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 each year.

B. An updated Teacher Handbook will be distributed to teachers each year.

C. All school staff will sign an acknowledgement of reading and compliance to the handbook each year.

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

Approved by: [Signature]
President/CEO
Date: 3/4/2020