

# Handbook Audit Checklist

## Montessori Makers Toolbox

Quick scan: can staff understand expectations without guessing?

### ✓ Policy Must-Haves (check if it's clearly written)

- Work calendar + required days
- Work hours / arrival / dismissal expectations
- Pay schedule + benefits summary
- PTO + sick time (what you get + how to request)
- Absence reporting + coverage expectations
- Communication norms (email/text boundaries)
- Meetings (what's required + when)
- Professionalism standards (examples included)
- Conflict process (what to do when there's a problem)
- Coaching + evaluation timeline
- Discipline pathway (warnings → next steps)

- Mandated reporting expectations
- Safety basics (emergencies / incident reporting)

### ✓ “Red Flag” Checks (if yes, fix it)

- Policies contradict each other
- Key policies live only in emails/texts
- Expectations depend on “who remembers”
- The handbook is outdated or unlabeled
- Staff regularly ask the same policy questions

### ★ Quick Score

0–6 checked: high confusion risk

7–10 checked: decent foundation

11–13 checked: strong clarity ✓

Want ready-to-use handbook + policy templates?

Montessori Makers Toolbox → [montessorimakersgroup.org](http://montessorimakersgroup.org)