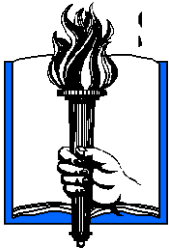


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



| | | |
|---|---------------------------------------|---|
| Descriptor Term: Year-end Checklist | Descriptor No: AD STU28 | Effective Date: 8/85 |
| | | Revised: 9/99; 11/00; 5/08; 5/11; 2/13; 2/14; 7/14; 7/15; 7/19; 4/20 |

1 The following are expected to be completed before teachers leave at the end of the year.

- 2
- 3 • Personal electrical appliances shall be unplugged, defrosted and cleaned.
- 4
- 5 • Tape and/or adhesive shall be removed from all walls, doors, floors, furniture, and
- 6 shelving.
- 7
- 8 • Principals shall check each room before teachers leave at the end of the year to make
- 9 sure it is ready for cleaning.
- 10
- 11 • Refer to “Summer Cleaning Process and Procedures” for additional guidance on
- 12 preparing the classroom for summer cleaning. The list will be updated and sent to
- 13 schools prior to summer break.
- 14

15 The following are expected to be completed one week after the last day of student attendance

16 unless otherwise indicated.

- 17
- 18 • A complete list of children who were retained by grade level and associated teachers
- 19 shall be sent to the Director of Schools
- 20
- 21 • Completed tentative homeroom assignments shall be sent to the Attendance Office a
- 22 week before the last principal workday
- 23
- 24 • A list of students who are attending out of zone at Discovery School, Hobgood,
- 25 Mitchell-Neilson, Bradley (under a “test-in” or “controlled choice” application) shall
- 26 be sent to Assistant Superintendent for Administrative and Support Services. All
- 27 other schools should not have students attending out of zone without a zone waiver.
- 28
- 29 • An updated comprehensive inventory of furniture and equipment indicating GP,
- 30 IDEA, Title shall be sent to the office of the Finance Department.
- 31

- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- Textbook inventories and textbook/workbook orders shall be sent to the Director of Curriculum and Instruction.
 - Two weeks prior to the end of school, a summer schedule for all non-ESP activities (summer camps, tutoring, etc.) shall be sent to the Finance Department Secretary.
 - Personal electrical appliances shall be unplugged, defrosted and cleaned.
 - Tape and/or adhesive shall be removed from all walls, doors, floors, furniture, and shelving.
 - All Fire and Disaster Drill reports shall be sent to the Finance Office.

45 **LAPTOP & IPAD END-OF-YEAR PROCEDURES**

46 Inventory all laptops and iPads including the teacher unit and all technology on classroom sheets.

47 Teacher Computers

- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
1. Teacher can take them home for the summer. If a teacher is not returning, the technology must be turned in to the principal.
 2. If the technology is left at school over the summer, it must be locked up in the classroom laptop cabinet.
 3. Teachers are responsible for backing up all personal data on the laptop to a personal external hard drive or flash drive.
 4. At the beginning of school, technicians will begin reimaging/updating teacher laptops. This will be on a one-on-one basis on a schedule that works best for both the technician and the teacher. It must be completed by Fall Break.
 5. Again, all personal data is the responsibility of the teacher.

59 Student Laptops/iPads

- 60
- 61
- 62
- 63
- 64
- 65
- 66
- 67
- 68
- 69
- 70
- 71
- 72
1. With the exception of a district inventory tag, tags, stickers, labels, or other adhesives shall not be placed on student computers.
 2. All laptops/iPads currently designated to a classroom must be inventoried on the classroom inventory as requested by Finance.
 3. Please submit Skyward work orders for any issue with a laptop/iPad before the end of school. That includes physical damage.
 4. The cabinet key is the responsibility of the teacher. If the teacher will not be returning, please turn in the key to the principal.
 5. Laptops/iPads in a classroom at the end of school may or may not be the same laptops/iPads issued at the beginning of school. This may be due to changes in classroom numbers, classroom changes, repairs, etc. Classroom inventories shall be updated at the end of each school year.

73

74 Principals remain responsible for school buildings during the summer. However, if a principal is

75 going out of town, a contact name and phone number of the person responsible for the building

76 and campus shall be left with the Director of Schools, Assistant Superintendent for

77 Administrative and Support Services, Assistant Superintendent for Human Resources and the

78 Extended School Program, and Director of Curriculum and Instruction.