LARKMOOR SCHOOL

Faculty Handbook

2025-26

Effective August 18, 2025

Founded 1958 · A coeducational day school, kindergarten through grade twelve

Office of Human Resources · hr@larkmoor.example

A Letter from the Head of School

August 2025

Dear Colleagues,

Welcome to the 2025-26 school year, and to my third year as Head of School. To those of you joining Larkmoor for the first time: you are walking into a community that has been teaching children well since 1958, and we are glad you chose us. To returning faculty: thank you for the care you brought to every classroom, field, studio and advisory group last year.

This handbook gathers in one place the policies and expectations that shape our work together. Most of it will be familiar. A few sections have been revised over the summer, most notably the guidance on generative AI tools in Section 7, which a faculty working group drafted last spring and which we will keep revisiting as the tools and our understanding change. Please read the handbook in full before the opening faculty meetings, and return the acknowledgment form on the last page to the Office of Human Resources by September 5.

A handbook cannot answer every question. When something is unclear, ask: your division head, the Director of Human Resources, or me. Our policies exist to protect students, to treat colleagues fairly, and to let good teaching happen. When you are unsure what a policy requires, those three purposes are a reliable guide.

I look forward to the year ahead with you.

With gratitude,

Dana Whitlock
Head of School

Leadership Directory

Role	Name	Email
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Section 1. Mission, Community, and Using This Handbook

Policy 1.1 Our Mission

Larkmoor School educates curious, capable and kind young people who think for themselves and act for the good of others. We do this through close relationships between teachers and students, a demanding and joyful program of study, and a community in which every child is known.

Larkmoor was founded in 1958 by a small group of families and teachers who wanted a school where children would be taught to ask good questions as well as to answer them. What began with forty-one students in a converted farmhouse is today a coeducational day school serving students from kindergarten through grade twelve in three divisions: the Lower School (kindergarten through grade 5), the Middle School (grades 6 through 8) and the Upper School (grades 9 through 12).

Policy 1.2 Community Commitments

Every member of the Larkmoor community, adult and student, is asked to live by four commitments. Faculty are expected to model them and to hold students to them with patience.

- **Honesty.** We tell the truth, do our own work and own our mistakes.
- **Respect.** We treat every person with dignity, including those with whom we disagree.
- **Responsibility.** We keep our commitments and look after the people and places around us.
- **Courage.** We try hard things, speak up for others and stay open to changing our minds.

Policy 1.3 About This Handbook

This handbook applies to all faculty members, including full-time and part-time teachers, librarians, learning specialists, counselors and coaches who hold faculty contracts. Staff members receive a separate Staff Handbook, although many policies are shared.

The handbook describes the School's current policies and practices. It is not a contract of employment and does not create any promise of continued employment. The terms of each faculty member's employment are set out in that faculty member's individual contract. Where this handbook and an individual contract differ, the contract controls.

The School may revise this handbook at any time. Revisions are announced by email from the Office of Human Resources and posted to the faculty portal, and they take effect on the date announced. Policies are numbered by section and subsection, so that Policy 5.3 is the third policy in Section 5. The 2024 revision reorganized and renumbered several sections; the numbering in the table of contents of this edition is the current numbering.

Policy 1.4 School Leadership

The Board of Trustees, chaired by Marcus Oyelaran, holds the School in trust and sets its mission, strategy and budget. The Board employs the Head of School, who is responsible for all operations of the School, including the employment of faculty and staff. Faculty members do not normally contact trustees about School business; questions for the Board are directed through the Head of School.

Contact details for the School's senior leaders appear in the directory that follows the Head of School's letter at the front of this handbook.

Section 2. Employment

Policy 2.1 Equal Employment Opportunity

Larkmoor School provides equal employment opportunity to all employees and applicants. The School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status or any other characteristic protected by federal or applicable state law. This commitment covers recruitment, hiring, compensation, assignment, promotion, discipline and separation.

Policy 2.2 Employment Status and Contracts

Faculty members are employed under written contracts for a single school year, running from August 1 through July 31. A contract states the faculty member's position, full-time equivalency, salary and principal responsibilities. Additional assignments, such as coaching a team or directing a production, are described in a separate stipend letter.

