

Employee Transition Communications Policy

To be added to our Personnel Handbook

Consistent with CA law, the privacy rights of a transitioning Employee will be observed for any and all communications to Larchmont employees, students, parents and the Board of Directors. Once an Employee's transition is complete, the Head of School will notify Network Support and Employees who work on the same campus(es) with the transitioning Employee with information about Substitute needs (if any), a search plan for a replacement, and whom to contact with concerns. The Head of School will provide Teachers with an appropriate message to share with students to support with an Employee's transition. Thereafter, the Head of School will inform members of the parent community with information about a search plan for a replacement and whom to contact with concerns. Consistent with the Brown Act, the Executive Director will update the Board of Directors of the Employee transition.