

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710
Status	Active
Adopted	May 10, 2010
Last Revised	March 10, 2025

## **Authority**

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.

The Board specifically prohibits personal use of:

1. District telephones.
2. Materials, tools, supplies and equipment.
3. District vehicles.

## **Guidelines**

District facilities and equipment shall be available for staff use only if:

1. Such use is in accordance with provisions of an applicable collective bargaining agreement.
2. Such use is clearly within the authorization granted in Board policy.[1][2]
3. Prior approval has been granted by resolution of the Board, such as a district-assigned vehicle.
4. Temporary approval has been granted by the building principal.
5. A personal emergency exists in which life or property is endangered.

Legal	1. Pol. 707
	2. Pol. 708
	<a href="#">24 P.S. 510</a>