A faculty member who holds a full-time contract is expected to devote full professional effort to the School during the academic year. A part-time contract specifies the days or periods the faculty member is expected on campus. Changes to full-time equivalency are made only by a written amendment signed by the Head of School.

Staff members who do not hold faculty contracts are employed at will, as described in the Staff Handbook.

Policy 2.3 Hiring and Onboarding

Open faculty positions are posted internally and externally. Hiring committees include the relevant division head, at least one department colleague and, for leadership roles, the Head of School. Finalists teach a demonstration lesson whenever possible.

New faculty members attend a three-day orientation in August and are paired with a mentor from their division for their first year. Mentors meet with new colleagues at least twice a month during the fall and monthly thereafter, and they observe and are observed by their mentees at least once each semester. Mentoring conversations are confidential and are not part of the formal evaluation process.

Policy 2.4 Background Checks and Credentials

Every offer of employment is contingent on a satisfactory criminal background check, a sex offender registry check, verification of identity and eligibility to work, and at least three professional references, one of which must come from a current or most recent supervisor. Fingerprint-based checks are completed before the employee's first day with students.

Background checks are repeated every three years for all employees and volunteers who work with students. Employees must notify the Director of Human Resources within five days of any arrest, charge or conviction other than a minor traffic violation. Failure to disclose is grounds for discipline up to and including dismissal.

Faculty members provide official transcripts for all degrees listed on their applications. Teachers who hold a state teaching license are asked to keep it current and to provide a copy of each renewal; the School reimburses license renewal fees.

Policy 2.5 Contract Renewal and Non-Renewal

Contracts for the following school year are issued no later than March 15. Faculty members who wish to accept must sign and return the contract within fourteen calendar days. A contract not returned by the deadline may be withdrawn.

The School may decide not to renew a contract for any lawful reason, including changes in enrollment or program, performance or fit with the School's needs. Faculty members who will not be offered a contract are notified by the Head of School or the division head no later than March 15. A decision not to renew is not a dismissal and does not require cause.

Policy 2.6 Personnel Files

The Office of Human Resources keeps one official personnel file for each employee, containing the employment application, contracts, evaluations and related records. Employees may review their own file by appointment with the Director of Human Resources and may submit a written response to any document in it, which will be kept with that document. Medical information is kept separately and confidentially.

Policy 2.7 Workplace Health and Safety

The School is committed to a safe workplace. Employees report any injury on the job, however minor, to the Business Office within twenty-four hours so that a report can be filed and workers' compensation coverage confirmed. Hazards such as broken furniture, spills, damaged playground equipment or faulty lab equipment are reported to the facilities team through the work order system, or by phone to the facilities office for anything urgent.

Employees who have a contagious illness stay home, and the School follows the guidance of public health authorities about communicable diseases. Requests for workplace accommodations related to a disability or a medical condition are made to the Director of Human Resources and are handled confidentially.

Section 3. Professional Expectations

Policy 3.1 Professional Conduct

Faculty members are role models. Students watch how adults speak to one another, how they handle frustration and how they keep their word. The School expects faculty to treat students, parents and colleagues with courtesy, to prepare thoroughly for classes, to return student work promptly with useful feedback and to keep commitments to the community.

Conduct that is inconsistent with the School's mission, on or off campus and online as well as in person, may lead to discipline. Examples include dishonesty, harassment, discussing students in public settings, use of alcohol or drugs on campus or at School events with students present, and any conduct that places a student at risk.

Policy 3.2 Working Hours and Duties

The faculty workday runs from 7:45 a.m. to 3:45 p.m., Monday through Friday, on all days when school is in session and on scheduled in-service days. Faculty members are expected on campus for the full workday unless they have arranged otherwise with their division head. Teaching schedules vary by division, and unscheduled periods are working time used for planning, grading, meeting with students and collaborating with colleagues.

In addition to teaching, every faculty member shares in the work of running the School. Typical duties include:

- advising a small group of students and communicating with their families;
- supervising lunch, recess, study halls or the morning and afternoon carpool lines on a rotating schedule;
- attending division and department meetings, parent conferences and the major school events listed on the faculty calendar, including Back-to-School Night, Commencement and the spring open house;
- chaperoning at least one evening or weekend event each year.

Duty schedules are published by each division at the start of each semester. Faculty members who cannot cover an assigned duty are responsible for arranging a swap with a colleague and notifying the division office.

