

GOAL: Improve frequent and effective communication among, students, parents, teachers, through: Broad Reach; New Media; Accurate and Timely Information & Collaboration

STRATEGY: (10) By September, 2013, publish a Teacher Handbook both electronically and in paper format.

Major Activities	Staff	Resources	Timelines	Indicators of Success
Establish a Committee of Admin and Teacher	Mr. Hallman; Ms. Hannah	Time	Identify by October 30, 2012	Committee Established by 10/30/12
Committee collects from admin and staff various procedures to be documented to ensure continuity	Handbook Committee	Time; Computer Access	Data collected by Feb. 1, 2013	All data collected by March 1, 2013
Committee collates data/procedures into book format	Handbook Committee	Time; Computer Access	Handbook prepared in draft format by May 30, 2013	Draft document prepared by June 30, 2013
Handbook reviewed by Administration	Mr. Hallman, Ms. Hannah	Time	Draft Review Completed by June 30, 2013	Review completed and revisions provided to Committee
Handbook presented to BOE for review and approval.	Mr. Hallman	Time	Presented for approval at July, 2013 BOE meeting; and approved at August, 2013 BOE meeting	
Handbook finalized and published	Committee	Time; Funds for paper copies	September 1, 2013	Handbook published by September 1, 2013



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