



# ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

562 Maple Street, P.O. Box 346, Hathorne, MA 01937  
[www.essexnorthshore.org](http://www.essexnorthshore.org) 978-304-4700

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## ACKNOWLEDGEMENT OF RECEIPT AND READING OF THE EMPLOYEE AND STUDENT HANDBOOKS AND THE POLICIES, PROCEDURES & RESPONSIBILITIES WITHIN

I. I have online access via the school's webpage to the Student Handbook and the Employee Handbook including the policies and procedures outlining the responsibilities of employees of the Essex North Shore Agricultural & Technical School District.

II. I acknowledge that I have read the handbooks, policies and procedures. Should I have any questions I will contact Shannon Donnelly, Principal or Kathleen Holman, Human Resources Director. These policies, procedures and handbooks are subject to change. It is understood that any changes will supersede the current policies, procedures and handbooks. I understand that I will be notified of such changes via the school district's email.

III. I hereby acknowledge that I received a copy of the summary of the conflict of interest law for municipal employees, revised May 10, 2013 via the District Employee Handbook.

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Signature of Employee

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Date

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Please print your Full Name

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Please print your Department

**Please sign and return to Maria Barkhouse, Administrative Assistant to the Business Manager & Human Resources Director.**

*This acknowledgement is to be filed in the employee's personnel record  
in the District Administrative Office.*