Policy 3.3 Meetings

Full faculty meetings are held on the first Wednesday of each month from 3:45 to 4:45 p.m. Division and department meetings are scheduled by the division heads and department chairs. Attendance is expected; faculty members who must miss a meeting notify the person leading it in advance and are responsible for the information shared.

Policy 3.4 Professional Dress

Faculty dress should be neat, clean and appropriate to the work of the day. Business casual attire is standard. Athletic wear is appropriate for physical education classes, coaching, outdoor education and designated spirit days. Division heads may give additional guidance for special events such as Commencement.

Policy 3.5 Outside Employment and Private Tutoring

Faculty members may hold outside employment that does not interfere with their duties at the School and does not create a conflict of interest. Faculty members who take on regular outside work during the school year inform their division head.

Faculty members may not tutor Larkmoor students for pay. Faculty may tutor students from other schools, but may not use School facilities or materials for private tutoring, may not solicit tutoring clients among Larkmoor families, and may not tutor any student whose academic work they evaluate. Summer programs run by the School are an exception and are governed by separate agreements.

Policy 3.6 Conflicts of Interest and Gifts

Faculty members avoid situations in which a personal interest could influence, or appear to influence, their professional judgment. Examples include supervising or evaluating a relative, selling goods or services to School families, or accepting a significant gift from a family whose child they teach.

Small tokens of appreciation from families, such as a handwritten note, baked goods or a gift card of modest value at the winter holidays or the end of the year, may be accepted. Gifts with a value above $100 from a single family in a school year must be declined or reported to the division head. Group gifts organized by a class parent are acceptable.

Policy 3.7 Confidentiality

Faculty members have access to sensitive information about students, families and colleagues, including grades, learning profiles, health information, family circumstances and financial aid status. This information is shared only with those who need it to support the student, and never in public places, on personal social media, or with other parents. Financial aid information is held by the Business Office and the Office of Enrollment and is not shared with faculty except when necessary to arrange trip or program fee assistance.

Policy 3.8 Drug- and Alcohol-Free Workplace

Employees may not use, possess, distribute or be under the influence of illegal drugs or alcohol while working, on campus, or while supervising students anywhere. The misuse of prescription medication is treated in the same way. Alcohol may be served at adult-only School events with the approval of the Head of School; employees who attend such events in a working role do not drink. Tobacco and vaping products are not used anywhere on campus or on School trips. Employees who are struggling with substance use are encouraged to seek help through the Employee Assistance Program, and asking for help will not by itself lead to discipline.

Section 4. Compensation and Benefits

Policy 4.1 Salary and Pay Schedule

Faculty salaries are paid in twenty-four equal installments from August through July, on the 15th and the last business day of each month. When a pay date falls on a weekend or holiday, payment is made on the preceding business day. Direct deposit is required. Pay statements are available through the payroll portal.

Stipends for additional assignments are paid in equal installments over the season or term of the assignment. Questions about pay are directed to the Business Office at business@larkmoor.example.

Policy 4.2 Salary Scale and Placement

The School maintains a faculty salary scale approved annually by the Board of Trustees on the recommendation of the Head of School and the Chief Financial Officer, Priya Nandakumar. Placement on the scale for new faculty reflects years of relevant teaching experience and advanced degrees. Annual increases are determined by the Board as part of the budget and are communicated with contracts in March.

Policy 4.3 Health and Dental Insurance

Full-time faculty members and part-time faculty working at least 0.75 full-time equivalency are eligible for the School's medical, dental and vision plans on the first of the month following their start date. The School pays 85 percent of the employee-only premium for the standard medical plan and 60 percent of the premium for dependent coverage. Open enrollment takes place each November for coverage beginning January 1.

Policy 4.4 Retirement Plan

Employees may contribute to the School's 403(b) retirement plan from their first paycheck. After one year of service, the School contributes 6 percent of base salary each year, whether or not the employee contributes. School contributions vest fully after three years of service.

Policy 4.5 Tuition Remission

Children of full-time faculty members who are admitted to Larkmoor through the regular admission process receive tuition remission of 50 percent. Faculty families may also apply for need-based financial aid through the standard process; aid is calculated after remission. Remission for part-time faculty is prorated by full-time equivalency.

