



## Certified Staff Handbook Receipt Form

I have been given the Certified Staff Handbook and take responsibility for reading and understanding its content. I further understand that should I commit any violation of this handbook disciplinary action, dismissal and/or appropriate legal action may be taken.

*Your signature on this Certified Staff Handbook Receipt form is legally binding and indicates that the party who signed has read the handbook carefully and understands the handbook's significance.*

Employee Name: \_\_\_\_\_  
(Please Print)

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to Central Administration – Jackie Bornemeier within one week of receiving the Certified Staff Handbook.