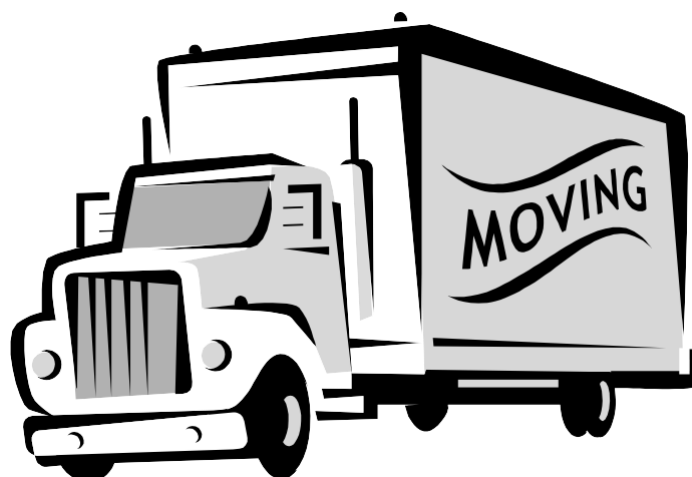


La Mesa-Spring Valley Schools

Transferring Teachers Handbook



April 2020

Transferring Teachers Handbook and Checklists

Revised April 2020

La Mesa-Spring Valley Schools believes all employees experience both professional and personal growth through changes in assignments. These changes are unique opportunities to gain new insights and refine instructional skills, as well as share one's own experiences. The transfer process is intended to be collaborative with teachers, support staff, and administrators working together for the mutual benefit of our employees and students. In light of the COVID-19 pandemic, the following **highlighted** dates can be changed to accommodate the individuals and the departments. Please don't hesitate to email Tina Sardina with any special circumstances and/or requests. We want to accommodate transferring employees to the best of our ability during this unusual time in our country.

Timelines:

- Every effort will be made to notify teachers of a transfer before the end of May.
- Human Resources will submit a list of transferees to the following departments by the end of May: Warehouse, Media Services, and Information Systems.
- Warehouse will provide boxes and tape to all transferring teachers by **May 29, 2020**.
- Transferring teachers must complete packing by **June 16, 2020**.
- School Office Managers must complete a *Move Order: Request for Moving Equipment and Material* form for teachers using the Warehouse to move items. This form must be completed by June 28, 2020. The form is available on E-Forms.
 - Teachers who are informed of a transfer *after* June 16, 2020, will contact Human Resources about the moving and packing process.
- Warehouse will move boxes and materials between **June 29, 2020, and July 24, 2020**.
- Warehouse will contact individual teachers once the move order is completed, if their current phone number/email is on the *Move Order* form.
- All moves will be completed by July 29, 2020, allowing one week before teachers report to unpack and set up, if that is the teacher's preference.

District Responsibilities:

- Provide 25-30 boxes and one roll of packing tape to all transferring teachers. These materials will be delivered to the sites by **May 29, 2020**. The cost of boxes and materials for transferring teachers will be borne by the District General Fund.
- Establish custodian responsibilities, giving priority to cleaning classrooms assigned to transferees and enforcing cleaning standards.

Site Administrator Responsibilities:

Current Site Administrator:

- Provide this Transferring Teachers Handbook/checklist to transferees.
- Be sure custodian delivers boxes and tape to transferees upon receipt from Warehouse.
- According to Contract Article 9.3.D.3 Assistance/Support for Transfers: *Release time will not be provided for assignments that will take effect in the following work year.* However, principals may be creative in providing time as needed. There is no compensation provided for teachers packing/moving.
- Consider creative ways to release teachers to visit new school and meet with new administrator and PLCs.
- Ensure that all required items, furniture and educational materials remain in the classroom.
 - All items purchased with school funds (barcoded items, classroom libraries, math manipulatives, classroom computers, printers, iPads, document cameras, projectors, etc.) shall remain in the classroom.
 - All classroom furniture (bookcases, file cabinets, rolling cabinets, teacher desks, chairs, tables, etc.) shall remain in designated classrooms.
 - Do not allow exchange of furniture, scavenging, “dumping ground” mentality.
 - Teachers are expected to work with Library Learning Resources Tech and principal to determine which parts of the curriculum materials/teacher guides can be taken with them.
 - Conduct a final walk through of the classroom.
- In most cases, teachers can take their laptop to their new school. Please check with your Site Tech.
- Note: Custodian/Teacher is responsible for the movement of teacher items/boxes for reassignments AT SAME SCHOOL. No boxes are provided for these moves.

