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<b>Ref #: Personnel Policies 403</b>	<b>Policy Council Approval Date:</b> 06/21/2022

**COMPONENT: ADMINISTRATION**

**SUBJECT: CELL PHONES**

**PERFORMANCE OBJECTIVE:** To define appropriate personal cell phone usage during work hours, in order to maintain a workplace that provides a safe, healthy learning environment for our children.

**POLICY AND PROCEDURE:**

**It is crucial that staff are actively supervising children at all times, for this reason personal cell phones are not permitted:**

- 1. In any of the classrooms or on the playgrounds. Cell phones should remain put away and stored with other personal belongings during work hours and while supervising children**
- 2. For taking pictures of children and families**

**Use of personal cell phones is permitted:**

- 1. During Staff breaks**
- 2. While outside of the classroom/playgrounds**
- 3. When not in the presence of children**

**In the event staff have a personal emergency that arises they may be contacted on the center/classroom line as needed.**

Employees in violation of this policy may be subject to disciplinary action up to and including termination.