TELEPHONE SERVICE

It is the policy of the Salem School District to provide telephone service and related equipment consistent with each school’s demonstrated needs.

The use of district telephones is restricted to school business usage. Any toll use of school district telephones will be properly recorded on a “Telephone Log Sheet” maintained at each telephone station.

District personnel making personal telephone calls will use pay stations when located with the school. In absence of pay stations, any individual may use regular school telephones providing that all charges for toll calls are billed by the operator to the party’s home number and/or are placed “collect”. Calls for personal reasons are permitted within the “free calling areas” providing they do not interfere with normal school business usage.

Any personal abuse of school district telephones will result in administrative disciplinary action.
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School district policy requires that each person making personal calls will bill such calls to their home telephone number or place on a “collect” basis. If this is not done, payments for toll calls will be made.

Secretary:

Each school secretary is responsible for reviewing and checking monthly telephone billings whether or not the school district is paying only for business related calls. Any calls of a personal nature will be paid for by the person who placed the call.

All incoming “collect” calls will be screened by the school secretary to ascertain whether or not it is an acceptable business related call.

Method:

All unrecognized calls will be checked with the telephone company to ascertain the listed name and address of the person receiving the call. If identification can be made, the person placing the call will be contacted and required to reimburse the district.

Handling Revenue:

All such monies collected for this purpose will be recorded at the school business office and turned in to the school district business office monthly. Funds should not be accounted for as petty cash. The monies received will be credited to the 645 account by the district office to offset revenues paid out of this account.

Non-payment:

The school district will not pay for any unrecognized calls where listings are not obtained whereby judgments as to business or non-business use can be made by concerned personnel.