Policy 4.6 Paid Time Off at a Glance

Because faculty work follows the academic calendar, faculty members do not accrue vacation time; school breaks serve that purpose. During the school year, full-time faculty members receive ten sick days and three personal days. Unused sick days accumulate from year to year up to a maximum of sixty days and have no cash value at separation.

Up to two unused personal days carry over into the following school year, and a faculty member may hold no more than five personal days at one time.

The rules for requesting and using each kind of leave, including notice requirements, are set out in Section 5.

Policy 4.7 Other Benefits

The School provides term life insurance equal to one times base salary and long-term disability insurance at no cost to full-time employees. All employees and their households may use the confidential Employee Assistance Program for short-term counseling and referrals. Faculty members eat lunch in the dining hall at no charge on school days.

Section 5. Leave

Policy 5.1 General Provisions

Leave requests are submitted through the faculty portal. Whenever leave is planned, the faculty member leaves lesson plans for the substitute in the shared division folder by 7:30 a.m. on the day of the absence. Leave days are counted in full or half days. Part-time faculty receive leave prorated by full-time equivalency.

Policy 5.2 Sick Leave

Sick days may be used for the faculty member's own illness, injury or medical appointments, or to care for an ill spouse, partner, child or parent. A faculty member who is ill notifies the division office by 6:30 a.m. through the absence line or the portal. For absences of more than three consecutive school days, the School may request a note from a health care provider.

Policy 5.3 Personal Days

Each full-time faculty member receives three personal days per school year for matters that cannot be scheduled outside the school day. No reason is required. Requests are submitted at least five school days in advance and approved by the division head. Personal days are not normally approved for the first or last week of school, the days immediately before or after a school break, or days of exams, conferences or Commencement.

Personal days do not carry over from one school year to the next. Any personal days not used by June 30 are forfeited.

Policy 5.4 Bereavement Leave

Faculty members may take up to five paid days following the death of a spouse, partner, child, parent, sibling, grandparent or grandchild, or the corresponding relative of a spouse or partner, and up to two paid days for the death of another relative or close friend. The division head may approve additional time when travel is required.

Policy 5.5 Parental Leave

A faculty member who has been employed for at least one year is eligible for up to eight weeks of paid parental leave following the birth, adoption or foster placement of a child. Paid parental leave runs at the same time as any unpaid family and medical leave for which the faculty member is eligible. Faculty members are asked to give at least sixty days' notice when possible so the School can arrange continuity for students; the division head and the Director of Human Resources will work with the faculty member on timing, especially near the end of a semester.

Policy 5.6 Jury Duty and Civic Leave

Faculty members summoned for jury duty receive full pay for the period of service and do not use personal or sick days. A copy of the summons is given to the division office as soon as it is received. Faculty members who are released early on a school day are expected to return to campus if practical. Time off to vote is available when polling hours do not allow voting outside the workday.

Policy 5.7 Family and Medical Leave

Eligible employees may take unpaid, job-protected family and medical leave as provided by federal and applicable state law. Health insurance continues during approved leave on the same terms as active employment. The Director of Human Resources explains eligibility, notice and certification requirements and should be contacted as early as possible.

Policy 5.8 Sabbatical

Faculty members who have completed eight years of full-time service may apply for a sabbatical of one semester at full salary or one full year at half salary, for study, research or other work that will strengthen their teaching. Applications are due to the Head of School by October 15 of the year before the proposed leave. The number of sabbaticals granted each year depends on the budget. A faculty member who takes a sabbatical agrees to return to the School for at least one full year afterward and to share what was learned with colleagues.

Policy 5.9 Unpaid Leave and Substitutes

A faculty member who has used all available paid leave may request unpaid leave from the division head for compelling personal reasons. Approval is not guaranteed and depends on the needs of students. Substitute teachers are arranged by the division office; faculty members do not arrange their own substitutes or pay substitutes directly.

Section 6. Evaluation and Professional Growth

Policy 6.1 Purpose of Evaluation

Evaluation at Larkmoor has two purposes: to support every teacher's growth and to ensure that every student is taught well. The process is designed to be regular, transparent and grounded in evidence from classrooms. It is anchored in the Larkmoor Standards of Professional Practice, which describe effective teaching in five domains: knowledge of students, planning and curriculum, classroom culture, instruction and assessment, and professional responsibility.

