

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: EC-R

BUILDINGS AND GROUNDS MANAGEMENT

The principal, teachers, and other school employees shall be responsible for protecting the school plant from undue damage during the school day and during school-sponsored activities.

Specific responsibilities:

1. The principal shall be immediately responsible for the condition of the school plant and shall provide direct supervision to the custodial/maintenance personnel assigned to his/her building. The principal will:
 - a. Give some time daily to personal supervision of the school plant and grounds.
 - b. Inspect the school plant periodically for conditions that might endanger the health and safety of students and/or employees. Fire, accident, and health hazards should be remedied and/or reported immediately.
 - c. Instruct custodians in their duties, providing them with a checklist of activities that require daily attention.
 - d. Provide for the removal of unsightly defacement on walls, fences, etc., immediately.
2. Teachers shall be expected to:
 - a. Maintain their classrooms in an orderly fashion.
 - b. Turn off lights whenever the classroom is not in use.
 - c. Rearrange papers, books, window shades, etc., in proper fashion before leaving for the day.

Requests for custodial services:

All teacher requests for custodial services will be channeled through the principal. The principal will make teachers aware of the extent to which they may request the services of custodians.

Current practice codified 1977

Adopted: date of manual adoption

Revised: 2/12/81