

STAFF PERSONAL ITEMS UTILIZED IN SCHOOL

Staff members may bring personal furniture, technology items, software, tools and/or appliances (refrigerators, microwaves, chairs, rugs etc.) into their assigned school work area with the approval of the building principal or supervisor.

All items must be in proper working order, good repair and pass all local and state fire codes. All technology items must be inspected by the technology director to make sure no viruses etc. are transferred into our network. All personal computing items must also have district filtering software installed and copyright information provided on software.

All surface rugs (must have bound edges with short pile) and furniture items must be clean. Electrical items may be inspected by the buildings and grounds supervisor and conform to local, state and federal requirements. If a district administrator determines that an item is not being maintained or cleaned properly by the staff member it shall be removed.

The district is not responsible for any loss or damage to a staff member's aforementioned items. It is strongly recommended that all personal items be removed at the end of each school year. A disposal fee may be charged to any staff member who does not remove personal items from the school upon request or at the close of his or her work assignment within the district. Under no circumstances should a staff member leave broken appliances for the school to dispose at a cost.

Legal Cross Reference:

APPROVED: February 8, 2010