

TELEPHONE SERVICES

School telephones are for official school use and the lines must be kept free for business calls. Only toll calls which pertain to school business will be charged to Sanford Public Schools. Staff members are asked to conduct these school related long distance calls in a careful and prudent manner, as the charge for the first three minutes is nominal in comparison to additional time.

The expense of personal toll calls made by employees is the responsibility of the employee. Employees who need to make such calls are encouraged to make operator assisted calls, i.e.: collect calls, credit card calls or calls charged to a third number.

Telephone bills are to be reconciled monthly with the logs, by the appropriate administrator or designee.

Whenever office telephones are unattended, teachers and custodians shall consider it within their province to answer calls unless other duties prevent them from doing so.

Adoption date: December 7, 1993

Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT