

Board of Education

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Donna J. Geist

Superintendent of Schools

Victoir T. Cahoon, Ed.D.
Voice: (302) 857-4200
Fax: (302) 672-1715
Email: victoir.cahoonn@capital.k12.de.us



198 Commerce Way
Dover, DE 19904

Director of Human Resources

Chenee' L. Brooks
Voice: (302) 857-4215
Fax: (302) 672-1516
Email: chenee.brooks@capital.k12.de.us

ACKNOWLEDGMENT and RECEIPT

I have reviewed a copy of the Substitute Teacher Handbook.

The Substitute Teacher Handbook (the "Handbook") contains important information about the Capital School District (the "District"), and I understand I should consult the Director of Human Resources regarding any questions not answered in the Handbook. I understand and acknowledge that Substitute teachers are considered "**employment at will**" positions and that the District may terminate employment at any time without the requirement of just cause. No set hour and/or days are guaranteed. Benefits are not provided for substitute teachers. The Director of Human Resources may, at any time and for any reason, deem a substitute ineligible to accept future substitute jobs and direct his or her removal from the AESOP system and terminate employment.

I acknowledge that if after an investigation it is found that any of the provisions of the *Dress Code, Responsibilities of Substitute Teachers, Classroom Management and Discipline or Working with Other School Staff* have been violated, disciplinary action may be taken, up to including termination.

I understand and agree that no person other than the Capital School District Board of Education may enter into an employment agreement for any specified period of time, or make any agreement contrary to the District's stated substitute employment at-will policy.

I further understand that, except for employment at-will status, any and all procedures and practices set forth in the Handbook may be changed at any time by the District, and that the District reserves the right to change hours, wages, and working conditions at any time. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify or eliminate exiting procedures and practices. Only the Director of Human Resources has the ability to adopt any revisions to the procedures contained in the Handbook.

Furthermore, I understand and agree that nothing in the Handbook creates, or is intended to create, a promise or representation of continued employment and that employment with the District is employment at-will, which may be terminated at the will of either party. I further acknowledge that this Handbook is neither a contract of employment nor a legal document.

I have reviewed the Substitute Teacher Handbook, and I understand that it is my responsibility to read and comply with the procedures and practices contained in this Handbook and any revisions made to it.

Substitute Signature

Date

Substitute Name (Print)