Policy 6.2 The Evaluation Cycle

Faculty members in their first two years at Larkmoor are evaluated every year. After that, faculty members move to a three-year cycle: a full evaluation year, followed by two professional growth years in which the faculty member pursues a goal of his or her own choosing with the support of the division head. The division head may place any faculty member in a full evaluation year at any time. The main dates of the evaluation year appear in Appendix B.

Policy 6.3 Classroom Observations

In an evaluation year, the division head or a designated department chair conducts at least two formal observations, each preceded by a planning conversation and followed by a written summary and a debrief within ten school days. Informal visits of ten to twenty minutes happen throughout the year in every division and are a normal part of school life; observers leave a brief note after each visit.

The year ends with a written evaluation, discussed in a meeting with the division head. The faculty member signs the evaluation to acknowledge receiving it and may attach a written response.

Policy 6.4 Professional Growth Funds

The School budgets professional growth funds for every faculty member. Each full-time faculty member may request up to $1,200 per school year for conferences, courses, workshops, books and memberships related to his or her work. Requests are submitted through the portal at least thirty days before the expense and are approved by the division head. Larger grants for graduate study and summer projects are awarded each spring by a faculty committee.

Faculty members who attend a conference with School support share something useful with colleagues afterward, in a department meeting, a short written note or a faculty meeting presentation.

Policy 6.5 Professional Growth Plans

Every faculty member writes a brief professional growth plan by October 1, naming one or two goals for the year and the evidence that will show progress. The plan is reviewed with the division head in the fall and revisited in May. Growth plans may be individual or shared with a small group of colleagues working on a common question.

Policy 6.6 Support Plans

When a faculty member's practice does not meet the Standards of Professional Practice, the division head may put a written support plan in place. A support plan names the specific concerns, the expected improvements, the support the School will provide and a timeline, normally of at least eight weeks. Failure to meet the terms of a support plan may lead to non-renewal or dismissal. A support plan is not required before discipline for misconduct.

Section 7. Technology and Generative AI

Policy 7.1 Acceptable Use of School Technology

School devices, networks, accounts and software are provided for the work of the School. Limited personal use is permitted when it does not interfere with work, consume significant resources or violate any School policy. Employees have no expectation of privacy in School accounts or on School devices, which the Technology Office may access for security, maintenance or investigations authorized by the Head of School.

Employees may not use School technology to harass others, to access or share obscene material, to conduct a personal business, for partisan political campaigning, or to bypass the School's security and content filtering.

Policy 7.2 School Accounts and Email

All School business, including every communication with students and families, is conducted through School accounts. Faculty members check School email at least once each school day and respond to messages from families within one school day, even if only to acknowledge receipt and set a time to follow up. Accounts are protected by multi-factor authentication. Passwords are never shared, including with student helpers or substitutes.

Policy 7.3 Student Data Privacy

Student records, including grades, attendance, learning plans, health information, discipline records and photographs, are confidential and are protected by federal privacy law and School policy. Faculty members access student records only for legitimate educational purposes and store them only in School-approved systems.

Before using any new website, app or online service with students, faculty members confirm with the Technology Office that the service is on the approved list or submit it for review. Review considers what student data the service collects, how it is used and stored, and whether the vendor has agreed to the School's data privacy terms. Student names, identification numbers and other personal information may not be entered into any unapproved service.

Policy 7.4 Generative AI: Guidance for Faculty

Generative AI tools can help teachers plan, draft, differentiate and give feedback, and the School encourages faculty to explore them thoughtfully. Faculty members remain responsible for everything they produce with AI assistance: they check it for accuracy, bias and fit with their students before using it.

- Use only the generative AI tools the Technology Office has approved for School data, and use them through School accounts.

- Do not enter student names, identification numbers, grades, health or learning information, family details or other confidential information into any generative AI tool that has not been approved for that kind of data. When in doubt, remove identifying details first.
- Do not use generative AI to write narrative comments, evaluations or recommendation letters without reviewing and revising every sentence. A comment or letter signed by a Larkmoor teacher must reflect that teacher's own knowledge of the student.
- Do not use AI detection software as the sole basis for an academic integrity concern.

