

Community Relations

SUBJECT: TELEPHONE SERVICE

Office telephones may be used by employees for making calls regarding students and other school business. They are not to be used for personal business except in cases of emergency.

District telephones are not to be used for long distance calls except in the normal course of business. When it becomes necessary for an employee to make a personal long distance call, full reimbursement must be made to the District in a prompt manner.

Students are not to use the school telephones, except in cases of emergency.