

TEACHER HANDBOOK

The Teacher Handbook was published by the Apple Creek Public School District as a service to its employees. It is a useful reference for providing information and answering questions relating to personnel concerns and the operation of the Apple Creek Public School District and shall not be construed to form a contract between the District and its employees. Rather, to describe the District's general philosophy concerning policies and procedures.

It will be the duty of the school principal to up-date the teacher handbook and ensure that it is kept current with all policies and procedures affecting the Apple Creek School teachers. It will be at the Principal's discretion whether that duty will be delegated to another staff member. The responsible individual will ensure that the handbook does not conflict with any district policies or state or federal law. The handbook shall be distributed to all teachers their first day of employment and any updates or revisions, shall be made in a timely manner with all teachers receiving the most current information. **The teacher handbook shall be reviewed annually.**

The letters which appear in capitalization following some headings indicate the reference code for policies and procedures contained in the policy manual adopted by the Apple Creek School Board. Policy manuals are available from the Business Manager.

POLICY ADOPTED: 04 Mar 13

POLICY AMENDED: