

USING SCHOOL FACILITIES AND EQUIPMENT

ACTIVITY CLEARANCE

1. When planning an event or activity, the activity sponsor will check the Master Calendar for availability of dates and file a completed Activity Clearance Form with the appropriate administrator. (See administrative responsibilities).
2. All activities need to be approved 15 school days prior to the event. The exceptions are those events involving student body permits or transportation. These events need approval 20 school days prior to activity.
3. The form signed by the administrator will be given back to you to obtain all the necessary signatures. The completed form should then be returned to the Administrator for a final approval and distribution to the appropriate parties.
4. The activity is approved only when the activity sponsor receives a copy of the final form of the Activity Clearance.

USE OF THE AUDITORIUM

The use of the Auditorium will be scheduled by the administrator in charge. A requisition for stage equipment (lighting, stage settings, public address equipment, etc.), should accompany the request for use of the Auditorium, or arrangement made with the stage crew sponsor at least one week in advance. An "Activity Clearance" form will need to be completed and turned into the administrator so that she/he will be able to calendar the event. For use of the Auditorium: Student groups should not be admitted to the Auditorium unless the sponsor is present. Please check the doors to make sure they are all secure before you leave.

ASSEMBLIES

Classroom Procedures at Beginning of Assembly Period

1. All students report to regular class period, (unless other arrangements have been made).
2. Take roll immediately.
3. Give instructions on passing in the halls, seating, and general assembly conduct before you leave the classroom.
4. Review the class seating location before you get to the Auditorium.

Passing Procedures

1. Keep your class together.
2. Prevent your class from mingling with other classes.
3. Stop your class as you near the Auditorium, allowing ample space so your class will not mix with another.
4. Proceed to the door when the class ahead has completely entered the building.

Seating Procedures

1. Hold your class at the door until directed by the assembly supervisor to enter. He/she will direct you to take your class down a specific aisle.
2. Lead your class down the assigned aisle.
 - A. Turn students into the closest available row to the front.
 - B. Fill in every seat quickly and quietly.

- D. Keep your students quiet.
- E. Remove any student who is disruptive and escort to an area of the Auditorium which is empty.
- F. Take the entire class out and back to the classroom if the class shows poor assembly conduct.

Dismissal Instructions

1. Keep your students seated until dismissed by someone at the microphone.
2. Students are to lift their seats when they stand up.
3. Maintain orderly flow of traffic.

Points to Cover on Assembly Conduct

1. Leave books in the classroom if returning; Do not leave purses and other valuables in the classroom.
2. Keep talking to a minimum and never above a whisper.
3. Show courtesy to the guests and performers by sitting up straight in your seat and giving your attention to the program.
4. Show your appreciation by applause. Whistling, screaming, booing, or stomping of feet are unacceptable behavior.

USE OF THE LIBRARY

The library is available for class use, or for individual students during Nutrition and/or Lunch, or after school. Visit the library often with your class. Arrangements should be made with the Librarian for the use of the library. When a whole class visits the library, the teacher must accompany the class, remain with the class, and be responsible for student discipline, and be responsible for the proper use of library facilities. This will prevent damage to library books and equipment and insure profitable use of the library time. The school's collection of films, filmstrips, cassettes, records, video tapes, etc., are centrally located in the library along with the school's professional library. Ask the Librarian for assistance.

USE OF THE GYM AND PLAYING FIELDS AND EQUIPMENT

The use of the Gym and playing fields during school hours should be scheduled through the PE Department Chairperson and an administrator. For use of the Gym and playing fields outside of school hours, arrangements must be made with the Youth Services Coordinator and the administrator responsible for civic center permits. A Civic Center Permit will be needed and can be obtained through the Youth Services Department of the LAUSD.

USE OF FACULTY ROOM

Teachers who use these rooms come there to work and/or to relax. They would appreciate a quiet atmosphere. These rooms are for the express use of the staff and are not to be used by students. The Plant Manager's staff will keep the room clean and adequately maintained, but everyone will need to clean up after themselves and report anything broken to the Plant Manager.

USE OF AUDIO-VISUAL EQUIPMENT

Overhead projectors, filmstrip projectors, slide projectors, and tape recorders are under the supervision of the Audio-Visual Coordinator. The use of any of this equipment must be requisitioned through the coordinator at least 48 hours in advance.

SCHOOL EQUIPMENT

School equipment belongs to the L.A.U.S.D. From time to time, staff members may need to borrow certain equipment for planning purposes. During winter, spring, or summer breaks it has been the school's policy to allow staff members to borrow equipment such as computers, printers, etc.

All such equipment that is borrowed must first be approved by the Assistant Principal. A "Property Receipt - Loan Form" is available in the Main Office.

responsibility of the borrower.

BUILDING AND CLASSROOM MAINTENANCE

Clean and attractive buildings and classrooms have a positive impact on students. This not only aids in class control and student behavior, but student are encouraged to help keep our buildings and classrooms clean when they see efforts being made to properly maintain them.

It is suggested that the following procedures be followed:

1. The custodial staff will clean and sweep classrooms according to schedule and see that adequate trash containers are provided.
2. Teachers are urged to see that students refrain from throwing trash on classroom floors, i.e., gum and candy wrappers, sunflower seeds, crayons etc. It is suggested that the teacher and class take the necessary time to evaluate and correct shortcomings before students are dismissed each period.
3. Prior to leaving school each day, teachers should check to make certain that lights are off, windows are closed, doors are locked and electric appliances are turned off and if necessary unplugged.
4. Textbooks or other supplemental reading materials should be returned to the textbook room and not left in the classroom at the end of the school year. Personal instructional materials should be housed in a filing cabinet, built-in cupboard or boxed and taken off campus.
5. Students who are observed defacing desks, classroom walls, or other school property should be referred to their respective administrative liaison.
6. Please instruct students not to use wall to remove dust from erasers. Erasers should be pounded in the trash can.
7. Administrators will periodically check classrooms in an effort to provide assistance in building and classroom maintenance.
8. Special problems should be brought to the attention of the Plant Manager by completing a Maintenance Form and placing the form in the Plant Manager's mailbox.
9. Follow-up services will be monitored by the Assistant Principal incharge of the plant.