



COOLIDGE INDEPENDENT SCHOOL DISTRICT
1002 KIRVEN ST. * P.O. BOX 70 * COOLIDGE, TX * 76635



Receipt of Employee and Student Handbooks, Student Code of Conduct, and Relevant State and Local Policies 2017-2018

Name: _____

Campus/Department: _____

I hereby acknowledge that I have been provided the following information:

- The 2017-18 Coolidge ISD Employee Handbook, Student Code of Conduct and Texas Education Code 37.001-37.021 may be located and downloaded on line from the CISD website at:
www.coolidge.k12.tx.us
- CISD Employee Acceptable Use Agreement
- Personnel Records Opt. out Form
- Pest Management
- Sexual Abuse of Children
- Receipt of my personal copy of CISD 403(b) Plan excerpts
- CISD Board Policies. The following policies may be accessed from the website:
<http://www.tasb.org/policy/pol/private/147901>. Also, policies can be reviewed at both campus offices and at the superintendent's office. All policies listed are "legal" policies unless otherwise notated.

POLICIES FOR ALL EMPLOYEES:

- Discrimination, Harassment and Retaliation Policies [*DH, DIA, FFH (Local), FNC (Local)]
- Bullying Policy [FFI (Local)]
- Child Abuse and Neglect Policies [*BQ, *DH (Local and Exhibit), *FFG (Legal and Exhibit), GRA (Legal and Exhibit)]
- Drug-Free Workplace Policies [*DH Local, *DI (Local and (Exhibit)]
- Purchasing and Acquisition: [CH (Local), DBD, *DC series, *DEA, DEAA, *DEC, DEE, DF series, *DGBA (Local), *DH (Local and Exhibit), DHE, DI (Exhibit), *DIA, DK, DMD, DN series, GBA services]
- Student Welfare – Crisis Intervention [FFB(Local)]
- Student Rights and Responsibilities [FN(Local)]
- Student Discipline [FO(Local)]
- Deferred Compensation Policy and

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- Contractual or Noncontractual Employment Policies (as per job description)
- Performance Appraisal Policies
- Distribution of Nonschool Literature Policies
- Nonschool Use of Facilities Policies
- Distribution of Nonschool Literature by Students Policies
- Nonschool Use of Facilities by Students
- Electronic Communication and Data Management Policies

EMPLOYMENT POLICIES FOR TERM CONTRACT EMPLOYEES:

[DAA, DBAA, *DBD, *DC, DCB, *DEA series, *DEC series, DFAC, DFB series, DFD, DFE, DFF, DG, DGBA, *DH, DHE, *DI, DIA (Local), *DK, *DN series]

POLICIES FOR TEACHERS AND ADMINISTRATORS:

District Goals and Planning: [AE, BQ series]

Instruction and Students: [EFA, EFE, *EIA, *EIE, FB, FFAC, FFAD, FFG, FFH (Local and Legal), FFI (Local), FL, FNA, FNAA, FNAB, FNC, FNG, *GRA]

Personnel: [CAA, CK series, *CQ, *CRD, *CY, DAA, DBAA, DBD, DC series, *DECA, DECB, DEE, DF series, DGBA, *DH, *DHE, *DI, *DIA, *DK, DMD, *DN series, *GBA series]

*****Please indicate your choice by checking the appropriate box below:***

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I choose to receive the employee handbook and all federal/state forms in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to receive a hard copy of the employee handbook and all federal/state forms.

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I understand:

(1) that the information in this handbook is subject to change,

(2) that changes in district policies may supersede, modify, or render obsolete information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

(3) that I can request hard copies of any policy

(4) that I can access any policy online

(5) that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

(6) that I have an obligation to inform my supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent of Schools if I have questions or concerns or need further explanation.

Signature

Date

Note: Sign/date and return to Mrs. Peacock by Friday, July 28, 2017.