

Handbook Changes for the 2011-2012 School Year

There are a few formatting changes that were made such as uncapitalizing the word handbook or bolding and underlining where we felt it was important to emphasize the text. The Table of Contents and all additional page(s) formatting will be changed once content is approved by the school teacher community and the Board.

Area (Page):	Change Made:
Larchmont Charter School, Inc.	Replaced "Larchmont Schools" with Larchmont Charter School, Inc.
Definition of School Leader and Administrator (pg 6)	Defined School Leader to include Principal or Head of School and defined Administrator for clarity.
Personnel Files and Record Keeping Protocols (pg 8)	Clarified that it is the employee's responsibility to ensure their records are up to date.
Job Share (pg 10-11)	Deadline changed to May 1; benefits will be on a prorated basis; clarified shared responsibilities
Compensation & Benefits (pg 11-12)	--Because of the budget uncertainty, we removed: "For 2010-2011, it is the policy of Larchmont Schools for teacher salaries to be equivalent to the prior year's LAUSD published pay scale plus 0.5%." --Clarified the health and welfare benefits section.
Full Time Employee (pg 13)	Defined 10, 11, 12 month full time employment status
Schedule (pg 14)	Removed specific hours of operation, as this is different from site to site.
Paydays (pg 14-15)	Clarified 10, 11, 12 month and hourly employee pay schedule and updated it for 2011-2012.
Holidays (pg 15-16)	Added Veteran's Day.
Vacation, Sick and Personal Days (pg 16+)	--Clarified award of days for 10, 11, 12 month employees; no change to teachers' allotment of 5 personal and 10 sick. --Clarified 12 month employee allotment is 5 vacation days and took away personal days. --Added clause that 12 month employees' summer break must be used 2 weeks before teachers return --Maintains the same accrual rate for all employees --Added sick bank
Smoking (pg 27)	Removed specific campus names and added: "including all rented spaces, properties and sponsored events, both on and off campus."
Faculty & Staff Complaints (pg 31)	Removed Board of Directors committee and changed to: "Unresolved problems may be brought to the School Leader for resolution through the respective charter dispute resolution sections."
Tuberculosis Test (pg 31)	Added: "It is the employee's responsibility to keep their tuberculosis test result up to date."
Termination (pg 35)	Added tardiness to "excessive absenteeism"
Personnel Handbook Acknowledgement	This will be the second page, not last page of the handbook.