

### **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. Use of pay telephones by students while classes are in session is subject to the approval of authorized school personnel.

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

- A. Administrative authority;
- B. Supervision of students during field trips; or
- C. Supervision of students during athletic and other extracurricular activities, practices or events that meet away from district buildings.