PERSONNEL 03.23211

- CLASSIFIED PERSONNEL -

Use of Telephone

School system telephones shall be used for school business only and shall not be used for personal calls except in cases of emergency.

When an emergency exists that requires a personal long-distance call, school staff shall be responsible for reporting the call to the immediate supervisor and for the costs incurred.

Adopted/Amended: 6/16/1992

Order #: 399