

## PERSONNEL

**Use of Telephone R 5-23**A. Generally

School telephones are provided for school business. Personal calls are discouraged and should be made and accepted only during emergency or other such unforeseen circumstances.

B. Long Distance Calls

1. Generally - due to the high cost of such calling, employees are encouraged to reduce long distance costs by curtailing long distance calls. Employees should consider the following:
  - a. Use of written communication
  - b. Use of toll-free 800 numbers when available
  - c. Use of collect calls to business firms
  - d. Use of written outline to make calls brief and to the point.
2. Personal - personal long distance calls are not to be charged to the phone lines of the Lynchburg City Schools. Should a long distance personal call be made under the guidelines of "A." above, such calls are to be charged to a home phone, a personal long distance courtesy card (available from the phone company), or the receiving party (collect).

Approved by Superintendent: June 7, 1983