

LAUREL-CONCORD-COLERIDGE SCHOOL
RECEIPT OF CLASSIFIED STAFF HANDBOOK

This signed receipt acknowledges receipt of the Classified Staff Handbook of Laurel-Concord-Coleridge School for the _____ school year.

This receipt acknowledges that it is understood:

- that I am to read and be familiar with the handbook,
- that I understand the handbook contains a disclaimer of contract,
- that I understand that the handbook includes the District’s policies of non-discrimination and equity, and
- that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date of Signature: _____

Printed Name: _____

Teacher’s Signature: _____

**PRINT, COMPLETE, SIGN,
AND RETURN THIS FORM TO
YOUR BUILDING PRINCIPAL**