelines during advisory next week.
- **Conduct: You will receive a list of students who owe office detention time on Monday, May 22nd.** Those students should be dropped off at the office Wednesday morning May 24th, on the way to Cardinal Jam.

WEDNESDAY, MAY 17th – WEDNESDAY, MAY 24th

- **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 (online).
 - 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.

THURSDAY, MAY 18th – TEXTBOOK CHECK-IN

➤ **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.

➤ **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 \$12.75**)
- **TEXTBOOKS must be stored in numerical order with numbers facing out. This must be done for storage on classroom shelves and/or classroom closets.** Book numbers must be visible on all 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.

FRIDAY, MAY 19th – IPAD CHECK-IN & LOCKER CLEAN OUT

➤ Friday, May 19th we will be having a P.M. Assembly Schedule so students can check in their iPads and clean out their lockers.

- ✓ 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.

➤ **Locker Clean Out** will be on Friday, May 19th. 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 carry 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 Monday, May 22nd.
- Please do not allow students to make unnecessary noise during locker cleanout. 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)
- Mrs. Burkhard will e-mail team leaders student name, locker number and combination to assist in locker cleanout on Thursday, May 18th.
- Trash bags for locker cleanout will be placed in teachers mailboxes on Thursday, May 18th.

- **Office Detention List** - You will receive a list of students who owe office detention time on Monday, May 22nd. Those students should be dropped off at the office Wednesday morning May 24th 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.

WEDNESDAY, MAY 24th – GRADE INPUT BEGINS

- **DUE DATE: Grade Input Begins on Wednesday, May 24th at 8:00 a.m. and Ends on Thursday, May 25th at 4:00 p.m.**
 - The following are detailed instructions for printing your 1st – 4th 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 20, 2015 End - May 20, 2016
 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
 10. printer icon at the top
 - 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 24, 2017 LAST DAY OF SCHOOL PROCEDURES

ENTERING BUILDING 7:30 – 8:05

Students entering the building will be checked for markers and cell phones. Students will not be allowed to go to their lockers during the day. Sixth through eighth grade students will go to the auditorium on entering the building or to the cafeteria to eat breakfast. Students who are performing in the Cardinal Jam will be allowed to go to the band or music room.

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 & CARDINAL JAM 8:20-9:30

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.

WEDNESDAY, MAY 24, 2017 LAST DAY OF SCHOOL SCHEDULE

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	12:45-1:21	7th	12:40-12:59
		8th	1:02-1:21
Advisory (10 min)			1:24-1:34

C LUNCH - 8th 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	10:39-11:20	4th	10:39-10:58
		5th	11:01-11:31
5th	11:23-12:04	6th	11:34-12:04
C LUNCH *** 12:07-12:37			
7th	Team/Plan	12:40-12:59	
8th	Plan/Team	1:02-1:21	
Advisory (10 min)			1:24-1:34

A LUNCH * 11:01-11:31	
Odyssey Walk Down @ 10:58	
Voyagers Walk Down @ 11:01	

B LUNCH ** 11:34-12:04	
Elect Teachers-Walk 5th pd class to cafeteria at:	
11:31-Barnett, Holean, Chamberlin, Dark, Royle, Bakke, Sewell, Vanderkamp, Camacho, Hamilton, Steib, West	

C LUNCH *** 12:07-12:37	
All Stars Walk Down @ 12:04	
Defenders Walk Down @ 12:07	

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.

WEDNESDAY, MAY 24, 2017 END OF DAY ROTATIONS

END OF THE DAY ROTATIONS			
GRADE LEVEL	1:37 – 2:07	2:10 – 2:40	2:43 – 3:15
6TH GRADE	NORTH GYM Drill Team	AUDITORIUM Karaoke	FRONT DRIVEWAY Yearbook Signing
	<i>PASSING-500 hall to enter N Gym</i>	<i>PASSING-500/band halls to west side doors to enter Auditorium</i>	<i>PASSING-Auditorium front exit door to enter Front Driveway</i>
7TH GRADE	FRONT DRIVEWAY Yearbook Signing	NORTH GYM Drill Team	AUDITORIUM Karaoke
	<i>PASSING-100 hall south exit to enter Front Driveway</i>	<i>PASSING-400 N gym hall to enter N gym</i>	<i>PASSING-500/band halls to west side doors to enter Auditorium</i>
8TH GRADE	AUDITORIUM Karaoke	FRONT DRIVEWAY Yearbook Signing	NORTH GYM Drill Team
	<i>PASSING-200 hall to library hall to enter Auditorium front doors</i>	<i>PASSING- Auditorium front exit door to enter Front Driveway</i>	<i>PASSING-400 N gym hall to enter N gym</i>

TEACHERS:

As a precautionary measure, we are asking for teacher supervision support on Wednesday after school. Please check assigned 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)