

# ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

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108 Woodrow Avenue, St. Clairsville, Ohio 43950 Phone: (740) 695-1624 Fax: (740) 695-1627

## **SUPERINTENDENT'S OFFICE**

Walter Skaggs, Superintendent  
Diane Thompson, Assistant Superintendent  
Tammy Weisal, EMIS Coordinator  
Jim Yates, Network Administrator  
Sharon Harrison, Administrative Assistant



## **TREASURER'S OFFICE**

Amy Porter, Treasurer/CFO  
Betty Milhoan, Assistant to the Treasurer  
Valerie Lachendro, Assistant to the Treasurer  
Treasurer's Office Fax: 740-695-5805

## **STAFF CELL PHONE POLICY**

As we at St. Clairsville-Richland City Schools have high expectations for our students, it is important for the staff to model such behavior. Supervision of students is a priority in the District, and employees who are responsible for supervising students must concentrate on that task at all times.

Employees shall not use a cell phone when they are responsible for supervising students, unless any of the following conditions occur:

- There is an emergency.
- The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
- The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.