

Summers County Board of Education Policy

ADOPTED: 6-4-74 Revised: 12/2/04

CODE: V-B-3

REFERENCE: Board of Education Minutes

PAGE: 1 of 1

CUSTODIANS

The custodian is entrusted with the proper maintenance of the school buildings and grounds, along with the health and general welfare of the pupils and staff. A custodian is judged by the clean, sanitary, and safe conditions that are exhibited in his area of responsibility.

Custodians must remember that they operate as a service function. Thus, custodians shall perform their duties in such a manner as not to interrupt or distract pupils and teachers in their instructional or other related activities. Any factors involved in the instructional program are under the jurisdiction of the teachers and the principal. Custodians are not to hire, use, or punish pupils in any way. The custodian should refrain from discussing school business with teachers and laymen. All discussions should be only with the principal, the superintendent, or their official representatives.

Custodians are employed by the Summers County Board of Education upon the recommendation of the superintendent. They are responsible to and shall receive their instructions from the school principal. The superintendent and the director of facilities may also give supervision and guidance, but the custodians' primary supervision and evaluation shall come from the building principal. The principal and the custodian shall work out a daily routine of duties. This outline of duties shall guarantee that all necessary work is being accomplished and will give guidance to any substitutes which it may be necessary to employ.