**SCHEDULING THE FACILITIES**

The assistant principal for activities coordinates all scheduling of school events, including the use of the gymnasium and the outside athletic areas. An Activities Request Form must be submitted to the assistant principal for activities. Approval must be received before advertising the activity.

**PUBLIC USE OF FACILITIES**

The school facilities are available for public use. Individuals and organizations may contact the school for an application, prices for renting the facilities and the procedures for approving its use. The Superintendent has final approval of all applications.

**CUSTODIAL**

Clean classrooms are a team effort requiring teachers, students, and the custodial staff to work together. Teachers are responsible for maintaining a clean classroom that is in compliance with the county fire code.

The teacher should require students to dispose of trash and pick up garbage on the floor at the end of each day. Students should also stack classroom chairs so that the room can be vacuumed in the evening. Remove marks from desks, furniture, walls, and cabinets each week. Cleaning the dry marker board is the responsibility of the teacher.

The custodial staff is responsible for emptying trash cans, dusting, sweeping, cleaning, painting and waxing floors.

**FOOD AND BEVERAGES**

Food and beverages in the classroom should be limited. It the teacher decides to allow drinking in the classroom, then he or she will assume responsibility for cleaning spills and picking up trash left behind. Do not send students to purchase drinks or snacks from the vending machines during class. On those special occasions when food and drink are approved as part of a class activity, clean up properly. Be sure to notify a custodian to request the use of a large garbage can.

**FURNITURE**

A certain amount of furniture is allocated to each room and must remain in place. Please discuss the need to add, change, or remove any furniture with your supervising administrator or principal. All furniture and equipment are accounted for each year. Only masking tape should be used to label furniture and equipment. Large pieces of furniture should remain in the assigned room, even when a teacher changes assignments.

**CLASSROOM DECORATIONS**

Schools must comply with all fire and safety standards. Only fabrics labeled as noncombustible, flame resistant, or flame retardant are allowed on campus. Fire Code requires that less than 20% of the wall space can be covered with flammable material.

Do not block or obstruct exits, passageways to exits, exit and emergency lights, fire alarm pull boxes, and fire extinguishers. Keep all materials away from heat sources. Keep all work areas and storage areas neat and orderly.

Do not use screws or nails in the walls to decorate as it can cause extensive wall damage. If you need to mount an item too heavy for pushpins, please contact your supervising administrator or plant manager. Staff may not paint or add wall coverings to the walls without administrative approval. The custodial staff paints the base color of the classroom. Anything else, with administrative approval, must be performed by the staff member requesting permission.

The window in the door as well as any classroom windows must be left uncovered. Temporarily, coverings during special occasions are allowed with the use of masking tape to affix decorations.

Only use approved extension cords. Decorative electric lights shall bear the "Underwriters' Laboratories" (UL) or "Factory Mutual" (FM) label and be identified for indoor use. Follow the manufacturer's directions on how many strands of lights may be connected. These lights are only to be used temporarily for activities such as homecoming, dances, etc.

Artificial trees must be labeled as fire resistant, flame retardant.

Open flames are prohibited on campus. The only exemptions are in lab settings and the concession areas.

Do not stand on chairs, tables, or any other unsafe device to hang decorations. The plant manager can provide proper equipment.

**REFRIGERATORS & SMALL ELECTRIC APPLIANCES**

The Health Department requires all refrigerators have a non-mercury thermometer to regulate appropriate temperatures. Science refrigerators may not be used to store food or personal items. Electric coffee makers with automatic shut off are allowed in workroom areas and office areas. Do not bring hot plates or toasters to school.

**ENERGY MANAGEMENT**

Schools are given bonuses when electric usage decreases from year to year. The following are some energy tips to keep in mind:

* Turn your lights off every time you leave the classroom.
* Shut down all electronic devices, including computers, before leaving in the afternoon.
* Keep doors and windows closed. The thermostats are set in compliance with school board policy.

If a thermostat appears to be malfunctioning, please contact the plant manager to check the settings.

Gym and stadium lights should be used at low power settings unless it is during a competitive event. Turn the lights off as soon as possible. Unplug items during long periods away from the equipment.

**DISCARDING EQUIPMENT/TEXTBOOKS/INSTRUCTIONAL MATERIALS**

Items that are recommended for transferring to another school, discarded, or declared surplus must have approval from an administrator. Necessary paperwork must be completed.

**COMMUNITY PUBLICATION POLICY**

To assist our community in promoting programs, events and activities that are beneficial to students and their families, we have established the following policy for the availability and promotion of these publications:

* No programs, events or activities that are deemed to be of a negative or unhealthy nature, or which adversely affect the educational environment will be accepted.
* Posters will not be accepted.
* Fliers no larger than 8 1/2 x 11 and which are deemed acceptable by the principal may be made available for students and parents in the Media Center.

**VISITATION POLICY**

Due to the school's responsibility to protect and educate students, visitations by those outside of education are limited to the parents and guardians of the students enrolled and organizations approved to conduct business on our campus. The visitation by parents is limited to prearranged timeframes. Those individuals and groups who do not meet the criteria as listed above will not be allowed to visit with or be available to students.

All visitors on campus must have permission from the administration and MUST sign in at the office. All visitors to WCHS must receive a visitor’s pass from the office. There is no provision for students to bring school-age friends to school. Visitors must wait in the front office and not enter the building or campus without prior approval by administration.