

**REVISED**  
**5/27/14**

Gulf Avenue Elementary School  
Closing Bulletin  
2013-2014

Teacher: \_\_\_\_\_  
Room: \_\_\_\_\_ Grade: \_\_\_\_\_

**CHECK OFF AS COMPLETED**

**Monday, May 5 (CINCO DE MAYO)**

\_\_\_ Smarter Balanced Testing for select 3<sup>rd</sup> gr. 3<sup>rd</sup> gr. students

**Tuesday, May 6 - Bank Time**

\_\_\_ Smarter Balanced Testing for select 3<sup>rd</sup> gr. 3<sup>rd</sup> gr. students  
\_\_\_ Bank Time (Topic: Organization Cards w/ EOY updated ELD level) M. Ocampo  
\_\_\_ Faculty Meeting (Topic: Closing Bulletin) Mr. Kooper  
\_\_\_ Begin completing CUMS for End Of Year (EOY) - DAY 1 Teachers  
See attached check-off list for this provided by M. Ocampo

**Wednesday, May 7**

\_\_\_ Smarter Balanced Testing for select 3<sup>rd</sup> gr. 3<sup>rd</sup> gr. students

**Thursday, May 8**

\_\_\_ 5<sup>th</sup> Grade Culmination & Panoramic Pictures All 5<sup>th</sup> Grade

**Friday, May 9**

\_\_\_ Cardio Carnival (COPA) throughout the day All Grades

**Monday, May 12**

\_\_\_ 5<sup>th</sup> Grade Field Trip to CA Science Center All 5<sup>th</sup> Grade  
\_\_\_ **Begin** Organization of Classes for 2014-2015 in Rm 8 @ 8:30 a.m. Out of Classroom  
Personnel

**Tuesday, May 13 - Bank Time**

\_\_\_ Bank Time: Next Year Grade Level Priorities/Plans M. Ocampo  
\_\_\_ Classified Appreciation Day during recesses All Non-Certificated  
\_\_\_ Faculty Mtg: **Continue** completing CUMS for End Of Year (EOY) - DAY 2 Teachers

**Wednesday, May 14**

\_\_\_ Teacher's Day & Nurses Day celebration at recesses Parents

**Thursday, May 15**

\_\_\_ UTLA Meeting in Auditorium Teachers

**Friday, May 16**

\_\_\_ 5<sup>th</sup> Grade Parade of Floats on Main Yard All Classes Invited  
\_\_\_ Awards selections due for Grades K-5 Sonia

**Monday, May 19**

\_\_\_ All Day Ocampo to Coordinator Meeting

**Tuesday, May 20 - Bank Time**

\_\_\_ 3<sup>rd</sup> Reporting Period Window is open Teachers  
\_\_\_ Bank Time: Next Year Grade Level Priorities/Plans Teachers  
\_\_\_ Faculty Mtg: **Continue** completing CUMS for End Of Year (EOY) - DAY 3 Teachers

**Wednesday, May 21**

\_\_\_ Dairy Council Assemblies on Main Yard. Select K-5 grades **TBD** Teachers  
\_\_\_ **End of Year class parties should not affect regular school lunch.** Cafeteria  
\*Any snacks/party items should be eaten afterwards.

### Thursday, May 22

\_\_\_ Kinder Hula on Big Yard

\_\_\_ Crianza Parent Meeting in Library

\_\_\_ Recess: Lost & Found Walk

\_\_\_ **End of Year class parties should not affect regular school lunch.**

**\*Any snacks/party items should be eaten afterwards.**

Teachers/Parents

Parents

Teachers & Students

Cafeteria

### Friday, May 23

\_\_\_ 12:00-1:30 Meet the Music, 4<sup>th</sup> Grade Field Trip

\_\_\_ Growing Up Films for parents in AUD

\_\_\_ ELD Portfolios DUE TODAY (in order to update you must provide current work samples to reflect **ending** ELD levels for students)

\_\_\_ All library books must be returned to library

\_\_\_ **End of Year class parties should not affect regular school lunch.**

**\*Any snacks/party items should be eaten afterwards.**

4<sup>th</sup> Gr. Classes

Nurse

M. Ocampo

H. Hegge

Cafeteria

### Monday, May 26

\_\_\_ MEMORIAL DAY (No School)

### Tuesday, May 27 - Bank Time

\_\_\_ Library will be closed for the rest of school year

\_\_\_ **COMPLETED CUMS DUE** in Aud; Please give to following staff.

- K: Ocampo
- 1: South
- 2: Cameron
- 3: Vitullo
- 4: Mr. Kooper
- 5: Tiscareño

\_\_\_ Progress Reports due to Principal

\_\_\_ Begin clearing your classroom computer desktops of unwanted files.

Examples: Student AR reports, PDF files, teacher files, etc.

\_\_\_ Make sure all desktop computers are secured to tables. If not, notify Ms. Tiscareño.

