

## **2.004 Copier, Mail, and School Supply Procedures**

### **Copy Machine**

- 1 Teachers and staff should see lead teacher or supervisor for codes to access to the copy machines
- 2 Teachers and staff must bring their own copying paper (see immediate supervisor for paper)
- 3 Teachers and staff should not give the department copier code to students or other staff members
- 4 Teachers and staff should log off the copier when finished

### **Copy Machine Locations**

#### ***MSSD:***

- 1st floor near the teacher/staff lounge
- 2nd floor near the Educational Planners' offices

#### ***KDES:***

- Principal's Office
- 4<sup>th</sup>/5<sup>th</sup> Grade Area
- Student Service Area

### **Mail**

1. All teachers and staff are assigned a mailbox near the Front Office or within their unit area.
2. To mail letters and packages, teacher and staff may leave them in the Outgoing Box near the Front Office. Mail must be for Clerc Center business only.

### **Packages**

#### ***MSSD Building:***

- A list of packages will be posted daily on the mailroom door and will be available for pick-up from 3:05 – 4:15 pm.

#### ***KDES Building:***

- Packages are available from Ruth Innes or Marlene Matthews for pick-up.

### **School Supplies**

School supplies are to be used for classroom use and for instruction purposes only.

***MSSD:***

- The Teacher Supply Room is currently located above the LRC. At this time only Lead Teachers and other school administrators have keys to open the room. They are working on making this room more accessible to all teachers and Residential Education staff. Teachers and staff may take necessary supplies. Teachers and staff should record supplies taken on the form on the counter by the door. If teachers need books, resources, or other supplies not provided in the supply room, they should contact supervisor. If possible, they should include ordering information with the request.
- Teachers and staff should ensure that the supply room is clean and organized.

***KDES:***

- Teachers and staff should contact their supervisor for supplies.

**Personal Televisions and Radios in Offices**

To maintain a professional environment, personal televisions and radios are not permitted in classrooms or offices.