I. Policy: All School staff will read and adhere to all of the contents of the Teacher Handbook.

II. Procedure:

A. The School Principal will update the Teacher Handbook by August 15th of each year.

B. Updated Teacher Handbook will be distributed via email on or by August 15th of each year.

C. All school staff will sign an acknowledgement of reading and compliance to the handbook by August 25th of each year. This allows ten days for review.

D. Teacher Handbook may be used as an accountability tool and could be referenced in disciplinary situations.

Approved by: [Signature]
President/CEO

Date: 7/9/2013