Receiving Site Administrator:

- Contact new teacher(s) three to five days after being informed of the transfer. Provide room number assignment if it is known.
- Create a forum for new teachers to meet the staff (June staff meeting, class placement meeting, etc.)
- Establish timeline for teachers to obtain keys to room, unpack and set up one week minimum before school begins.
- Provide teachers with laptop computer if necessary, teacher editions, supply order forms, and other necessities for classroom start-up.
- Inform teachers of details of the school and consider assigning a mentor:
 - Culture of school; “unwritten rules”; vision; Dos and Don’ts
 - Ordering supplies; open stock
 - Duty schedules; daily schedule; library schedule
 - Social activities/committee
- Ensure classroom items and furniture remain in designated classrooms.
- Do not allow exchanging of furniture, scavenging, “dumping ground” mentality.
- Take special care to make sure student assignments are equitable – prevent a situation where the new teacher gets all the behavior challenges, difficult parents, etc.
- Supervise custodian* – prioritize cleaning of rooms for transferees.

Teacher Responsibilities:

- Contact your new principal if you have not heard for him/her within 3-5 days of transfer notification. Ask for classroom room assignment if it is known.
- Pack and label all boxes by **June 16, 2020**. Contact custodian or SOM if you need more boxes/tape.
 - You must use DISTRICT boxes if you are having the Warehouse move your items to the new school.
 - Do not pack/remove items purchased with school funds (barcoded items, classroom libraries, math manipulatives, classroom computers, printers, iPads, document cameras, projectors, etc.).
 - All classroom furniture (bookcases, file cabinets, rolling cabinets, teacher desks, chairs, tables, etc.) shall remain in classroom.
 - Personal furniture that will **NOT** fall apart will be moved.
 - Delicate personal items should be safely boxed up or moved by the teacher.
 - Label all boxes with a large tag on the width end of the box. The tag must include:
 - **LAST NAME, FIRST NAME**
 - **FROM SITE _____ ROOM # _____**
 - **TO SITE _____ ROOM # _____**
- All ergonomic items purchased for your use will be moved to your new site.
- Inform SOM when you are finished, so a *Move Order* may be submitted. Be sure and provide current phone number and/or email so the Warehouse can contact you when the move is completed.
- Ensure you turn your keys in to your respective SOM so they may perform an inventory and re-issue to the new teacher.
- Work with the Library Learning Resources Tech to determine what Teacher Resource Materials you may take, and which stay at the school.
- Talk to your Site Tech about your laptop computer and other technology questions. Depending on your school of transfer, you may be required to turn it in and be issued a new computer at your new school. If you have to get a new laptop, be sure to save any personal info or documents to a flash drive.
- Remove all personal items from your classroom and clear all items from bulletin boards.
- Return any extra boxes to the custodian to return to the warehouse. They are expensive!
- Complete walk-through with principal.
- Wait for a call or email from the Warehouse informing you that your boxes have arrived at your new school all safe and sound.

AFTER UNPACKING: Once you have set up your beautiful new room, please request that the custodian pick up your empty boxes to return to the Warehouse for recycling. Go Green!

Important Phone Numbers:

Dave Martinosky, Warehouse – ext.4732

Kristi Moorhead, Media Services – ext. 3136

Marla Locklar, Human Resources – ext. 6372

Wendy Rochester, Info Systems Help Desk – ext. 6440

*Supervising of Night Custodians and all Custodians during breaks is a responsibility of Mark Whitley, Custodial Supervisor.