

**Provo City School District**  
**Policy Series 5000: Personnel**



**Policy No. 5110**

**End of Year Responsibilities**

The Provo City School District Board of Education recognizes the importance of finishing each school year in an orderly manner, with the expectation that schools will maintain meaningful instruction through the final days of school.

Supervisors are expected to ensure that professional responsibilities of all employees, whether staying or leaving the district, are met at the conclusion of the school year. Instructional materials, technology, keys other district property are to be managed. Adhering to designated financial schedules is also critical when closing out the fiscal year. Following established processes also allows for effective and efficient summer cleaning and the repair of district facilities.

The Board directs the superintendent to create procedures that address these concerns and establish criteria for all employees to follow when concluding each school year.

Approved by Board of Education: May 10, 2016