

# A. W. BEATTIE CAREER CENTER

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: June 24, 1999

710. USE OF FACILITIES BY STAFF	
1. Authority	The Joint Operating Committee establishes that school equipment and facilities may not be used by staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.
2. Guidelines	<p>School facilities and equipment are available for staff use only if such use is clearly within the authorization granted in Joint Operating Committee policy and prior approval has been granted.</p> <p>The telephones in the school building are installed for the convenience of employees in the transaction of school business. The Executive Director may authorize the use of telephones for other purposes in cases of necessity. Long distance calls must have prior approval from the administration and should be limited to the minimum time.</p>
67 PA 171.121 et seq	The Building and Grounds Director shall be responsible for the care and maintenance of all school vehicles in accordance with legal requirements and Joint Operating Committee policy.