



NEW CELLPHONE POLICY NOTIFICATION

TO: ALL STAFF

FROM: HR MANAGER

SUBJECT: MADATORY CELLPHONE POLICY

DATE: August 22, 2022

Due to the continued and widespread violation of our current cellphone policy, a new policy is being implemented. **Effective immediately**, if you are working in the classroom, playground, or in direct supervision of children you may not have your cellphone anywhere other than safely locked away with the rest of your belongings and/or in your vehicle.

At **NO POINT** may you have your cellphone on you in the classroom, **unless approved by your immediate Supervisor. Violations to the policy will result in a reprimand. Repeated violations will be subject to termination.** This a serious sight and sound supervision issue that will not continue and strict adherence to the new policy is required.

Please sign and date below that you have received and reviewed this notice and understand the new policy in place. A copy of this policy will be given to you as well as placed in your personnel file.

I have read and received a copy of this notice regarding the new building cellphone policy. I understand the terms stated and the consequence of violations.

Employee Name: _____

Employee Signature: _____

Date: _____