Policy 7.5 Generative AI: Guidance for Students and Academic Integrity

Each assignment should make clear whether, and how, students may use generative AI tools. Faculty members use one of three labels on assignments: *AI not permitted*, *AI permitted with disclosure*, or *AI encouraged*. When an assignment carries no label, students should assume that AI is not permitted. Departments agree on common expectations so that students meet consistent rules within a subject.

Suspected misuse is handled like any other academic integrity concern, through a conversation with the student first and then through the division's academic integrity process. Lower School students do not use generative AI tools independently at school.

Policy 7.6 Devices, Security, and Loss

Faculty members receive a School laptop, which remains School property. Devices are locked when unattended, kept up to date and never left in vehicles. Lost or stolen devices, and any suspected security incident such as a phishing message that was answered, are reported to the Technology Office at techhelp@larkmoor.example immediately, at any hour.

Section 8. Student Safety and Child Protection

Policy 8.1 Child Protection and Mandated Reporting

The safety of students comes before every other consideration. All Larkmoor employees are mandated reporters. Any employee who has reasonable cause to suspect that a child has been abused or neglected, by anyone and in any setting, must make a report to the appropriate state child protective services agency or law enforcement as required by applicable state law. The duty to report is personal and cannot be delegated.

After making a report, or at the same time if that is faster, the employee informs the Head of School or the division head. If the concern involves an employee, the report to the School goes to the Head of School, and if it involves the Head of School, to the Chair of the Board of Trustees. An employee who is unsure whether a concern rises to the level of a report should consult a division head or counselor immediately, but the uncertainty does not delay a report that is required. No employee will face retaliation for a report made in good faith.

All employees complete child protection training each August, and new employees complete it before their first day with students.

Policy 8.2 Professional Boundaries with Students

Relationships between adults and students at Larkmoor are warm and also professional. Adults are responsible for maintaining boundaries, whatever a student says or does. In particular, employees:

- meet with individual students in visible settings, with the door open or in a room with a window;
- do not give students rides in personal vehicles without written permission from a parent and approval from the division head, except in an emergency;
- do not give individual gifts to students, share personal secrets with them or ask them to keep secrets;
- do not have any romantic or sexual relationship with a student, of any age, which is grounds for immediate dismissal.

An employee who becomes aware that a colleague may be crossing a boundary raises the concern with a division head or the Head of School.

Policy 8.3 Supervision of Students

Students are supervised by an adult at all times during the school day and at School events. Faculty members arrive at assigned duties on time, stay until relieved and do not leave students unattended in classrooms, labs, studios or locker rooms. Lower School students are released at dismissal only to adults listed in the dismissal system.

Policy 8.4 Off-Campus Trips and Overnight Travel

Day trips are approved by the division head at least three weeks in advance and overnight trips by the Head of School at least eight weeks in advance. Every trip has a written plan that includes the itinerary, transportation, chaperones, emergency contacts and medical information. The minimum ratio is one adult for every ten students in the Middle and Upper Schools and one adult for every six students in the Lower School, with at least two adults on every trip. On overnight trips, adults never share a room with a student.

Policy 8.5 Medication, Allergies, and Health Emergencies

Only the school nurse and trained trip leaders give medication to students, and only with written parent authorization. Faculty members review the health alerts for their students at the start of each year, know which students carry epinephrine injectors or inhalers, and keep those students' emergency plans with them on trips. In a medical emergency, call for emergency services first, then the nurse's office and the division office.

Policy 8.6 Emergency Procedures

Each classroom has an emergency card describing procedures for fire evacuation, shelter in place, lockdown and severe weather. Drills are held each month. Faculty members take attendance immediately after any evacuation and report missing students to the incident commander. The School's full emergency plan is available to all employees on the faculty portal.

Section 9. Communications

Policy 9.1 Communicating with Parents

Strong partnerships with families depend on timely, clear and respectful communication. Faculty members contact parents promptly about significant academic or social concerns, rather than waiting for a grading period to end, and they share good news as well. Before contacting a family about a serious concern, faculty members consult the student's advisor or division head so the School speaks with one voice.

Difficult conversations take place by phone or in person rather than by email. When a parent conversation becomes hostile, the faculty member may end it politely and refer the parent to the division head. Each division publishes a weekly newsletter; faculty submissions are due to the division office by noon on Wednesday.

