

## Overview of Proposed Updates to 2023-2024 Version

### Family Handbook

#### Page Number   Update or Edit

Throughout	Updated language from "CWC Kansas City" and/or "CWCKC" to "Citizens."
Throughout	Updated school year
6	Updated "Data Informed Instruction" description
6-7	Updated "Building Strong Communities" description
7	Updated building hours
8-9	Updated "Daily Schedule" section
9	Created separate "Before Care Program" header
9	Updated "After Care Program" to reflect Camp Fire partnership
10-11	Updated "Arrival and Dismissal" to reflect updated process
11-14	Updated "Attendance" to reflect updated process
14-15	Updated "Nutrution" section
17	Removed "Healthy Snack List"
18-19	Updated "School Uniform" section to reflect updated policy
23	Updated "Field Trip" section to note permission during registration and updated notification process.
23	Clarified "Electronic Devices" policy
24	Minor edits within "Student Discipline: Social & Emotional Development and Growth" section
26	Updated "Student Discipline: Expected Conduct" section
26-27	Minor edits to "Student Discipline: Dicipline Policy"
28	Updated cost to the FCSR within "Background Clearance and Safety" section
29	Clarified "Teacher/Principal Contact" section
29-30	Updated wording within "Citizens Community Organization (CCO)" section

33	Updated temperature within "Illness: Criteria for Saying Home" section
34	Clarified "Student Medications" policy
34	Clarified "Immunizations" policy relating to Homeless students Updated "Missouri Course Access & Virtual School Program" in accordance with
36-37	updated state statute

### **Employee Handbook**

<b><u>Page Number</u></b>	<b><u>Update or Edit</u></b>
5	Updated "Welcome" wording
7	Updated "About Us" to reflect current CWC network schools. Updated "School Closure" policy to reflect Citizens' autonomy and remote
19	working expectations
20	Increased Differential Pay amount
24	Added "Juneteenth" to the 12-month Holiday schedule.
25	Noted that the holiday schedule will change for 12-month employees to include a 1-week July 4th break and related reduction in variable PTO days.
26	Updated PTO Overage (without pay) policy
27	Clarified Blackout Days during MAP Testing to include all classroom teachers
27	Clarified Blackout Days exception given by the Executive Director
27	Updated PTO Rollover increments to be 4- or 8-hours
33	Added "Parental Leave" policy of 5 days for full-time employees
43	Added "personal contact information" and "social media interation" on "Unacceptable Staff/Student Behaviors without Parent/Supervisor Permission"