



HELENA PUBLIC SCHOOLS
SUBSTITUTE OFFICE
55 SOUTH RODNEY - HELENA, MT 59601
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(406) 324-2011

Substitute

Handbook Acknowledgement 2019-2020

I understand that the handbook for the 2019-2020 school year is located on the Helena School District website at helenaschools.org and that I must visit this website to review it.

I understand that the contents of the handbook are guidelines, not a contract or implied contract with substitutes. The contents of the Substitute Handbook may change at any time. In the event the District modifies any of the policies or procedures contained in the handbook, or on the website, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.

I understand that in the event there is a conflict between this Handbook and District policies and procedures, the policies and procedures will control.

I agree to review the Handbook and Policies of the Helena School District and I agree to act in accord with the Standards of Conduct as a condition of substituting for the Helena School District. Policies can be found on the Helena School District website: About/Board of Trustees/Policies

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult with the Substitute Office or the District Human Resources Office.

By signing below I consent to read the contents of this handbook and understand that I am required to review and follow the policies and procedures set forth in the Substitute Handbook and I agree to do so.

Employee Signature

Employee Name Printed

Date