

found<sup>2</sup>

verb [ trans. ]

1 establish or originate (an institution or organization), esp. by providing an endowment : *SLLIS was founded in 2007* | [as adj. ] (founding) *the founding families*.

2 (usu. be founded on/upon) construct or base (a principle or other abstract thing) according to a particular principle or grounds : *a school founded on the principles of abundant exposure for all children*.

visionary l'vi zh ə,nerēl

adjective

1 (esp. of a person) thinking about or planning the future with imagination or wisdom : *a visionary family*.

¡Bienvenido! Bienvenue! Welcome to St. Louis Language Immersion Schools! It is our honor to begin this journey to a true learning community with you and your family. We look forward to creating successful partnerships with each of you in order to provide your children with the education and respect that they deserve.



Rhonda J. Broussard

Founder, President



## St. Louis Language Immersion Schools

### Student and Family Policies

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**St. Lou**  
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## What we believe

### Mission

To position all children for success in local and global economies through holistic, intellectually inspiring language immersion programs.

### Vision

In fifteen years the St. Louis Language Immersion Schools network will create change by:

- Strengthening the pipeline of creative, culturally astute leaders prepared for success in post-secondary education institutions
- Increasing St. Louis' visibility as a preferred community in which to live, work and raise a family -- by preparing students to prevail in global economic competition
- Promoting intercultural dialogue, altruism and civic pride.

### Core Values

Leadership starts with you

All members of our community are leaders and the diversity of leadership styles is respected throughout the network. Each person is encouraged to communicate their vision, engage in honest discourse and listen to others with the goal of understanding new points of view. How will you lead our community today?

Citizens of the world



We recruit and retain students, educators and advocates who represent the diversity of the region. We are diverse and we are committed to exploring our differences. Despite our differences, we are similar in our desire to create a world in which we are all equally respected.

High expectations for all members of the learning community

We believe that high expectations are reserved not only for student performance, but also for every interaction. Administrators, educators, support staff, families and community partners are held to high standards for their contributions to each school. Students are held to high expectations for their academic performance and personal integrity in both the school and broader global communities.

International awareness

We are mindful in examining and incorporating international best practices into our school design. Similarly, we encourage instructors and students to contextualize local, national and world perspectives when exploring curricular themes.

Think critically

Independent thought and personal exploration inspires our learning. In all of our endeavors, we must question what we learn and why. We foster the curious mind and look for ways to strengthen our questioning techniques. We encourage students to imagine and propose innovative solutions for societal needs.

Personalization

We strive to develop relationships with individual learners in diverse settings, which enable leaders and educators to recognize the unique qualities that each person brings to the community.

Read for knowledge, for pleasure, for life

We cultivate a love of reading throughout our schools. Reading for information and instruction is key in all of our units, but reading for pleasure and personal enrichment is a cornerstone of our community.



understandings with our students. We are all IB learners and, as such, we strive to be:

- Inquirers
- Risk-takers
- Thinkers
- Communicators
- Knowledgeable
- Principled
- Caring
- Open-minded
- Reflective
- Well-balanced



### State and Federal compliance

St. Louis Language Immersion Schools (“SLLIS”) is a Local Education Agency (LEA) as defined by Mo. Rev. Stat. §160.400. SLLIS was awarded a 5-year charter by the Department of Elementary and Secondary Education in February 2009. University of Missouri- St. Louis is the sponsor of this charter and oversees fiduciary and academic compliance with state statutes. SLLIS is also a non-profit corporation, registered with the State of Missouri and federal non-profit organization with 501(c)(3) status. SLLIS is non-sectarian in its programs, admission policies, employment practices and all operations.

### How we apply our beliefs

#### Innovative Curriculum

SLLIS is committed to a constructivist-based learning experience. Our elementary schools have a total immersion curriculum as the way to position all of our students to be fully bilingual and biliterate. Our elementary schools are in the process of becoming IBO world authorized schools with the Primary Years Programme.

#### IB Learner profile

The Learner Profile is the single thread that ties the International Baccalaureate programs in elementary, middle and high school. It defines enduring learner outcomes. Our entire school community works to introduce, acknowledge, support and enhance these

### Primary Years Programme

Each unit of inquiry focuses on one of the transdisciplinary themes represented in the chart below.



