

**MEMORANDUM**

Aug 24, 2009  
MT 021.09  
MT.305 636-6147

**TO:** All Staff  
Educational Alternative Outreach Program

**FROM:** Miguel Torres, Principal   
Educational Alternative Outreach Program

**SUBJECT: USE OF TELEPHONE DURING CLASSROOM TIME**

Telephones should not be used in the classroom during instructional time, except for an emergency. Casual phone usage during instructional time is unprofessional and inefficient. The same applies to the use of cellular phones during work hours.

Telephones in the classroom are for communication within the program and for emergency use only. If there is an emergency, please notify the program secretary or the chairperson, of your circumstances. Staff will be notified immediately of all incoming emergency calls. Otherwise messages will be sent to your room or placed in your mailbox

If you have any questions or concerns regarding this matter, please call me at the EAOP office.

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MT/mg