

**Acknowledgement of Substitute Handbook
2020-2021**

**Please review, sign and return this form to Substitute
Services**

I understand the information in the South Kitsap School district's Substitute Handbook represents **guidelines only** and that the South Kitsap School District reserves the right to modify this Substitute Handbook and/or amend or terminate any policies or procedures whether or not described in this Substitute Handbook at any time.

I understand that I am responsible to read the Substitute Handbook in its entirety. (Please see website instructions on bottom of this form.)

I understand if I do not have access to the Internet or am unable to access the Substitute Handbook online, I will request a copy of the Substitute Handbook from Substitute Services. I agree to familiarize myself with its contents, and adhere to all policies and procedures of the South Kitsap School District, whether set forth in this Substitute Handbook or elsewhere.

I understand this Substitute Handbook is not a contract or employment, express or implied, between me and the South Kitsap School District, and that I should not view it as such, or as a guarantee of employment for any specific duration. However, I do agree to abide by the terms of the Substitute Handbook relating to arbitration of employment disputes.

PRINTED Name of Substitute

Signature of Substitute/Date

E-mail Address

Contact Number

From the SKSD website (www.skschools.org), click the Tab 'For Staff'. From the 'Substitute' drop down menu, click the link 'Orientation'. From the Substitute Orientation Page, click the link 2020-2021 Substitute Handbook. After reading the Handbook contents, click the link 'Acknowledgement of 2020-2021 Substitute Handbook'. Print the Acknowledgement, sign and return to Substitute Services. This can be done via fax (360) 874 7076, e-mail, brandal@skschools.org - mail, 2689 Hoover Ave SE Port Orchard 98366 or delivery to the HR counter. It is imperative that Substitute Services receive your Acknowledgement of Handbook in a timely manner. Please call Marianne Brandal at 360.874.7070 if you have any questions. Thank you.