

Overview of Proposed Updates to 2024-2025 Version

Family Handbook

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Throughout	Updated school year, formatting, grammatical errors.
9	Updated After Care / Camp Fire information
12	Updated Early Pick-up information
16-17	Updated School Uniform information
17	Removed "Classroom Procedures: Philosophical Approach & Goal" section
19	Updated Field Trips information
20	Removed "Student Discipline: Social & Emotional Development" section
20	Removed "Student Discipline: Commitment to Anti-Racism" section
22	Updated School Visits information
24	Removed "Citizens Community Organization" section
27	Updated "Illness" section
27	Updated "Student Medications" section

Employee Handbook

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Throughout	Updated school year, formatting, grammatical errors.
Throughout	Updated titles/personnel according to current organizational structure.
5	Updated "Welcome" wording
7	Updated "About Us" to reflect current CWC network schools.
8	Corrected "Mission" and removed "Operating Norms."
12	Updated "Arrangement for Substitutes" substitute packet expectations.

- 13 Updated Time Tracking process for Hourly employees
- 19 Inserted previously-approved Applicant Referral Policy
- 22-25 Updated/Clarified the PTO/Vacation distinction (or lack thereof) for 12-month employees; combined all into one "PTO" bucket.
- 24 Added an additional day (9 to 10) for 11-month employees;
- 24 Added an additional 4 days (14 to 18) for 12-month Executive employees.
- 26 Updated the PTO Blackout Policy to "First 5 Instructional Days" instead of "First Week"
- 27 Changed the PTO Buy-Back Policy to include (only, and all) 10-month employees.
- 27 Increased Paid Parental Leave from 5 days to 10 days.
- 27 Added discretion for the ED to grant limited Parental Leave days for the placement of a foster child(ren).
- 27 Added discretion for the ED to grant Bereavement Leave days for family members outside of those specifically listed.
- 35 Updated "Personal Appearance" to include off-site work functions; clarified that on-site also includes non-instructional days.
- 37 Clarified the "Off-Duty Conduct: Social Media" policy to reference and align with other school policies.
- 38 Updated required employee trainings
- 39 Updated background check convictions to preclude employment
- 39 Added security protocols around the back (South) building door.
- 40 Clarified the Safety Incident Reporting process
- 40 Added "Lactation Policy"