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**COMPONENT: ADMINISTRATION**

**SUBJECT: CELL PHONES**

**PERFORMANCE OBJECTIVE:** To define appropriate use of personal cell phones while working at Highland Rim Head Start, during Head Start classes, training sessions, and meetings in order to maintain a workplace that provides a safe, healthy learning environment for our children.

**POLICY AND PROCEDURE:**

- Personal cell phones are not to be used in the centers, classrooms and playgrounds.
- Cell phones are to be used only during break times outside of the facility.
- Staff will ensure necessary family members or others have the land line number to ensure they can be contacted in the event of an emergency.
- Employees in violation of this policy may be subject to disciplinary action up to and including termination.