

**Milton-Freewater
School District 7**

Code: **EG**
Adopted: 11/23/93

Office Service Management

Guidelines for the management of office services shall be developed by the Superintendent and monitored in each building by the principal. 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 is discouraged.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)