

**Policy Title: Care of Buildings and Grounds**

**Policy No: 401.17**

Teachers and support staff are responsible for the proper use of school property committed to their care and custody. Students should be taught to respect school buildings and equipment.

Loss or damage of equipment should be reported immediately to the building principal. No school equipment is to be loaned to outside parties without the permission of the principal or superintendent.

The assistance of principals, teachers, support staff, and pupils can help greatly in the maintenance of an attractive appearance of the interior, exterior, and grounds of school facilities. Staff members are expected to practice conservation activities by turning out lights, closing and locking the windows and drawing the shades to the height specified upon leaving the room at the close of the day.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	05/12/1975
Reviewed:	03/13/2006
Amended:	04/19/2006