

Shining Stars

Personal Cell Phone Policy and Procedures

Policy: Personal use of cell phones is prohibited by all employees of Shining Stars during work time.

Procedures:

A. Teachers and Assistant Teachers:

1. Cell phones should be put away during the day when children are in your care. (Away means not on your body, but put away out of sight and sound)
2. If you need to use your cell phone, alert your co-workers and leave the classroom. You should go to an appropriate area to use your phone (i.e. office, lounge, etc.)
3. If you have a personal emergency and find it necessary to have your cell phone with you, you must let the director know. If the director is not available then you should let the secretary of the facility know that you will have your cell phone in the classroom. You should also let your co-workers know that you will have your cell phone in the classroom.

B. Itinerant Staff:

1. Itinerant staff should keep their cell phones with them when traveling.
2. Since your connection to Shining Stars is solely through your cell phone, you should keep it on and available.
3. This is for your personal safety and so that the main office can reach you for items of importance.
4. You should refrain from personal use when working with parents, families and children.

C. Other staff:

1. Put your phone away during the work day - out of sight and sound. Do not keep your phone visible on your desk.
2. If your job requires that you leave the Shining Stars Facility for home visits, meetings, etc. the following procedure should be followed (B. Itinerant Staff Procedure).

If the above policy is not followed a warning will be issued.

After that a report will be sent to Dr. Younce, Assistant Superintendent.