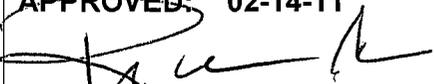




**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
PAGE 1 of 1
EFFECTIVE: 07-02-10
Updated

SUBJECT:
**USE OF PERSONAL CELLULAR PHONES AT THE
WORK PLACE**

APPROVED: 02-14-11

BY: Ron Griffin, Director

POLICY

To ensure Safety and Observation of all children at all times.

REFERENCE

Head Start Performance Standards

PROCEDURE

The Preschool Services Department (PSD) has established the following rules for use of personal cell phones at the sites and workplace:

1. Personal phone calls, whether they are made on cell phones or regular office phones, must be limited to your break time or lunch break, unless there is a verifiable emergency.
2. Personal cellular phones are not to be used in the classroom, on the playground or during work hours. This includes phone calls, texting, and the use of earphones (e.g. Bluetooth). Cell phones cannot be on your person or in your possession when working with children. Teaching staff are required to provide full attention to the supervision of the children at all times.
3. In addition, courtesy and professionalism should be considered when using cell phones during break and lunch times. Please be aware that especially in common areas, there should be no expectation of privacy since co-workers and others may inadvertently over hear your conversation. We encourage you to take your cell phone outside or to an area away from others when making personal phone calls.
4. It is expected that all staff, volunteers and visitors will comply with this policy and procedure at all work locations. This includes all PSD sites, Butler Building, Family Learning Centers and Administrative offices.