General Guidelines have been established in order to promote a healthy, clean and safe learning environment and encourage good life skills at all KISD facilities.

General Support

- Except in offices, all trash cans need to be located next to the door to encourage use and facilitate waste removal.
- Recycle bins/boxes should be used for all recyclable materials, not containing liquids or food matter.

Staff Support

- Teachers or Aides will teach students to police their area after each class and put trash into the trash cans as they exit.
- Teachers and Campus staff will teach students to properly recycle.
- Cafeteria Monitors will teach students to put all food and utensils in a trash can before leaving the cafeteria at the end of breakfast, lunch or break periods.
- Bathroom Monitors will teach students to properly use trash cans in the restrooms and not leave paper towels or other paper lying around, or on the floor.
- Hall Monitors will teach students to use the trash cans in the hallways to dispose of trash and to police the halls when they are in use.
- Teachers or Aides, at the end of the last class each day, and after policing their area for trash on the floor, will teach students to stack their chairs in groups of four to prepare the room for cleaning.

After Hours Support

- Requests for weekend custodial support should be avoided whenever possible.
- Overtime is not budgeted and can not be used to support after hours activities.
    - Custodians do not need to be present every time the building is in use by the Staff/PTA etc.

- Other than renters, whoever is using the facility, after hours, must leave it in the same clean condition that they found it.
- The building operator can “touch up” an area on Monday morning if necessary.
    - Do not leave food waste in the trash cans over the weekend, use the dumpster.