

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: 5/12/2014

REVISED:

## 718. USE OF FACILITIES BY STAFF

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 materials, tools, supplies, and equipment. Staff members are expected to pay for all personal toll calls.

District facilities and equipment are available for staff use only if:

1. Such use is clearly within the authorization granted in Board policy.
2. Prior approval has been granted by resolution of the Board.
3. Temporary approval has been granted by the Principal and reported to the Board.
4. A personal emergency exists in which life or property is endangered.