

Teacher Handbooks Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	School
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- 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:



President/CEO

Date