Policy 9.2 Electronic Communication with Students and Social Media

Faculty members communicate with students only through School email, the learning management system and other School-approved platforms, and keep messages professional in content and tone. Faculty members do not text or direct-message students from personal accounts, and they do not accept or initiate social media connections with current students or with former students under the age of eighteen. Group communication with a team or club takes place through School channels with at least one other adult included.

If a student discloses abuse, neglect or a risk of harm through any electronic channel, stop and follow the reporting steps in Policy 6.4 the same day.

On personal social media, faculty members do not post photographs of students, do not discuss students, families or colleagues, and remember that anything posted publicly may be seen by students and parents.

Policy 9.3 Media Inquiries

Only the Head of School, or someone the Head designates, speaks to the news media on behalf of the School. Faculty members who are contacted by a reporter about the School refer the inquiry to the Head's Office without comment. Faculty members may write or speak publicly in their own name about their professional fields, provided they make clear that they do not speak for Larkmoor.

Policy 9.4 Emergency and Weather Communications

Decisions to close school or delay opening because of weather are made by the Head of School by 6:00 a.m. and are sent to all families and employees by text message and email, and posted on the School website. During any emergency, only the Head's Office communicates with families about the event. Faculty members do not post about an emergency on social media and direct parent questions to the official messages.

Policy 9.5 Internal Communication

The weekly faculty bulletin, sent each Sunday evening, is the main channel for announcements. Faculty members are responsible for reading it. Email to all faculty is reserved for time-sensitive matters, and "reply all" is used sparingly.

Policy 9.6 Photographs and Use of the School Name

Photographs and video of students taken for School purposes are stored in School systems and shared only through School channels. Before posting any image of a student, faculty members check the media release list kept by the communications office; families may decline publication, and their choice is respected without exception. Students are never identified by full name in a public post.

The Larkmoor name, seal and athletic marks belong to the School. Faculty members do not use them for personal fundraising, outside businesses or personal websites, and do not create social media accounts that appear to speak for the School, a team or a club without the approval of the communications office.

Section 10. Concerns, Grievances, and Separation

Policy 10.1 Open Door

The School wants to hear about problems early, when they are easiest to solve. Faculty members are encouraged to raise concerns first with the person most directly involved, then with the department chair or division head. The Head of School and the Director of Human Resources keep an open door for any employee.

Policy 10.2 Grievance Procedure

A faculty member who believes that a School policy has been applied unfairly may file a written grievance with the division head within twenty school days of the event. The division head meets with the faculty member and responds in writing within ten school days. If the matter is not resolved, the faculty member may appeal in writing to the Head of School within ten school days of the response. The Head's decision is final.

Policy 10.3 Harassment and Discrimination Complaints

Harassment and discrimination of any kind are prohibited. An employee who experiences or observes harassment or discrimination reports it to a division head, the Director of Human Resources or the Head of School; the employee need not report to a person who is the subject of the complaint. Complaints are investigated promptly and as confidentially as possible. Retaliation against anyone who makes a complaint in good faith or takes part in an investigation is itself a violation of School policy.

Policy 10.4 Resignation

A faculty member who decides not to return for the following year informs the division head in writing as early as possible, and in any case by the contract return deadline. Resigning during the term of a contract places a real burden on students and colleagues; a faculty member who must do so gives at least sixty days' written notice except in an emergency.

Policy 10.5 Separation Procedures

Departing employees return all School property, including laptops, keys, identification badges and library materials, by their last day. Final pay, including any earned stipends, is issued on the next regular pay date. School accounts are closed on the last day of employment; employees should save personal files beforehand. The Director of Human Resources schedules an exit conversation with each departing employee, and the School welcomes candid feedback.

Policy 10.6 References and Employment Verification

Requests to verify the employment of a current or former employee are referred to the Office of Human Resources, which confirms dates of employment and position only. Faculty members may write personal references for colleagues, but should make clear that they write in their own name. Reference requests concerning a former employee's conduct with students are always referred to the Head of School.

Section 11. Campus Operations

Policy 11.1 Keys, Access Cards, and Building Hours

Faculty members receive an access card and the keys needed for their classrooms and offices. Cards and keys are not lent to students or to anyone outside the School. Lost cards are reported to the facilities office the same day so they can be deactivated; a replacement fee applies after the first loss.

