

BUILDING POLICIES:

1. The building principal shall have the total responsibility for seeing that all policies pertaining to his building are followed.
2. The service of building custodians shall be under the direction of the principal. Any special service requests which may be needed from the custodian must be cleared through the principal.
3. Methods of building and ground maintenance, use of equipment, and the teaching of custodians, shall be the responsibility of the principal.

CHAPTER 8 – SCHOOL BUILDINGS AND PROPERTY

OPENING OF SCHOOL BUILDINGS:

1. School buildings shall be opened to pupils only when the principal and/or teachers are on duty.
2. Building shall be opened 15 minutes before the first bell rings. In case of inclement weather or an unusual circumstance, the principal may make arrangements to open the building earlier.

SCHOOL HOUSEKEEPING PROCEDURE:

1. Teachers and staff members shall at all times maintain high standards of good housekeeping.
2. Classrooms shall be kept clean and attractive at all times with teachers and pupils sharing this obligation throughout the school day. Classrooms shall be cleaned daily by the custodian.
3. Teachers shall be responsible for seeing that furniture and equipment within the classroom are well-cared for. Should any irregularities concerning school property occur, the principal should be notified immediately.
4. School grounds should be kept free from paper, debris, and litter. It shall be the responsibility of the principal to see that the condition of school grounds is such it will not distract from the over-all appearance of the school campus.

SALE OF SCHOOL PROPERTY:

No property shall be sold without the action of the school board. In the event school property is to be sold, it shall be advertised in the local paper at least three weeks in advance of the sale.

USE OF SCHOOL PROPERTY:

All requests for use of school property and equipment must be approved by the superintendent or principal. The borrower must sign for the property or equipment.

CHAPTER 9 - FINANCE

The Board of Education will annually adopt a school budget in order to meet anticipated school expenditures and limit expenditures for the fiscal year to items provided for in the budget.

SCHOOL BUDGET:

The Board of Education shall publish a proposed and millage rate at least 60 days before the annual school election.

Soon after July 1st, the board shall adopt the actual working budget, a copy of which must be filed with the State Department of Education before August 18th.

The superintendent of schools, as ex-officio financial secretary to the board, shall be authorized to make expenditures in accordance with provisions of the budget.

A financial statement showing receipts and expenditures to date shall be made available to the board at each regular monthly meeting.

Sometime after June 30th, which is the official ending date of the school year, all school books are audited by state auditors. A copy of the audit is sent to the president of the school board.

STUDENT ACTIVITY FUNDS:

Clubs, activities, and organizations within the school which are involved in the receipt and expenditure of money, shall have a special account kept as a part of the student activity account. Teachers who serve as sponsors of such organizations are required to obtain a receipt from the principal's office for all funds collected. Financial statements are available to school organizations that have student accounts.

SCHOOL PURCHASES:

Requisitions and purchase orders are to be made only by personnel authorized to do so by the superintendent. Whenever possible to do so, the board desires that purchases be made from local business establishments provided competitive prices can be offered. Purchases which involve sizeable amounts shall be made upon a competitive bid basis. (\$20,000.00 or above. All bids will be sealed unless otherwise specified).

MONTHLY BILLS:

As soon after the first of the month as possible, statements of accounts shall be rendered to the school in order that payments may be authorized at the regular monthly meeting of the board.