

(all Staff Members)

From: Woodson, Freddie

Sent: Friday, May 18, 2007 1:57 PM

To: ALL PRINCIPALS; ALL ASSISTANT PRINCIPALS

Cc: ALL REGION SUPERINTENDENTS; ALL REGION DIRECTORS

Subject: PRIORITY: Utilization of Electrical Appliances in Classrooms

Briefing ID #: 2311

PRIORITY: ALL PRINCIPALS: Utilization of Electrical Appliances in Classrooms

Category: *Required Action*

Audience: All Principals/APs

Due Date: n/a

Meeting Date: n/a

To provide clarification on permissible use of appliances in classrooms.

This briefing serves the purpose to provide clarification as to the possibility of authorizing the use of electrical appliances in classrooms, as long as the following conditions are met:

1. Electrical appliances may not be connected to extension cords.
2. Electrical appliances must be directly connected to an outlet.
3. Electrical appliances must be maintained clean and sanitary by the teacher (or owner of the appliance)
4. The teacher agrees in writing to maintain the cleanliness of said electrical appliances and abide by the conditions set forth above.

Electrical appliances that pose a safety hazard to students may not be utilized in classrooms. Teachers and staff should utilize appliances located in designated areas (Teacher's Lounge) for storing and cooking food.

Contact: Cynthia Gracia (305-995-2292)

Department: School Operations