At Open House in September your classroom team will distribute the planned units of inquiry for the school year to help you learn more about the curriculum and identify ways to volunteer or support the units with your special talents and expertise.



### **Parent Excellence**

We acknowledge that parents have the strongest influence on their child's academic success and school satisfaction. We also recognize that parent engagement takes many forms and to that end, we have a four-pole Parent Excellence program. This includes Parent Education, Adult Education, Volunteerism and Celebrations.

### **Professional Development**

Our teachers and administrators are constantly working to improve their abilities to position all of our students for success. They attend off-site conferences, work shops and trainings. They participate in four hours of professional development each week and have 8 full professional development days during the school year.

### **Social Equity**

We are committed to providing our students with the academic *and* social skills that they need to be successful. Current elements of our social equity focus include: mixed-income school community, yoga (before school), Lunch Bunch, Book Club (afterschool), and three-tiered uniforms.

### **Nondiscrimination and Student Rights**

The Board of SLLIS reaffirms its belief that every student regardless of race, creed, color, gender, cultural or socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student

with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services.



### **Equal Education Opportunity**

It is the policy of the Board of SLLIS to provide a free and appropriate education for disabled students. Disabled students are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Disabled students will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

SLLIS's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Rehabilitation Act of 1973, Section 504, and SS 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of disabled students and the services provided by SLLIS will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

SLLIS contracts with special education specialists to provide direct services to students with IEPs and professional development to all instructional and administrative staff. When possible direct services will be provided within the classroom. Parents must sign a release to allow SLLIS and its special education partners to

assess a student for special education services. The standard parent release is included in the Family Contract. The Head of School will notify parents when a student is being considered for assessment.



## School Day Details

### School Day

SCHOOL BEGINS PROMPTLY AT 8:40AM.

All students are expected to be at school and ready for class by 8:30am. School is in session from 8:40am – 3:30pm. Students can enter their classroom at 8:30am and must be settled by 8:40am. Building doors open at 8am, at which time students will be directed to their school's intake room. Families may choose to pay for a before school program, see Auxiliary Programs for more details.

### Absence or Tardiness

Student attendance is extremely important and we expect all students to achieve 100% daily attendance each school year. When students will be absent or tardy, SLLIS requests that a parent/guardian call the Office before 8:15am. Office staff will relay the information to specific classroom teachers. In case of tardiness, students, upon arrival at school, should check in with the Office before going to their class; if not they may be recorded as being absent that day. When a child is absent from school SLLIS will call parents to notify them of the absence. This is to insure the safe arrival of each child to school.

Extended family vacations during the school year may impede a student's progress. Please check with the classroom teacher and take into consideration the school calendar when making such plans; advise the Office as soon as your plans are confirmed. If

possible, routine doctor appointments should be arranged for after school. Excessive absences/tardiness will be addressed by administration, and the student may be required to make up missed contact hours through tutoring or by repeating a grade.



### Dismissal

Designated SLLIS staff members dismiss the school buses at 3:30pm. Students who are picked up after school will not be dismissed until after the buses have been dismissed. Pick-up parents should plan to arrive by 3:40pm. If your child has an exceptional appointment and you need to pick-up earlier than 3:40pm, please notify the front office and arrive by 3:15pm.

### Parent Drop-off and Pick-up

Parents who drop their children off in the morning must walk their children inside the school building and check them in at the front desk. Parent drop off begins at 7:30am for students enrolled in the Before School Program. These students will go immediately to the Before School Program. Students who are not enrolled in the Before School Program may be dropped off between 8:20 and 8:35. We invite parents to have a cup of coffee and visit in the downstairs Parent Lounge during drop off. If you are a coffee/tea drinker, we ask that you bring in your own mug for use to help us reduce waste.

Dismissal for family members who pick-up their children begins at 3:40pm. At the beginning of the school year, all adult family members will be asked to present identification when picking up their children. This allows us to verify that each child is leaving with an authorized adult and to become comfortable with each child's extended family. Family members who arrive by 3:40pm may remain in their car, drive to the pick-up line on Papin, and

place their child's last name card in the window. A designated staff member will walk the child to the car.



