

Memorandum

To: All Faculty and Staff
From: Dr. Matthew W. Ross, Superintendent
Date: August 1, 2018
Subject: Policy and Procedure Bulletin_Student Participation in Classroom Cleanliness and Orderliness

The intent of this memorandum is to institutionalize the opportunity for students to build a sense of responsibility for keeping their classrooms clean and orderly, which will extend to their school, their home, and their community.

To be sure, the entire school community should be attentive to the efforts they can make in keeping the school clean and orderly. And, as adults, we have a responsibility to provide students with durable responsibilities that teach how to become positive, contributing members of society.

Not only does involving students in the task of keeping their classrooms clean and orderly (and by extension the entire school), it teaches them to be responsible for something beyond themselves, thereby reinforcing the principles of the *Social Contract*," knowing that when they arrive at school they know they are responsible to take care of its cleanliness and orderliness; and they will respect it and appreciate everything in it, which is an important component of the Social Emotional Learning Competencies.

To this end, all teachers will create a formal, written procedure for ensuring the cleanliness and orderliness of their classrooms that, at a minimum, focuses on tasks students will perform daily 1) at the end of each block of instruction, as appropriate; 2) prior to going for recess; 3) prior to going to lunch; 4) prior to going home for the day; 5) and for any other times during the school day, as deemed appropriate, which should include formal procedures for students to pick up trash or other objects around their desks / tables; straightening up the desks/tables; properly organizing/arranging books on the bookshelf; properly organizing/arranging textbooks; erasing the whiteboards; sweeping the tile and carpet; wiping down desktops/table tops with non-toxic wet-wipes.

To assist you with this endeavor, the District will provide you will a broom, dustpan, carpet sweeper, and non-toxic "wet wipes." Please do not use cleaning products that have not been approved by the District for general use.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.