

TELEPHONE SERVICE IN SCHOOLS

Background

Communication with parents and community is an essential component of the operation of the school. It is essential that the school and the home have available a reasonable service to be used in improving the rapport between teachers, students and parents.

The Superintendent has established procedures to provide an adequate telephone service at all schools.

Procedures

1. Elementary Schools

- 1.1 Elementary schools with up to and including 350 students at September 30 each year:
2 business lines
- 1.2 Elementary schools over 350 students at September 30 each year:
3 business lines
- 1.3 The Porter Audiological Unit will be provided with a telephone as part of the Porter School telephone system.

2. Middle Schools

- 2.1 Middle schools with up to and including 800 pupils as of September 30 of each year shall have a maximum of:
4 business lines
- 2.2 Middle schools with over 800 pupils as of September 30 of each year shall have a maximum of:
5 business lines

3. Secondary Schools

- 3.1 Secondary schools, regardless of size, shall have a maximum of :
6 business lines

4. Special Notes

- 4.1 School phone systems have been purchased by the District to provide reasonable telephone service for all schools in the District. Schools wanting

to supplement that service may do so at their own expense. Requests for purchase of additional handsets will be placed through the Purchasing Department. All costs associated with the purchase and installation will be borne by the school.

- 4.2 Special circumstances such as building structure or program may necessitate a variation from the aforementioned formulas at the approval of the Secretary-Treasurer.

Reference: Section 65, 85, School Act