

**Vallivue School District #139**

**Policy Statement**

District telephone systems including cellular phones are primarily for school-related use. The building administrator will consult with staff to establish guidelines for other use.

**Guidelines**

1. Students may not use school/district phones or private cellular phones, except in the case of an emergency and with prior approval by the building administrator, or under the direct supervision of a teacher, administrator, or other appropriate district employee.
2. Calls directed to the teaching staff should not be received or made during class time unless there is an emergency. Messages will be taken and directed to the appropriate individual.
3. Those staff members with cell phones paid for by the district will make a concerted effort to use them professionally.
4. Each school shall set guidelines for the specific use of phones within the buildings.



**LEGAL REFERENCE:**

**ADOPTED: 2/13/96 (Replaces existing policy 405.8)**

**AMENDED: 4/14/98, 2/13/01, 1/13/04, 12/12/06**