

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Business/Non-Instructional Operations

3516.15

Outside Items in Classrooms and Offices

Purpose of Policy

It is the goal of the Enfield Public School System is to provide a safe and healthy learning and working environment for all students, faculty and staff. To maintain such an environment, it is necessary to regulate items that may be brought into the buildings as well as their placements.

General Statement

In recognition of recommendations made by OSHA, Enfield Fire Marshals as well as by Local and State Health Directors.

Policy Specifics:

- 1) **Definitions:**
 - a. Building administration refers to the Principal, Vice or Assistant Principal, Dean of Students, their assistants and any other administrative staff specific to a school building;
 - b. School administration refers to the Superintendent, the Deputy Superintendent and their support staff in Central Office;
- 2) Boxes, storage containers and other materials that have been previously stored in areas prone to mold and mildew growth (such a damp basements) shall under no circumstances be permitted into a building or classroom. Necessary storage containers can be provided by building administration;
- 3) To maximize room ventilation and heat, no items shall be stored on ventilators nor shall they be stored in such a fashion that would block such ventilation;
- 4) All materials shall be removed from shelving at the conclusion of the school year to facilitate summer cleaning. Should the need for any boxes or other storage items be anticipated, please advise building administration no less than 90 days prior to the close of the school year;
- 5) Neither space heaters, refrigerators nor microwaves, including combination micro-fridge units, are NOT permitted in any classroom.
- 6) HEPA filters are permitted though will not be provided by the district;
 - a. Any member of building administration, faculty or staff wishing to maintain a HEPA filter in their areas shall be responsible for its cleaning and upkeep. Failure to do so will result in the HEPA filter's removal from the building;

Outside Items in Classrooms and Offices**Policy Specifics** (continued)

- 7) Plants, with the exception of those used for approved culinary or curriculum purposes, shall not be permitted in any classroom or office;
- 8) No more than one large area rug shall be permitted in each classroom;
 - a. “Large” shall be defined as any rug greater than 40 sq. ft. in area.
 - b. Any rug must be in good condition, short-fibered and accessible for regular vacuuming and cleaning.
- 9) **Electrical Items:**
 - a. Extension cords shall not be placed in locations where they may increase student and/or staff risk of tripping and/or falling. Such cords shall be in good condition, shall be free from fraying and shall not be placed under a rug;
 - b. No electrical cord shall be placed under a rug;
 - c. Any power strip or surge protector used in the classroom shall include circuit breaker/fuse protection. Any such strips or protectors must also have been certified by UL as evidenced by an approved label on the item;
 - d. No member of school faculty or staff shall tamper with color coded “SMART” power strips unless authorized by Town of Enfield Buildings and Grounds (B&G). Any issues with said “SMART” strips should be brought to the attention of B&G.
- 10) To maintain safe access into and out of the classrooms, especially in emergency situations, no materials shall be stacked so as to form a barrier within the classroom. Any such barriers will be removed by building custodial staff;
- 11) Artwork is permitted though it shall not cover greater than 20% of wall space nor shall any be placed on windows, light fixtures or in front of ventilation units;
- 12) No outside furniture shall be brought into the building. Should specific items be necessary, in order to accommodate a disability or ergonomic need, building administration should be notified;
- 13) No materials shall be hung within 18 inches of the ceiling nor should any material be tied to or hung from the ceiling unless hung by a member of custodial staff and under the authorization of building administration.

Policy Enforcement:

- 1) Any staff member noticing a violation of this policy should advise building administration of the issue;
- 2) Building administration shall then contact the involved party or parties and advise them of necessary corrective action;

Outside Items in Classrooms and Offices**Policy Enforcement** (continued)

- 3) If such action does not take place in a reasonable amount of time, building administration shall be empowered to advise custodial staff to bring the specific area into compliance with this policy;
 - a. If such action merits the removal of items from the room, such items shall be maintained in a safe area until the owner can remove such items from the building;
 - b. If such items represent an immediate health hazard, or if items are not removed from the premises Within a reasonable amount of time, custodial staff shall be authorized to dispose of such items in a safe manner consistent with applicable OSHA and environmental regulations.

Policy Adopted: December 12, 2018