

**TELEPHONES
(REGULATION)**

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by students and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls. Emergency calls are to be routed through the administrative office.
2. Personal telephone calls are discouraged. Arrangements for emergency calls by students may be made through permission in the administrative office, with long distance calls being made only by reversing the charges or the use of a phone card.
3. Incoming messages will be accepted and delivered during class breaks, if time permits.
4. Instructors, directors, and program staff may use office telephones as needed to conduct official business. When personal long distance calls are necessary, arrangements must be made to use a calling card or to reimburse the district for the cost.

CROSS-REFERENCE: Student Handbooks

Adopted: January 1994 as policy S-150

Revised: November 1995