



## PLEASANTS COUNTY BOARD OF EDUCATION

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SUPERINTENDENT

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### 2023-2024 NON-FULL TIME EMPLOYEES POLICY TRAINING

Beginning with the 2022-2023 school year, all non-full time personnel (such as professional and service substitutes, coaches- including authorized/ non-paid, extra-duty employees) must complete policy training by watching the training video and completing this form. If you do not have internet access at home, please call 304-684-2239 to set up a time to view the training video at the Board of Education Office. The training is 30 minutes long.

#### To access the video:

1. Go to [www.pleasantcountyschools.com](http://www.pleasantcountyschools.com),
2. click on "Board of Education"
3. click on "Substitute Personnel Policy Training."

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Non-Full Time EMPLOYEE NAME: \_\_\_\_\_

CLASSIFICATION/ JOB TITLE: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

#### **PLEASE INITIAL THE FOLLOWING TWO STATEMENTS:**

\_\_\_\_\_ I watched the training video in its entirety.

\_\_\_\_\_ I know where to access the text of all of the policies.

**SIGNATURE:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

#### **\*\*SUBMISSION INSTRUCTIONS\*\***

**PLEASE TURN IN TO ERIC CROASMUN AT THE BOARD OFFICE, BY FAX TO 304-684-3569, OR SCAN AND EMAIL TO [ECROASMUN@K12.WV.US](mailto:ECROASMUN@K12.WV.US) ON OR BEFORE YOUR FIRST DAY OF WORK. YOU CAN ALSO TURN IT IN TO AN ADMINISTRATOR AT THE WORK LOCATION WHO CAN SUBMIT IT THROUGH COUNTY MAIL.**