

# ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

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

## CELL PHONE AND ELECTRONIC DEVICE POLICY

In order to respect the important work of the classroom and the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for the St. Clairsville-Richland City School District.

1. Cell phones and electronic devices can only be used before the morning bell rings and during lunch times.
2. Cell phones and electronic devices must be turned off and not set to silent or vibrate, before you enter any classroom, office, restroom, library, locker room, and hallway, etc.
3. Once inside any of the above named locations, cell phones and electronic devices must not be visible under any circumstance, unless instructed to do so by a teacher or administrator.
4. If a cell phone or electronic device rings, vibrates, is used for any reason, or is visible anytime during class time or you are caught using it during class time or while walking around on campus, you will be asked to surrender your device.
5. Refusal to surrender your device when asked is insubordination. Insubordination can result in suspension and your parent/guardian will be contacted.
  - First Offense – The device will be held in the school office until the end of the school day. Student may pick up the device after school.
  - Second Offense – The device will be held in the school office until the end of the school day and detention(s) will be issued. Only a parent/guardian may pick up the device.
  - Third Offense – The device will be held in the school office. Further consequences, determined by the building principal and/or Superintendent, will include Saturday School or suspension. Only a parent/guardian may pick up the device.