

Because of the strict time schedule we need to follow to insure we are ready to start classes in September, the following deadlines/guidelines have been determined. We understand the extra burden for you and appreciate your cooperation.

### DEADLINES/EXPECTATIONS:

- 1) All staff members are expected to have their classrooms packed and ready to move by 6/13/2008.
- 2) GR 4-5 teachers will have everything in their classrooms moved to HIS, except for the mailboxes and flat files. Mailboxes will be provided at HIS and storage will be provided for flat file materials.
- 3) GR 6-8 teachers will have discretion to choose what stays in their old classrooms and what goes to their new classrooms.
- 4) GR 4-12 teachers: **Do Not Box textbooks!!!** All textbooks should be stacked on special pallets that will be inside the classrooms. Textbooks should be stacked on these pallets as they are collected at the end of the school year.
- 5) Staff should not expect to be able to use any **technology equipment** after 6/4/2008, the last teacher day. Classroom and lab computers will be removed beginning 6/5/2008. Grades must be completed by the last teacher day.
- 6) Staff should not expect to be able to use any student desks, tables, or chairs after 6/4/2008, the last teacher day.
- 7) File Cabinet Moving Guidelines:
  - Elementary Classrooms GR K-5: File cabinets will be moved full or empty
  - Heritage: File cabinets must be empty when moved. All files must be boxed.
  - Northridge: No file cabinets will be moved. All files must be boxed.
  - All moving of file cabinets (GR 4-12) must be done by the Time Services movers.
- 8) Extra dumpsters will be delivered to each of the buildings after Spring Break. (April 11, 2008)
- 9) Keys: No keys for teachers in grades 4-12 will be issued before August 4, 2008. Please do not expect to have access to your classrooms before that date.
- 10) No staff will be reimbursed for extra time spent preparing for the move.
- 11) Please direct any questions concerning the move to your building captains. See link to "Moving Captains" on the MCS website under teacher links.

**Thank you for your cooperation!!**