Buildings are open to employees from 6:30 a.m. to 7:00 p.m. on school days. Faculty members who need to work in a building outside those hours, or on a weekend, notify the facilities office in advance so that security staff know to expect them. Students are never in a building after hours without an adult who is responsible for them.

Policy 11.2 Visitors on Campus

All visitors, including parents, sign in at the main office of the division they are visiting and wear a visitor badge. Faculty members who invite a guest speaker or other visitor tell the division office in advance and meet the visitor at the office. Any adult on campus who is not wearing a School identification badge or a visitor badge should be greeted politely, asked whether they need help and walked to the nearest office. Concerns about an unfamiliar person are reported to the division office or to security right away.

Policy 11.3 Parking, Carpool, and Traffic

Employees park in the faculty lots and leave the front circle and the visitor spaces for families and guests. During morning drop-off (7:30 to 8:05 a.m.) and afternoon dismissal (3:00 to 3:30 p.m.), employees do not drive through the carpool lanes. Faculty members assigned to carpool duty wear the reflective vests kept in each division office, keep the line moving and direct any family complaint about the line to the division office rather than resolving it at the curb.

Speed limits on campus are posted and enforced. Employees who see unsafe driving by anyone on campus report it to the division office with as much detail as they can.

Policy 11.4 Food, Allergies, and Classroom Celebrations

Several classrooms and the Lower School dining area are designated allergy-aware. Food used in class activities must come with an ingredient list and be checked against the health alerts for the class. Birthday celebrations in the Lower School do not include food; families are invited instead to donate a book to the classroom library. Faculty members who plan a class meal or a cooking project consult the school nurse first.

Policy 11.5 Copying, Printing, and Supplies

Each department has an annual supply budget managed by the department chair. Large copying jobs, such as course packets, are sent to the copy center at least three school days before they are needed. Faculty members are asked to print only what is needed, to use double-sided printing by default, and to respect copyright when reproducing published material: as a general rule, a single chapter or article for a class is acceptable, while a whole book is not. The librarians can advise on copyright questions.

Appendix A. Leave Summary

This summary is provided for convenience. The policy listed for each type of leave governs.

Type of leave	Amount (full-time)	Notice	Approved by	Policy
Sick days	10 days per year; accumulate to 60	By 6:30 a.m. on the day	Division office	5.2
Personal days	3 days per year	5 school days	Division head	5.3
Bereavement	Up to 5 days (2 for others)	As soon as possible	Division head	5.4
Parental leave	Up to 8 weeks paid after 1 year	60 days when possible	Head of School	5.5
Jury duty	Full pay for service	On receipt of summons	Division office	5.6
Family and medical	Unpaid, as law provides	30 days when foreseeable	Human Resources	5.7
Sabbatical	1 semester full pay or 1 year half pay	Apply by October 15	Head of School	5.8

Appendix B. Evaluation Timeline

Dates for faculty in an evaluation year and in a professional growth year (see Policy 6.2). Division heads may adjust dates for faculty who join mid-year.

When	Evaluation year	Growth year
By October 1	Growth plan submitted; planning meeting with division head	Growth plan submitted
October-November	First formal observation and debrief	Informal visits; peer observation encouraged
December	Mid-year check-in	Mid-year check-in on growth plan
January-March	Second formal observation and debrief	Informal visits
By April 30	Student and self-reflection submitted	Growth reflection submitted
By May 31	Written evaluation and end-of-year meeting	End-of-year conversation

Acknowledgment of Receipt

I acknowledge that I have received the Larkmoor School Faculty Handbook for 2025-26 and that I am responsible for reading it and for following the policies it contains.

I understand that the handbook is not a contract of employment, that the terms of my employment are set out in my individual contract, and that the School may revise the handbook at any time, with revisions communicated by the Office of Human Resources.

I understand that as a Larkmoor employee I am a mandated reporter of suspected child abuse and neglect, and that I have completed or will complete the School's child protection training before working with students.

Please sign and return this page to the Office of Human Resources by September 5, 2025, or sign electronically through the faculty portal.

Faculty member name (print) _____ Division _____

Signature _____ Date _____