

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF
AND STUDENTS

ADOPTED: October 20, 2011

REVISED:

	<p style="text-align: center;">710. USE OF FACILITIES BY STAFF AND STUDENTS</p> <p>1. Authority The Joint Operating Committee establishes that center equipment and facilities may not be used by center staff or students for personal reasons, either on or off school property, without explicit authorization or administrative permission.</p> <p>2. Guidelines School facilities and equipment are available for staff and student use only if such use is clearly within the authorization granted in Joint Operating Committee policy.</p> <p><u>Use Of School Equipment</u></p> <p>School equipment shall be used primarily for instructional purposes or to support instructional activities.</p> <p>Whenever school-owned equipment is not being used for instructional purposes, it may be used for other purposes with the approval of the Administrative Director or designee.</p> <p>School-owned equipment shall not be removed from its assigned area or location unless with the approval of the Administrative Director or designee.</p> <p>Any services provided with school-owned equipment for out-of-school purposes shall be subject to a rental fee.</p> <p>Students and staff are expected to abide by safety requirements which are established as a condition for using certain equipment.</p> <p><u>Use Of Telephone</u></p> <p>The telephone system provided in the center shall be used for school business only, unless emergencies arise. Regulations for the use of the phone system and/or the public phones shall be established by the Administrative Director or designee.</p>
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	<p>No students, except in emergency cases, will be called to the telephone during school hours. Necessary messages will be taken and passed on to the student when most practical.</p>
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