

**ACKNOWLEDGEMENT OF ELECTRONIC
DISTRIBUTION OF EMPLOYEE HANDBOOK
AND/OR DISTRICT POLICIES**

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access the employee handbook and all Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

I have chosen to:

- Receive a paper copy of the employee handbook and/or district policies.
- Accept responsibility for accessing the employee handbook and/or district policies through an accessible District computer and printer.

I have been trained to access the employee handbook and/or district policies from the District's Web page and understand that if I have any questions regarding the employee handbook/policies, I should direct those questions to the principal or supervisor at my campus/department.

Employee signature _____

Campus _____

Date: _____