Please provide the office with any new information regarding court and custody decisions that may change during the school year.

### **Early Departure**

For safety reasons, students leaving school prior to 3:30pm must be signed out by a parent/guardian in the Office. Students leaving early must wait for their parents in the Office.

### **Student Attendance Records**

SLLIS will keep accurate attendance and tardiness records in PowerSchool for each student. Students who arrive to school late and/or leave school early must check in at the office where the Secretary will amend the daily PowerSchool record.

### **School Closings**

SLLIS may opt to close school during inclement weather. However, if the weather is not serious enough to close school, we may announce a "late start" day. This means that the school will open at 9:25 instead of 8:25am, allowing families and employees more time to travel safely to school. The Before School Program will always be cancelled in the event of a "late start" day. Of course, for safety reasons, attendance on "late start" days is at the discretion of the parent.

"Late start" days and school closings will be announced through School Reach, an automated service that leaves a message with all of your home and emergency contact phone numbers. They will also be announced on local news (KTVI/Channel 2; KMOV/Channel 4; KSDK/Channel 5), beginning at 6:30am. School closings are usually announced in alphabetical order, so listen/watch for "St. Louis Language Immersion Schools (SLLIS)."

<http://sllis.org>

### **School breakfast and lunch**

Meals are a special time at SLLIS. Our classes begin the day with breakfast in the classroom, enjoy a morning snack and then take lunch in the cafeteria. During all meals students help to distribute milk and water, and help to clean their space afterwards. At lunch students eat in the Lunch Bunch, a group of ten students and one adult. This allows them to have a personal lunch experience and learn to engage in extended discourse. After lunch one class per day has the privilege of being the Clean Sweep Team. Clean Sweep Team sweeps, wipes down the tables, and returns the bus carts to the kitchen.

Every student may purchase breakfast, lunch or milk. Lunches brought from home must be ready to eat. Students will not be allowed to use the microwave to heat food due to liability and safety reasons.

Free and reduced breakfast and lunch programs are available. All families are required to complete the Application for Free and Reduced Lunch during orientation. If a family's financial situation changes during the school year they may apply for Free and Reduced Lunch at any point by contacting the school business office.

In 2009-10 school meal prices were as follows:  
Full price: Breakfast \$1.00 Lunch \$2.70  
Reduced price: Breakfast \$0.30 Lunch \$0.40

Parents should pay their meal cost at the beginning of each month when they submit their menu preferences. Parents with an outstanding balance will be billed on the 15<sup>th</sup> of each month.

### **Office Equipment**

Copiers and the laminator are to be used for official school business only.

## Visitors & Access to the Building

All visitors to the school shall be identified with a nametag. All visitors are required to sign in at the office and wait there for their escort before visiting the school.



## Parents Visiting in the Classrooms and other Visitors

Parent participation in the classroom is encouraged; however, your visit should be coordinated with the classroom teachers. If you are curious about your child's progression from one grade to the next and would like to observe a particular grade level, please coordinate this with the Head of School.

During the first six weeks of school we ask that parents not visit the classroom to allow teachers to firmly establish their classroom routines and expectations. Following the first six weeks of school SLLIS will conduct periodic tours for prospective parents.

SLLIS partners with area universities to provide learning opportunities for student teachers. You may see a student teacher working in the classroom or observing as part of their course work.

## Employee Hiring

All prospective employees are screened through the Missouri Department of Social Services for any history of claims related to child abuse or neglect, through the Missouri State Highway Patrol for any search of criminal convictions, and are fingerprinted through the federal criminal database. All offers of employment with SLLIS are contingent on successfully clearing all of these screening processes to the satisfaction of SLLIS. All employees and Board members are subject to annual criminal background checks and child abuse registry check.

## Availability of Information to Parents

Upon request by a parent, SLLIS shall make available its charter, SLLIS's most recent report card published according to Mo. Rev. Stat. § 160.522, and the results of background checks of SLLIS's

board members. SLLIS may charge reasonable fees for furnishing copies of these records, not to exceed the rate specified in Mo. Rev. Stat. § 610.026.



