

TELEPHONE SERVICES

District telephones are provided for official school use. In order to permit staff members to make necessary personal calls with minimum loss of time, certain telephones may be used for personal calls. Staff members making personal calls are responsible for and shall pay any long distance and/or toll charges.

Students are not to use the school office telephones, except in cases of emergency. Any student phone use during class time is subject to the approval of authorized school personnel.

Cellular telephones may be provided to certain staff members who have:

1. administrative authority;
2. supervision of students during field trips; or
3. supervision of students during athletic and other extracurricular activities, practices or events that meet away from District buildings.

The Board authorizes the Superintendent or his/her designee to develop administrative guidelines for the proper handling of use and charges.

[Adoption date: August 6, 1991]

Revised: July 18, 2007
February 18, 2026

LEGAL REF.: ORC 3313.20
OAD 3301-35-06

CROSS REFS.: JFCK, Use of Electronic Communications Equipment by Students
Staff Handbooks
Student Handbooks