

**Neah-Kah-Nie
School District 56**

Code: **EGAC**
Adopted: 11/12/01
Readopted: 1/14/08; 4/13/15
Orig. Code(s): EGAC

Telephone Services

District telephones are maintained for the primary purpose of conducting school business. A necessity, conversation should be as brief as possible.

Only in cases of emergency should staff or students be called to the phone during class time. In such cases, a number should be taken so the party may return the call, thus leaving the line open.

In no instance may students or staff make long distance calls without approval of the principal. Principals may be held responsible for preventing unauthorized calls.

Personal long distance calls by staff, generally are not allowed on district telephones, even if the employee reimburses the district for the cost of such calls in keeping with Oregon law and Oregon Government Ethics Commission guidance. If it becomes necessary for a district employee to make personal long distance calls while at work, such calls must be made with the employee's personal calling card or from a pay phone.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)