The SLLIS charter is available on our website as are the agenda and minutes of every Board of Directors meeting since our charter was awarded. Our website is <http://sllis.org>.

## Admission Policy

### Admission

SLLIS will not limit admission based on a student's race, ethnicity, national origin, disability, gender, income level, English proficiency or athletic ability. All residents of St. Louis City are eligible to apply for admission to SLLIS. In addition, non-African-American students who reside in school districts located in St. Louis County that participate in the Voluntary Interdistrict Choice Corporation are also eligible to apply for admission. Students are eligible to apply for kindergarten admission if they turn five years old on or before the first day of school. Students who will turn five years old between the first day of school and October 1<sup>st</sup> of that year must take a kindergarten readiness assessment as a condition of enrollment. The kindergarten readiness assessment assesses fine motor, gross motor and early language skills. While a student may demonstrate proficiency in these areas the student may not yet be socially ready for full-day kindergarten. The Head of School will meet with parents to help parents decide if their child is socially ready for kindergarten.

SLLIS does not have a neighborhood preference and enrolls families from all St. Louis City zip codes equally. SLLIS does have priority enrollment for city residents. In the event of a lottery, siblings of currently enrolled students and children of employees do have enrollment preference.

## Homeless Students

SLLIS recognizes that homelessness alone should not be sufficient to separate students from the mainstream school environment. Therefore, SLLIS, in accordance with state and federal law and the Missouri State plan entitled "Meeting the Needs of Missouri's Homeless Children and Youth", will give special attention to ensure that homeless children in the communities to which SLLIS provides educational services have access to a free, appropriate public education.

Homeless students are those identified as such as defined in the Stewart B. McKinney Homeless Assistance Act.

### Enrollment/Placement of Homeless Students

If a child is identified as homeless, SLLIS personnel will confer with student's parent/guardian regarding what is in the best interest of the child for choice of school placement. In compliance with state and federal law and the Missouri State plan entitled "Meeting the Needs of Homeless Children and Youth," homeless children may be exempt from providing proof of residency if they are unable to provide information on where they reside. If prior school records are unattainable, testing will be administered within a reasonable time to ensure appropriate academic placement.

### Identification of Homeless Students

For purposes of SLLIS's policies "homeless students" include students under age twenty-one (21) who lack a fixed, regular and adequate night-time residence and includes students who have a primary night-time residence that is:

- 1.) A supervised shelter designed to provide temporary living accommodations.
- 2.) An institution that provides a temporary residence for individuals intended to be institutionalized.
- 3.) Transitional housing for less than one (1) full year.
- 4.) A public or private place not designed for, or ordinarily used as, a regular sleeping area for people, including, but not limited to



cars, tents and abandoned buildings.

### Coordinator

SLLIS has appointed a coordinator of programs for homeless students. The responsibilities of the coordinator will include but not be limited to:

- 1.) Establishing practices designed to maximize the school enrolment and success of homeless students.
- 2.) Ensuring that homeless students and their families have access to educational services administered by SLLIS.
- 3.) Ensuring that referrals are made to health care, dental, mental health and other appropriate services.
- 4.) Ensuring that the school records of homeless students are transferred in a timely fashion.
- 5.) Ensuring that homeless students are not isolated or stigmatized because of their status as homeless.
- 6.) Ensuring that disputes over the placement of homeless students are resolved in a timely manner.

All school personnel, SLLIS service providers and locally known homeless advocates will be informed the identify of the Coordinator and the Coordinator's duties.

### Complaint Resolution

Any homeless student or his/her parent/guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the Coordinator of Homeless Programs. If the coordinator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the Head of School who will meet with the Complainant upon request. Within five (5) school days of this meeting or within five (5) school days of rejection of such meeting, the Head of School will prepare and forward a written decision. Thereafter, the Complainant may appeal to the Board within five



(5) school days of receipt of the Head of School's decision. Thereafter, the Complainant may forward the complaint to DESE's Director of Federal Grants.



#### Immunization

Homeless students may be enrolled in school twenty-four (24) hours prior to receiving their immunization records.

