

MEMO

January 16, 2002

To: All Principals and Department Leaders

From: Chuck Holden, Health and Safety Committee Chairman

RE: ***Guidelines for Administrative and Classroom Operations***

Enclosed are copies of the staff brochure and principal/department leader documents titled "Guidelines for Administrative and Classroom Operations". The Superintendent and Cabinet have requested that the guidelines go into effect January 2002.

The District Health and Safety Committee is comprised of staff members, community members, teachers, and various department administrators from within the school district. OSHA regulations and state laws mandate the committee. Our charge is to oversee all health and safety issues in the school district that impact staff and students. This is a large scope of responsibility and includes areas such as indoor air quality, fire code compliance, staff and student injury analysis, OSHA requirements, and building security. Last school year we discussed several of these issues and it became apparent to committee members that there was a large disparity in how different issues were handled from building to building. The committee saw a need to recommend a "best practices" guideline that would address air quality, fire prevention, energy conservation, and building security.

The brochure should be distributed to all building staff. You are encouraged to put this topic on your meeting agendas and discuss it with your staff. The second document is a more detailed explanation of the guidelines with statutory references and references from school district policies in the respective areas. If staff have requests for exceptions to these guidelines, you should submit a request for variance (last page of document) to your building health and safety team. If this group approves the variance, the next step is to forward it to the District Health and Safety Committee for final approval.

The District Health and Safety Committee and the Cabinet have had long discussions about these guidelines and realize some of the items in the guidelines are controversial. Our hope is that you and your staff understand that the health and safety of our employees were the reasons these guidelines were developed. With all the proposed budget cuts, the cost-savings that can be obtained with more energy efficient use of appliances only makes these guidelines more important for our school district.

Thank you for your involvement and leadership on this issue.