

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

710-AR-0. USE OF FACILITIES/EQUIPMENT BY STAFF

The district specifically prohibits personal use by staff of district telephones, materials, tools, supplies, equipment, facilities and vehicles, unless approval has been granted in advance by the building principal.

Staff members who bring personal property into the school building and onto district property do so at their own risk. The district is not responsible for the theft or damage of personal property of employees.

Mail Service

A mail service system will be maintained within the district so that communications from inside and outside the district can be delivered to the intended recipient in the most practicable manner.

Use of district mail facilities and staff will be restricted mainly to the distribution of communications and materials that further the educational purposes of the district. The Superintendent or designee may authorize exceptions.

For the convenience of staff, mail boxes are provided for teachers and other assigned employees in each building office. Mail should be retrieved on a daily basis.

Political materials and literature will not be distributed through the mail service system or placed in school mail boxes, unless received through the United States Postal Service.

Telephone Calls

Staff members who need to use the school telephone should attempt to make calls prior to the morning start and after school.

Only in an emergency will a staff member be called to accept a call. Staff will be informed of other telephone calls through other means, such as a note in the mail box or personal notice.

Bulletin Boards

The district will provide bulletin boards in faculty lounges for use by individual employees and employee associations.