#### Policy Dissemination

Copies of SLLIS's Policy on Homeless Students will be presented to the County Welfare Office, County Office of the Division of Employment Security, the Juvenile Officer and to local law enforcement authorities.

#### Identification

Homeless students will be identified by referrals from community organizations and by review of SLLIS's enrollment form.

### **Migrant Students**

SLLIS is committed to the identification, needs assessment and enrollment of migrant students living within the communities to which it provides educational services. SLLIS's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of SLLIS's program for migrant students.

#### Identification of Migrant Students

For purposes of SLLIS's policies, the phrase "migratory student" shall mean students aged three (3) through twenty-one (21), who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers and who in the preceding thirty-six (36) months, in order to obtain, or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work has moved from one school district to another.

SLLIS will identify migrant students by including a question on SLLIS's enrollment form.

#### Services for Migrant Students

SLLIS personnel including secretaries, teachers and Heads of School will be advised of the presence of eligible migrant students in their assigned school to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of SLLIS's complaint resolution procedure for homeless students.



### **Special Programs**

#### **Before and After Care**

SLLIS partners with a local agency to provide a tuition-based before and after care service. Before care begins at 7:30am and the latest possible pick-up from aftercare is 6pm. At the time of printing the 2010-11 the After Care provider has not yet been finalized. As the final decision and schedule is available, SLLIS will send the enrollment, dates, associated cost and contact information to all families.

#### **Club SLLIS**

Club SLLIS will provide educational and interactive programming for SLLIS students during weekdays during the school year when school is not in session, such as teacher professional development days, conference days, and many holidays. Families may register for any number or combination of days that meet their needs.

Club SLLIS is open from 7:45am-6:00pm. Students must bring their own lunch and drink. Club SLLIS will provide breakfast, and a morning and afternoon snack which all include drinks. Breakfast and snacks will include fresh fruits and vegetables and other healthy options that are also kid friendly. Snacks will reflect the day's theme whenever possible.

All Club SLLIS days will follow the same schedule and have designated themes. From those themes, students will participate

in 4 activity periods that incorporate enriching activities, a special guest performance and an opportunity to work on academic and/or life skills.



For more information about registration e-mail [clubsllis@sllis.org](mailto:clubsllis@sllis.org).

## Student Records

### Student Educational Records

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first. The term "educational record" includes student health records.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The parent/guardian of students who are attending or have attended SLLIS have the right to inspect and review the educational records of their student. However, if any material or document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

Parents or guardians who wish to review the education records of their students should contact the Head of School regarding their request. SLLIS shall make the education records of their students available to the parents/guardians within a reasonable period of time, but must provide them within forty-five (45) days after the

request is made. Parents/guardians who believe that information contained in the student's educational record is incorrect may speak with the Head of School regarding correction of the information.



All information contained in a student's educational record, except information designated as directory information by SLLIS, shall be confidential. In addition, parents/guardians and students have a right to expect that student health information will be kept confidential. Student educational records shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record-keeping procedures of SLLIS may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

SLLIS will comply with the mandates of the Missouri Safe Schools Act, House Bills Nos. 1301 and 1298, as well as the Family Educational and Privacy Act, regarding confidentiality of student records and disclosure of personally identifiable information.

In appropriate circumstances, SLLIS administrators may disclose student education records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such education records are disclosed are required to comply with federal law governing students' educational records.

Each year during orientation SLLIS will provide notice to parents/guardians regarding the categories of information it has

designated as directory. At that point parents may inform SLLIS whether or not any of the directory information may be released to the SLLIS community. To help facilitate inter-family communication SLLIS will publish a Buzz Book annually with previously approved directory listings.



### **Uniform Expectations**

The goal of the SLLIS uniform is to teach our students that different styles of dress are appropriate for different occasions. Students should wear the appropriate SLLIS uniform to school each day, with the exception of individual photo day. The PE day uniform is important for physical activity. The Fabulous Friday uniform is important for presentations and performances. During each weekly assembly individual students and/or classes are recognized for their outstanding uniform participation. Students should not wear revealing clothing, undergarments should not be visible and clothing worn should not distract others from the learning process.

