

Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. A 24-hour turnaround for responding to parent contact is the standard at Loveland Classical Schools. When employees know they are going to be out of the office for two or more days, they must leave messages on their voice mail stating when they will be returning messages, and who will be an alternative contact in the meantime. LCS reserves the right to access and disclose all messages sent over the voice mail systems. Employees must use judgment and discretion in the personal use of voice mail and must keep such to a minimum.

LCS Policy Adopted August 9, 2012

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