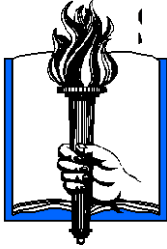


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Moving Materials/Books to a Different School or Assignment	Descriptor No: AD FM10	Effective Date: 10/92
Reviewed/Revised: 5/98; 6/08; 2/13; 8/13; 8/14; 5/19; 7/19; 4/20		

1 Materials that require a requisition to purchase (Board, fundraising, grants, PTO, etc. funds)
2 belong to the school and remain in the school.

3
4 When a teacher requests and receives a voluntary transfer to another school, and that teacher has
5 purchased equipment, furniture, materials etc. with their own personal funds, they are
6 responsible for moving their own self-purchased equipment, furniture, etc. to their new
7 assignment.

8
9 When a teacher is transferred involuntarily to another school, that teacher is responsible for
10 properly packing their own self-purchased equipment, furniture, materials, etc. Once these items
11 have been properly packed, the teacher must inform their current administrator. The
12 administrator will then inform the maintenance supervisor to have those items moved to the
13 teacher's new assignment.

14
15 While employed, teacher laptops are assigned to individual teachers. Therefore, when moving
16 schools, teachers shall take their laptops with them. The Technology Department shall be
17 notified of the move. Student computers are assigned to the classroom. Changes in student
18 population may result in the need to shift a student computer to another classroom. However,
19 that shall be done only with the approval of the Technology Department.

20
21 Materials for The Big Inch shall be collected by academic coaches and kept at the school for
22 storage over the summer. Extra sets shall be sent to the Central Office; they will be re-
23 distributed each year.

24
25 Materials provided to participants of Project INSPIRE remain with the teachers as the grant was
26 written to reflect that "ownership."

27
28 When leaving the district, teachers are responsible for moving their own self-purchased
29 equipment, furniture, etc. within two weeks following their last day of employment. If that does
30 not occur, it will be assumed to be property of MCS.

31
32 For teachers who are moving:

- 33 • Teachers who are moving within the same grade level at the same school will take their
34 textbooks, teacher’s editions, and other materials they have made for their current
35 classroom into the new classroom.
- 36 • Teachers who are moving to a different grade level—but are being replaced at their
37 current grade level—will leave their textbooks, teacher’s editions, and other materials
38 purchased with district funds for the new person occupying their classroom.
- 39 • Teachers who are moving to a different school but are being replaced at their school and
40 grade level will leave their textbooks, teacher’s editions, and other materials purchased
41 with district funds for the new person occupying their classroom.
- 42 • Teachers who are moving to a different grade level or school but are not being replaced
43 at their current grade level or school will send their textbooks and teacher’s editions to
44 the Central Office. Be sure to label the boxes with teacher name grade, and school.
- 45

46 When teachers change grade level, the following materials are not to be moved:

47

- 48 • Materials purchased with Title money.
 - 49 • Materials purchased by grade levels that are shared across the team.
 - 50 • Technology tools purchased by the school or through grants.
- 51

52
53 Board Related Policy-3.300