

OLD FORGE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: November 29, 1985

REVISED: May 15, 2002

710. USE OF FACILITIES BY STAFF	
1. Authority	<p>The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.</p> <p>The Board specifically prohibits personal use of district telephones at cost to the district; personal use of materials, tools, supplies and equipment; and personal use of district vehicles.</p>
2. Guidelines	<p>District facilities and equipment are available for staff use only if:</p> <ol style="list-style-type: none"> 1. In accordance with provisions of an applicable collective bargaining agreement. 2. Such use is clearly within the authorization granted in Board policy. 3. Prior approval has been granted by resolution of the Board, i.e. a school-assigned vehicle. 4. Temporary approval has been granted by the Superintendent and reported to the Board. 5. A personal emergency exists in which life or property is endangered. 6. A valid use of facilities permit has been issued.
Pol. 708	
Pol. 707	