

# SENECA VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED:

REVISED:

<b>710. USE OF FACILITIES BY STAFF</b>	
1. 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.
2. Guidelines	<p>District 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 Board policy.</p> <p><u>Use of School Mail Facilities</u></p> <p>Employees may be permitted, with approval from the Superintendent or designee to use the interschool mail and mailboxes provided such usage does not interfere with regular Board usage; materials shall be submitted for prior approval; material shall not be detrimental to the Board; materials shall not be in sealed envelopes.</p>