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BANDERA INDEPENDENT SCHOOL DISTRICT

2011-2012 EMPLOYEE HANDBOOK RECEIPT

Employee Name: _____

Campus/Department: _____

I hereby acknowledge that I am aware that the Bandera ISD Employee Handbook is available electronically and accessible through the Bandera ISD web site. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. Employees have the option of receiving the handbook and policies in electronic format or hard copy. **Electronic access of the information and policies is located on www.banderaisd.net under the Board of Trustees section as Policy-on-line. (Ed. code 21.204(d) and policies regarding student discipline Ed. Code 37.018)**

If I have any questions on how to access these policies from the District's web page or questions regarding the policies, or need training on how to access the policies, I should direct those questions to my principal or supervisor for training or assistance.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. Please contact the principal/supervisor or the personnel office if you have questions or concerns or need further explanation.

Signature: _____

Date: _____

Note: Please sign and date and forward this form to your campus administrator/supervisor.