

## **General Personnel**

### **Use of School Materials and Equipment**

With prior administrative approval, an employee may be granted:

1. The use of employee mailboxes, interschool mail, and a designated bulletin board for purposes of internal communications. All internal communications shall be approved by the Building Administrator before dissemination.
2. The use of school equipment.
3. The employee shall provide or pay for all expendable materials.
4. No secretarial and/or administrative aid shall be provided by the District.

Adopted by Board Action 03/05/1991  
Amended by Board Action 07/03/2001  
Amended by Board Action 03/12/2009