

Administrative Directive Title: Care of the Classroom and Personal Items	AD Number: 3.300.2	Adopted: June 2007 Former Descriptor: STU25
Policy References: Board Policy 3.300 – Equipment and Supplies Management	Revised: 2/08; 6/08; 2/14; 7/15; 7/19; 11/24	

1 This procedure establishes guidelines for maintaining a clean, safe, and functional classroom
 2 environment, including rules for bringing personal materials and furniture into the classroom.
 3 This procedure applies to all teaching staff and any personnel who use or manage classroom
 4 spaces accessible by students.

5 **CLEANLINESS AND MAINTENANCE**

6 Staff are expected to ensure that classrooms are tidy at the end of each day, with all materials
 7 properly stored and workspaces organized. School-provided resources, such as textbooks,
 8 manipulatives, and technology, must be stored securely and maintained in good condition.

9 Furniture and equipment provided by the school should be treated with care. Any damage or
 10 malfunctions must be reported to the administration for prompt repair or replacement.

11 Any painting of school property must be approved by the Director of Schools and completed by
 12 the Maintenance Department or a contractor.

13 **CLASSROOM DECORATIONS**

14 Any decorations placed in the classroom, such as posters or educational displays, must not obstruct
 15 emergency exits, cover safety signage, surveillance camera views, or create fire hazards.
 16 Employees should use only approved materials to adhere items to walls, ensuring that they do not
 17 cause damage to paint or surfaces. Duct tape, cellophane tape, and/or hot glue are prohibited and
 18 should not be used on carpet, shelving, walls, or furniture.

19 **PERSONAL FURNITURE AND ELECTRONIC DEVICES**

20 Any personal furniture items, such as chairs, shelves, or lamps, must be approved by the
 21 administration before being brought into the classroom. This is to ensure compliance with safety
 22 codes and to prevent overcrowding. Upholstered furniture is prohibited.

23 Personal electronic devices or small appliances, such as coffee makers or fans, must receive
 24 approval from the school principal before use in the classroom. These items must be in good
 25 working condition and must not overload electrical outlets. Certain items, such as space heaters or
 26 mini-refrigerators, are prohibited due to safety concerns unless specific written approval is granted.

27 All personal furniture and items must meet fire safety regulations and be free from potential
 28 hazards, such as frayed electrical cords or unstable structures. Employees are responsible for the
 29 upkeep of any personal furniture they bring into the classroom. The school district will not cover
 30 repair or replacement costs for personal items.

31 Extension cords are prohibited. A power strip or surge protector must be used if a power source
32 extension is necessary. Power strips or surge protectors must not be plugged into another power
33 strip or surge protector. If extended power is required, the school's principal may submit a work
34 order for permanent rewiring.

35 **PERSONAL ITEMS REMOVED**

36 At the end of the school year, or upon separation from employment, employees must remove all
37 personal materials and furniture from the classroom. The school is not responsible for storage or
38 transport of these items. Classrooms must be returned to their original condition, free of any
39 personal belongings or alterations, unless otherwise directed by the school administration.