

Descriptor Term: TELEPHONE SERVICES
Descriptor: EGAF
Issued: 08/22/2000
Rescinds: EHI
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The Board recognizes that the expense of long distance calls is a major portion of the total telephone budget for the school year. The development of a control method for the sound fiscal management of long distance calls shall be the responsibility of the superintendent, or designee.

The building administrator shall be responsible for proper recording of all long distance calls under his or her supervision during each calendar month. If requested by the superintendent, or designee, this record shall be subject to review and inspection. Required information shall be date, time, city/state called, number called, telephone number used, individual calling, and reason for call.

No staff member shall make a long distance call that is not school business and charge it to the district. Any staff member who must make a long distance call for personal emergency reasons during working hours shall charge the cost of the call to a number other than the district.

TUPELO BOARD OF TRUSTEES