

Copy Room Procedures

Etiquette

The teacher workroom contains two copiers for faculty, staff, and PTA volunteer use. At no time should students be permitted in the workroom unless accompanied by an adult or with administration permission.

Copiers are to be used on a first come basis. If a PTA volunteer is using a copier for school purposes, a teacher should not ask to use the copier. However, in emergency situations please politely ask for permission to use the copier.

Office copiers are for administrative use only. Office and library staff are not to be used to make teacher copies.

Paper

Due to budgetary concerns, use the two-sided format when possible to maximize the amount of money allocated for student copies.

Plan Ahead

Please allow at least three days notification for PTA volunteers to complete copy orders. Remember that PTA is volunteering their time, and their services are not mandatory. Copies are the teacher's responsibility.