SLLIS uniform colors are: white, light blue, navy blue, red and gray.

#### *PE Day uniform*

Polo shirt in a uniform color

Navy or gray bottom (shorts, skirt, dress, slacks)

Closed-toe athletic shoe in a uniform color or black

#### *Every Day Uniform*

White or light blue button down shirt

Navy or gray bottom (shorts, skirt, dress, slacks)

Tie in uniform colors (solid or patterned): bow tie, long tie, cross tab tie

Closed-toe soft soled shoe in uniform color(s) or black

#### *Fabulous Friday Uniform*

Every Day Uniform

Navy blazer

Closed-toe soft soled shoe in uniform color(s) or black

SLLIS provides a \$50 uniform subsidy. Families who are eligible for free and reduced lunch are also eligible for an additional uniform subsidy. To complete the uniform subsidy request and/or purchase your uniform through the school, please contact the Secretary.

SLLIS has uniform accounts with Land's End and Cookie's. These vendors donate a percentage of our school's uniform sales back to the school. The Land's End SLLIS code is 900133281. The Cookie's SLLIS code is "SLLIS"

### **Warm Weather Considerations**

Students are not permitted to wear sandals (including jellies, flip-flops and crocs) to school. Please make sure that your child's spring uniform pieces are not revealing.

### **Cold Weather Considerations**

Students go outside almost every day; please dress your child accordingly (including jackets, caps and gloves). We only stay indoors when it rains or in extremely cold weather. Party shoes,



jellies, flip-flops, or other shoes, which inhibit activity, are not appropriate for school. For the safety of your children shoes with built-in rollers are not permitted.



## Conferences and Parent Engagement

### Intake Conferences

Intake conferences are held in August, the week before the first day of school, and last about 30 minutes. These conferences are designed to help our classroom teaching team learn more about each student and family before school begins.

### Family Teacher Conferences

Family Teacher Conferences are held three times a year in October, January and April (please check school calendar for specific dates). The conferences will last about 30 minutes. During the October conference the family and teacher set individual students goals based on the first six weeks of school and baseline assessments. During the January conference teachers present student progress towards their individual goals and refine goals for the spring semester. During the April conference teachers review annual progress and begin to prepare the family for the transition to the next grade. As we implement more elements of the Primary Years Programme we will begin having student-led conferences where the student is able to present pieces of their work and identify their progress and needs.

### Open House

Open House is held in the month of September as we conclude the first six weeks of the school year. During this event teachers explain their Programme Of Inquiry, expectations and goals for

their class. During Open House teachers will also explain typical language acquisition expectations for their grade level. This is not a time to discuss individual concerns, but to share class goals and programs, including what to expect in an immersion setting.



### Parent Concerns

Parents are encouraged to maintain open communication with their child's teacher and the Head of School. All administrators practice an open door policy and encourage parents to speak with them directly about any concerns.

### Parent Volunteer Community Service

Each family is expected to contribute a minimum of 30 hours per academic year to the SLLIS community. This commitment is per family, whether you have one or more children attending SLLIS. If you have more than two children attending, we do strongly suggest you spend more time.

The 30 hours can be spent in any way that you see fit, and that suits your lifestyle, skills and availability. On average this would be about 3 hours per month. It will generally be best if you spread your involvement out over the year, so that your child can be exposed repeatedly to your involvement, but this is not a requirement.

At SLLIS we are committed to participating in our children's education. The ways in which we participate looks different for some families than for other families. It is important for you to know that we want to make it easy for you to contribute your time in ways that work for you and your family. To this end, we have created different scenarios to describe how some families will participate. We realize that not all of these scenarios do not describe all of you, but please find one that is a close match for you to get some ideas.

Remember, aunts, grandparents, friends and even neighbors that want to help regularly, or fill in for you, are more than welcome, and their contributions counts toward your time commitment. Your school Volunteer Opportunities form will give you many ideas for ways that you can participate in the school life. SLLIS welcomes as much involvement and participation as each family is willing and able to offer. If there is something you'd like to add to our volunteer opportunities, contact the Assistant Head of School and they can help make it happen.



