



By signing this document and my contract of employment, I certify that I have read and am fully responsible for knowing and understanding the content of the **STAFF POLICIES** and **STAFF TRAINING MANUAL**.

I am aware of, and understand the updated **PERSONAL CELL PHONE POLICY**, and acknowledge the repercussions of violating this policy.

I have had sufficient time to review and understand all of the above mentioned content.

_____ (printed name)

_____ (signature) _____ (date)