

## **What if I need to contact my child during the school day and their phone is “away”?**

- For non-urgent communication, parents/guardians can communicate with students during their assigned lunch period in the cafeteria.
- For urgent communication, parents/ guardians can call the Main Office 631-801-3250. The student will be notified of the message. If there is a sensitive matter, parents/guardian can request to speak with their Guidance Counselor or an Administrator who will relay message to the student, as appropriate to the situation.

*\*Phones “away” constitutes phones in backpacks, locker or classroom designated space.*

## **JUNIOR-SENIOR HIGH SCHOOL** **PHONE DIRECTORY**

<b>Department</b>	<b>Telephone</b>
Main Office	631-801-3250
Guidance	631-801-3270
Athletic Office	631-801-3310
Attendance Office	631-801-3254
Nurse	631-801-3263
	631-801-3264

## **What if my child needs to contact home during the school day and their phone is “away”?**

- If an urgent need arises to contact home, students may let their teacher know or request a pass to the Main Office or Guidance Office to make a phone call. Our Offices are “phone safe spaces”. Students can use the landline telephone or take out their phone to make home contact.
- If a student experiences or witnesses something in school we need to know about, they may ask to report something to the Main Office (administration) or Guidance Office (counselor).
- If a student is not feeling well, request a pass to the Nurse’s Office. At the nurse’s office, they can communicate home. Students must first report to class before going to the Nurse’s Office if they are able to. In case of a student medical emergency, the nurse will report to the location of the student and parent/guardian will be notified immediately.