

# Helix School District 1R

Code: **EG**  
Adopted: 1/8/97  
Orig. Code(s): None

## Office Services Management

Guidelines for the management of office services shall be developed by the superintendent/principal and monitored in each building by the staff. These guidelines shall provide but are not limited to the following:

- \* Staff use of District secretarial and clerical personnel
- \* Standards for the use of district duplicating equipment
- \* Use of District phones by staff and students
- \* Use of District FAX telecopying capabilities
- \* Secretarial and clerical support for approved school support organizations.

The use of District duplicating equipment and supplies for personal use of staff or the general public will be monitored by the superintendent/principal and will be charged accordingly.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)