

TELEPHONE SERVICES

4010

Telephone services shall be provided for the purpose of meeting the needs of students and employees as it relates to the instructional program and to the safety/well being of all occupants.

The administration shall establish guidelines that promote the judicious use of telephone services.

Cell phone and pager use by students is prohibited during school hours.

Long distance phone calls for school business must be approved by school administration, with the exception of the office staff. A written record of long distance calls approved by the administration will be made.

It is impermissible to use school telephones for personal long distance phone calls.

School personnel should make every effort to refrain from making personal phone calls during contracted hours.

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Revised: 11-17-99
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