

TITLE: Use of School Telephone
State Board of Education Ref: 18A-2-9

School telephones are maintained for the primary purpose of conducting school business. Only in cases of emergency should teachers (or students) make or receive calls during class time. In such cases, a number should be taken so the party may return the call, thus leaving the line open. In no instance may teachers make long distance calls without the approval of the principal. Principals will be held responsible for unauthorized calls.