

## PHONE POLICY

There is a phone in the office for student use. Students should seek permission from their classroom teachers to use the office phone when they need to call a parent. The office phone may not be used to arrange playtime with friends. When parents need to get a message to students during school time, they should call no later than 3:00PM, so messages can be delivered before school dismisses. Please call with student messages only in emergencies. Whenever possible, please plan ahead so that calls do not disrupt learning.