

**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.
2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.
3. Incoming messages will be accepted and delivered during class breaks, if time permits.
4. Teaching staff may use office telephones if necessary. Long distance calls will not be made without permission from the principal. When personal long distance calls are made, arrangements must be made to reimburse the district for the cost.