The Cherokee County Board of Education deems it necessary for each employee of Cherokee County Schools to read, understand and agree to the governing principles contained in policies relevant to the employee's position within this school system. All employees must read policies that relate to codes of conduct, standards of conduct, harassment, bullying, and discrimination, and grievance procedures.

NEW EMPLOYEES

Newly employed staff will receive an Employee Handbook when they complete their entry paperwork at Central Office. The Employee Handbook contains essential policy driven information about expectations of Cherokee County School employees as well as other relevant information. There is, located at the end of the Employee Handbook, an endorsement document which must be completed and provided to the identified departments. This statement includes an employee's assertion to having read the Policy Manual, understanding of the policies, and agreement to comply with the same.

NEW POLICIES

When the Board approves a policy by a second reading, the new policy and log sheet will be distributed to each principal the next day. The principal will go over the policy with appropriate staff and those staff members will read and sign off within five (5) working days of adoption.

LOG SHEETS

Copies of all log sheets will be kept in the principals' Policy Manual. Adherence to this procedure will be a basis of evaluation of the principals in the area of Record Keeping and Legal Compliance.

Legal Reference:
Cross Reference:

Adopted: October 14, 1999 (Originally Adopted January 1997)
Amended: November 12, 2015

Policy Review Log Sheet

By my signature below, I assert that I have read, understand and will comply with the provisions contained in policy(ies):

Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.
Policy Title	Policy No.

(List Policy(ies) here)

(Printed Name)	Signature/Date

This Policy Log Sheet is to be retained by the Principal in the schools official Policy Manual.