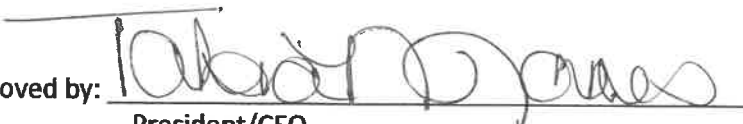


Teacher Handbook Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	School
Number:	850.11
Effective Date:	February 1, 2018
Review Date:	
Revised Date:	
Page:	1 of 1

- 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: 
President/CEO

Date: 