



**ACKNOWLEDGEMENT OF
HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS**

I hereby acknowledge that I am a teacher, faculty member, administrator, or staff member of a Catholic school in the Diocese of Phoenix, and that I have read the Diocese of Phoenix Handbook of Policies, Procedures and Norms for Catholic Schools, dated November, 2011 (hereinafter, the "Handbook"), that I understand the policies, procedures and norms set forth therein, and that I agree to comply with those policies, procedures and norms.

I acknowledge and understand that the Handbook is maintained on the Diocese of Phoenix's Internet website: <http://www.diocesephoenix.org/about-policies.php> (select "Teaching Office" tab), and that I have had an opportunity to ask questions of the Principal and/or Catholic Schools Office regarding the Handbook and regarding the policies, procedures and norms set forth therein.

I acknowledge that the Handbook is intended to and does replace any and all prior verbal and written communications regarding policies, procedures and norms for Catholic Schools in the Diocese of Phoenix.

I understand that this Acknowledgement Form will be placed in my personnel file.

Name (Please Print)

Signature

Date