\_\_\_ Faculty Meeting: Classroom Summer Cleaning

\_\_\_ Send parent invitations only to those receiving awards

H. Hegge

Mr. Kooper

All Teachers

All Teachers

All Staff

Mr. Kooper/Ocampo

Teachers

### Wednesday, May 28

\_\_\_ 8:30 Awards Assemblies (In Aud, parents to be invited)

\_\_\_ Dairy Council Assemblies on Main Yard. Select K-5 grades **TBD**

Ocampo

Teachers

### Thursday, May 29

\_\_\_ Begin locking up/securing equipment, label with room #

- Document camera
- LCD projector (dust off filter)
- Sound system (Redcat)
- Microphone/Chargers

**If you don't have any place to lock it up, please turn it in to Room 25 today by 2:00 p.m.**

\_\_\_ 3<sup>rd</sup> gr. trip to see South Shores Production of The Jungle Book at CSUDH

\_\_\_ 1:15 p.m. Students vs. Teachers Ball Game

\_\_\_ 8:30 Awards Assemblies (In Aud, parents to be invited)

\_\_\_ Return all guided reading materials

Tiscareño

3<sup>rd</sup> Classes

All Classes invited

Ocampo

Cameron

### Friday, May 30

\_\_\_ 8:30 Growing Up films (8:30 Girls-Aud/11:15 Boys-Aud)

\_\_\_ 12:30 5<sup>th</sup> Gr. Luncheon & Dance

Nurse

5<sup>th</sup> Grade

**Monday, June 2 – Shortened Day (Dismissal @ 1:44pm)**

- \_\_\_ 8:30 Culmination rehearsal on playground 5<sup>th</sup> Grade
- \_\_\_ 5<sup>th</sup> Gr. Field Day 5<sup>th</sup> Grade
- \_\_\_ Turn in progress reports Sonia
- \_\_\_ Guided Reading Folders DUE with next year’s starting independent level Mr. Kooper  
written in **pencil near** name on folder. Include inside folder:
  - Words Their Way Assessments (score sheets)
  - Writing Assessments K-3 (Grades 4 & 5 places these in CUMS)
- \_\_\_ Begin to store all textbooks in closets/consumables will be delivered Vitullo
- \_\_\_ National Honors Society Induction Ceremony @ 4pm in Aud Contreras/Arballo

**Tuesday, June 3 - Bank Time**

- \_\_\_ 8:30 Culmination rehearsal on playground 5<sup>th</sup> Grade
- \_\_\_ Continue to store all textbooks in closets/consumables will be delivered Vitullo
- \_\_\_ 11:05 Autograph Day for 5<sup>th</sup> Gr. 5<sup>th</sup> Grade
- \_\_\_ Principal returns progress reports Mr. Kooper

**Wednesday, June 4 – Shortened Day (Dismissal @ 1:44pm)**

- \_\_\_ 8:30 Culmination rehearsal on playground 5<sup>th</sup> Grade
- \_\_\_ Continue to store all textbooks in closets/consumables will be delivered Vitullo
- \_\_\_ Walking Banning Park Field Trip for 5<sup>th</sup> Grade 5<sup>th</sup> Grade

**Thursday, June 5 – Minimum Day with BIC (School Day for kids is 7:40 am - 12:24 pm)**

- \_\_\_ Minimum Day – Teachers’ regular work hours are 7:40 a.m. - 2:35 p.m. Teachers
- \_\_\_ 8:30 Culmination on Main Yard 5<sup>th</sup> Grade
- \_\_\_ Reception immediately following in grassy area by library 5<sup>th</sup> Grade
- \_\_\_ NO class parties today Mr. Kooper
- \_\_\_ All students desks must be emptied and cleaned Teachers
- \_\_\_ Put a copy of student progress report in cum Teachers
- \_\_\_ 3<sup>rd</sup> Reporting Period window ends -   
(3<sup>rd</sup> reporting period from 5/20 - 6/5 is 62 days/whole year 180 days)
- \_\_\_ If student is absent, turn in progress report to office Teachers
- \_\_\_ All absence notes for 2013-14 turn to office in properly marked envelope Teachers
- \_\_\_ Continue to store all textbooks in closets/consumables will be delivered Vitullo
- \_\_\_ **SHUT DOWN/UNPLUG all computers/electronics from power sources** **Teachers**
- \_\_\_ **SECURE/LOCK-UP any other electronic items such as projectors,** **Teachers**  
**document cameras, RedCat Speakers & Mics., etc.**

**Friday, June 6 - Pupil Free Day**

- \_\_\_ Pupil Free Day (regular teacher hours) Teachers
- \_\_\_ If going off campus for lunch, please check out/in office Mr. Kooper
- \_\_\_ Make sure your emergency card is updated
- \_\_\_ Make sure ALL your CUMS are complete and SIGNED OFF by person checking
- \_\_\_ Conduct final cleaning of your classroom; remember there will be a deep cleaning crew during the Summer where everything will be taken out of each classroom for floor cleaning:
  - Take home any personal belongings.
  - Remove all items from student & teachers desks; clean.
  - Book shelves should NOT be too heavy to carry.
  - Remove all charts, posters, sound spelling cards, etc. from walls and doors at 6 ft. and below.
- \_\_\_ **TURN IN ALL KEYS TO SONIA BEFORE YOU LEAVE FOR THE SUMMER.**

Teacher Signature: \_\_\_\_\_ Room: \_\_\_\_\_ Date: \_\_\_\_\_  
*My signature above confirms that all of the items listed above have been completed.*

I appreciate all you do to serve students, parents and everyone at Gulf Avenue. I have truly enjoyed working with you. Have a great vacation. ENJOY, REST, RELAX, RE-ENERGIZE..... Mr. Kooper