

SHALER AREA SCHOOL DISTRICT

POLICY 711

DUPLICATION

SECTION: PROPERTY
 TITLE: USE OF DISTRICT PHOTOCOPYING AND
 SERVICES
 ADOPTED: July 13, 1998
 REVISED:

711. USE OF DISTRICT PHOTOCOPYING AND DUPLICATION SERVICES

1. Purpose

The district recognizes the value of its photocopying and duplicating capabilities as a resource for communicating and addressing the educational, athletic, and other extra-curricular needs of school district personnel and groups affiliated with the district. The district does, however, also recognize the need to establish guidelines for use of these services.
2. Authority

Under the School Code, the Board is permitted to grant the use of school services for educational, social, recreational or other proper purposes.

It shall be the policy of the Board and its administration to limit the use of school photocopying and duplication services to the district's instructional program as its first and most necessary function. However, the Board does recognize the very legitimate need for extra-curricular copying and the need for parent groups, booster clubs, and other school-affiliated groups to provide such items as programs, newsletters, etc. and will honor requests for photocopying and duplicating such items within the guidelines established herein.

3. Guidelines

All school-affiliated groups are directed to submit requests for photocopying and duplicating services directly to the affected building principal, who will then make a determination of need and referral to the central duplicating clerk in the central office. The building principal shall determine the disposition for requests of less than twenty-five (25) copies in total and determine whether to provide access to building duplicating equipment.

In recognition of the significant funding contributions made by the Parent Teacher Associations and the Booster groups, the district shall provide photocopying and duplicating for such items as newsletters, programs, and correspondence at no charge with the prior approval of the building principal or the Superintendent of schools.

All school affiliated groups shall be required to limit requests for copies to 8 1/2 x 11" white paper only. Any requests for colored paper or cover stock shall be charged for the difference as per the established fee structure.

All of the above organizations are advised that use of district photocopying and duplicating services shall be governed by the backlog existing at the time the request is made. All requests should be submitted seven (7) to ten (10) days before needed to allow for scheduling. Any request submitted less than seven (7) days before needed cannot be guaranteed timely delivery.

Terms And Conditions

Fees for use of district photocopying and duplicating services shall be quoted at the time services are requested. Upon completion of said services, the district shall invoice said organization. Payments shall be due and payable within ten (10) days of receipt of invoice. Any organization with outstanding invoices for photocopying and duplicating services will be denied any additional usage until such invoices are paid in full.