

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: January 15, 2009

REVISED:

	710. USE OF FACILITIES BY STAFF
1. Authority	The Joint Operating Committee establishes that school equipment and facilities may not be used by school 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 in accordance with applicable collective bargaining agreements or such use is clearly within the authorization granted in Joint Operating Committee policy.</p> <p><u>Telephone Use</u></p> <p>The telephones in the school buildings are installed for the convenience of the school administration and employees in the transaction of school business. An administrator may authorize the use of telephones for other purposes. Only important messages may be communicated through the office to students and employees. Only in cases of emergency shall other calls be taken for either students or employees.</p> <p>The telephone may be used prior to the teacher's assigned duties, during the preparation or lunch period, and after dismissal of students.</p> <p>Long distance calls must have prior approval from the administration and should be limited to the minimum time.</p> <p>All teachers should be aware of which calls are toll calls, and restrict the length of such calls.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>