



Greenburgh Eleven

Union Free School District

FACULTY/STAFF HANDBOOK

CHECK OFF FORM

2019-2020

Return the signed form with your original signature to the personnel department in the superintendent's office no later than 9:00 am on Friday, September 27, 2019.

- I have read and understand all of the material contained in the 2019-2020 Faculty Handbook including:
 - Board of Education Mission, Goals and Meetings
 - General Information
 - Staff Protocol
 - Safety and Security
 - Attachments

- I understand that it is my obligation to read and link the contents of the Faculty Handbook to my daily professional activities.

- I understand that in the future, it is my responsibility to communicate in writing with my supervisor/administrator any issues which I believe require clarification.

Print Name

Signature

Date

If there are items that are unclear to you, complete this section.

- I request a meeting with an Administrator to discuss the following sections of the Faculty Handbook.

<u>Page</u>	<u>Item for Discussion</u>
_____	_____
_____	_____
_____	_____

<u>Page</u>	<u>Item for Discussion</u>
_____	_____
_____	_____
_____	_____

- I have reviewed the sections above with an Administrator and as a result of this review, these items are now understood.

Print Name

Staff Member Signature

Date

School Administrator Signature

Date