

T H E  
  
RANCHES  
A C A D E M Y  
P O L I C Y

**Placement and Advancement on Salary Schedule**

**Rule:**

**Law: Section 53A-9-104**

***Policy:***

The Ranches Academy shall accept proof of completed course work and or credits by March 31 of the current school year for the placement on the salary schedule for the upcoming school year.

***Procedure:***

1. Teachers must turn in transcripts to the business manager no later than March 31 of the current school year for possible horizontal movement on the salary schedule for the upcoming school year.
2. Coursework competed during the summer of an upcoming school year will not be considered as the school budget must be finalized and approved by the School Board in May.
3. Allowance for the 09-10 school year will be extended until May 26, 2009 as this policy was not in effect March 31.

Approved: May 4, 2009