

## **772 TELEPHONE SERVICES**

Ordinarily, school district employees are not to be called to the telephone for personal telephone calls at their workstations.

Outgoing long distance calls may be made from the office telephone.

- School business calls that are charged to the school require the principal's prior permission. Following the call, the employee should complete the appropriate form and submit it to the principal.
- Personal calls are not to be charged to the school.

APPROVED: November 11, 1974

REVISED: June 17, 2002