BUILDING AND GROUNDS MANAGEMENT

Section I: RESPONSIBILITY

The superintendent is responsible to the Board of Trustees for the maintenance and security of all equipment and properties of the school district. The superintendent shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

The administrative staff is charged with keeping each school plant clean, attractive, and in good repair. Rooms and specialized areas are to be provided for scheduled activities. Appropriate furniture and storage areas are to be made available for the support of said instructional programs.

When adequate space, furniture, etc., is not available for implementation of the approved instructional and/or ancillary programs of the district, it shall be the responsibility of the superintendent and his staff to report said deficiencies to the Board of Trustees and to work cooperatively with the board in remediating said deficiencies.

Section II: BUILDNG LEVEL

All policies involving the maintenance of a local school building and grounds are the direct responsibility of the principal in conjunction with other administrative offices. Organization for the serving of lunches, the job fulfillment of custodial personnel and others are the responsibility of the principal.

A high standard of school housekeeping is expected of all personnel. Work areas and classrooms should be kept attractive and the furnishings in orderly array. Adequate attention is to be given to ventilation, light and heat, according to the needs of the situation.

Students shall be expected to pay an amount sufficient to take care of any damages which they may have accidentally or unintentionally caused to school property.

In the case of willful damage of school property, such charges shall be made and further disciplinary action taken. (DEGD)

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