

# Amity School District 4J

Code: **EGAC**  
Adopted: 9/14/94

## Telephone Use

### Staff Use of School Telephones

School telephones are for school business. They may be used by staff members for making calls regarding students and other school business. All long distance calls must be recorded on the telephone log provided.

Any personal long distance calls must be charged to the employee's personal calling card or billed back to their home telephone. There is an expectation to limit both the number and duration of personal calls.

### Student Use of School Telephones

The use of the telephone by students is subject to the approval of the teacher or other authorized school personnel.

### Use of Student Telephones

If a student phone is provided in a school building the following guidelines will be followed.

1. No long distance calls are permitted on student phones unless the student is calling collect or using their personal calling card.
2. The telephone is not for frequent use; it is for occasional use only.
3. The telephone is to be used for necessary calls only - not social calls.
4. Telephone calls should be kept brief and only long enough to conduct needed business (maximum of three minutes).

### Telephone Messages

Staff will not be called from their class to answer a telephone call unless in an emergency situation. A message may be taken or a number may be taken which can be called back.

Students will not be authorized to leave class to accept a telephone call unless approved by the school office personnel.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)