

(School District or ISD)
PERSONAL PROPERTY OF STAFF MEMBERS
(SAMPLE Guidelines)

From time-to-time, staff members may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District will not allow staff members, however, to possess electronic pagers, cellular telephones, or other forms of personal (non-district-assigned) communication devices during their work time, unless approved by the principal/director for serious health or safety reasons, since any use will tend to disrupt the educational process. In the case of an emergency, the caller should contact the school office which will immediately notify the staff member.

If the staff member needs to make personal calls during his/her off-duty time, she/he may use a District telephone in accordance with school policy on personal use of district equipment such as telephones.

- A. District telephones are not to be used for personal calls except for a bona-fide emergency.
- B. Staff members may use the telephones to make brief, local (non-toll) calls provided such calls are made during free time.

Staff members may, however, keep cellular telephones and other electronic communication devices in their automobiles when parked on District property.