

TELEPHONE SERVICES/USE

School telephones are for official school use only and the lines must be kept free for business calls. However, staff members may have to make emergency personal calls. The person making the call shall be expected to charge any long distance or toll charge to their number and inform his-her principal.

All long distance calls shall be recorded in books kept in the office where the telephone is stationed.

Whenever office telephones are unattended, teachers and staff shall consider it within their province to answer calls unless other duties prevent them from doing so.

Student use shall be permitted in emergencies or when necessary to contact parent or guardian.

Cross Reference: JFCK Student Use of Cellular Telephones and Other Electronic Devices