

General Personnel

Internal Communications - Use of School Materials and Equipment

An employee may be granted by the Building Principal:

1. The use of employee mailboxes, inter-school mail and a designated bulletin board for purposes of internal communications;
2. The use of approved school business equipment, *e.g.*, typewriters and duplicating machines.

The employee shall provide or pay for all expendable materials. No secretarial and/or administrative aid shall be provided by the District.

All internal District communications shall be approved by the Superintendent before dissemination.