

**STAFF PERSONNEL**  
*Series 400*

Policy Title: PROFESSIONAL STAFF FACILITIES

Code: 404.9

The Board of Trustees recognizes that pleasant surroundings and adequate teaching facilities contribute to good staff morale and to the total educational program in the schools.

With the above in mind, it shall be the policy of the board to provide the following facilities for teachers:

1. Space in which a teacher may safely store his/her personal belongings, instructional materials and supplies.
2. A separate desk with lockable drawer space and a chair for every full-time teacher.
3. Adequate chalkboard and bulletin board space in each classroom.
4. Copies for use by the teacher of all texts, teachers' editions and manuals used in each of the courses the teacher is to teach.
5. Adequate grade books, paper, pencils, chalk, erasers and other subject materials and supplies required in the daily teaching responsibility.

In addition, it shall be the policy of the Board of Trustees insofar as is reasonably practicable and as expeditiously as possible to provide the following facilities at each school whenever space and funding permit:

1. Well-lighted and clean teacher restrooms.
2. Appropriate access to curriculum materials in each school library.
3. A teacher work area containing adequate equipment and supplies to aid in preparation of instructional materials.
4. An appropriately furnished room to be used as a faculty lounge.
5. An adequate eating area separate from the students.
6. Telephone available for use by teachers for official school business.
7. Adequate parking spaces reasonably accessible to the professional staff during the school hours.

Date of Adoption:  
Readopted: 7/19/99, 7/19/04, July 2009

Legal References:

Related References: