

Overview of Proposed Updates to 2021-2022 Version

Policy Manual

<u>Page Number</u>	<u>Update or Edit</u>	<u>Section</u>
Throughout	Updated language from "Head of School" to current job title, "Director of School Leadership" as appropriate.	
60	Updated language regarding accrued FMLA sick leave usage to match Employee Handbook wording	Section 29.4
90	Updated "Homeless Policy" per Board Approval on 12/17/2020	Section 52
136	Updated "Program for Homeless Students Policy" per Board Approval on 11/20/2020	Section 91

Employee Handbook

<u>Page Number</u>	<u>Update or Edit</u>
Cover	Updated work site locations
Throughout	Updated language from "Head of School" to current job title, "Director of School Leadership" as appropriate.
5	Updated "welcome" wording
7	Updated "About Us" to reflect current CWC network schools.
24	Clarified 10-month employee vacation time as summer
24	Clarified 12-month employee vacation request process
27	Noted that PTO Rollover will be in 8-hour increments only.
27	Noted that PTO Buyback will be decided in Spring 2022.
27	Added policy regarding Classroom Checkout
53	Added "Personal business solicitation via email" policy.
56	Updated address for "Complaints/Grievances Submittal Procedure"

Family Handbook

<u>Page Number</u>	<u>Update or Edit</u>
1	Updated "welcome" letter