

Subject: Telephones

Policy Number: A4.50

Date: 4/18/86

Revised: 4/15/16

POLICY

Telephone service necessary for the operation of the School will be provided. Personal telephone calls should be kept to a minimum.

PROCEDURE

Long distance telephone calls should be dialed direct using the state telephone system and not placed through the operator, i.e., not person-to-person. Incoming collect calls should NOT be accepted. Calls are automatically billed to the number from which they are placed with a connect time, date, length of call, and charge. From time to time faculty and staff may be asked to verify and justify calls charged to their number.