### **Parents' Assembly**

The Parents' Assembly (PA) represents families from The French School and The Spanish School. The PA is not an arm or representative of SLLIS administration. The Executive Council has a President, Vice-President, Treasurer, Secretary and one representative for each school. The PA general body meets monthly and task forces meet more frequently depending on their tasks. Current task forces include:

- Fundraising
- Girl Scouts
- Green Space
- Host Families
- Parent Support
- Room Parents
- School Promotions (internal and external)
- Teacher Appreciation
- Uniforms

The PA produces The Passport, a monthly newsletter to keep families up-to-date on co-curricular activities in both schools such as task force accomplishments, volunteer opportunities, assembly performance schedules and family fun.

In addition to the monthly newsletter the PA posts information on the SLLIS blog and Facebook fan page.



The PA Secretary maintains the following e-mail account: [parentsassembly@sllis.org](mailto:parentsassembly@sllis.org).

### **Parent Lounge**

The Parent Lounge is located on the lower level and is furnished and maintained by parent volunteers. This is your space for formal and informal meetings. There is a friendly area for your small people and a refrigerator and coffee pot for snacks. Bring in a picture of your SLLIS student for the lounge family wall and make yourself at home.

### **Keep in Touch**

SLLIS is committed to clear, consistent communication with our families. Each person has a different preference for communication, so we distribute our message in as many formats as possible. Teachers and administrative staff always appreciate your communications, so don't hesitate to contact us and schedule a time to talk. The nature of the school day is that we are not typically available for spontaneous meetings, however brief, but that with some notice we can give you undivided attention.

At the intake conference in August you will receive the updated Staff Directory for the school year. This will include e-mail addresses for all staff, voicemail box extensions for teachers and direct numbers for administrative and support staff.

**Website:** <http://sllis.org>

Under Parent & Guardian Resources you can find .pdf versions of the school calendar, Family and Code of Conduct Handbooks, school physical form, uniform subsidy request, monthly lunch

menus, K-2 report card template, school supplies and donation wish list.

**Blog:** <http://sllis.wordpress.com>

The blog is a chronological listing of updates, introductions and news about SLLIS. You can subscribe to the blog and receive e-mail notices each time that a new entry is posted to the blog.

**Facebook fan page:** <http://www.facebook.com/pages/Saint-Louis-MO/St-Louis-Language-Immersion-Schools/66335263784?ref=ts>

The Facebook fan page has invitations to our events, reminders about activities or online resources.

**Google Calendar:** <http://sllis.org/index2.php?page=calendar>

Add the school calendar to your current Google calendars by clicking on the + Google Calendar button in the bottom right-hand corner.

#### **SchoolReach:**

SLLIS uses this automated service to send routine reminders and emergency messages to families. The routine reminders are sent to your home phone number for days when school is closed, special events and enrollment confirmation. The emergency messages are for school closings due to weather and transportation delays. We use the primary emergency phone contact information in your file for the School Reach list, so it is vital that you keep your numbers updated to be reached during an emergency.

#### **Daily Communication:**



Check your child's class folder/notebook each day.

This is the primary communication between your child's class and home. The folder/notebook will contain important links about the school day activities and projects, lunch, transportation updates, special events, and Parents' Assembly. Please return all forms to school in your child's folder/notebook.

#### **Weekly newsletters:**

Each school sends home a weekly newsletter about current events. Each class sends home a weekly newsletter about how students are engaging in the current study, and teacher often include vocabulary lists, song lyrics and other links to the unit for parent support. We encourage you to be mindful about paper use. If you would prefer to receive the newsletter via e-mail, please let your Head of School add you to the e-mail distribution list. Families who prefer a paper copy will receive one in their child's folder.

#### **Quarterly newsletters:**

Each quarter the President produces a newsletter about our progress towards our mission, vision and long-term goals. This publication is shared with our community partners, funders, university sponsor and our national network of public charter, language immersion and IB schools.

#### **Academic Services**

##### **Assessments**

SLLIS administers school-wide assessments up to three times per year in grades K-2. We assess students in their English vocabulary and fluency three times per year to determine which students may require additional English vocabulary support and to demonstrate the growth in English literacy that students exhibit in an immersion setting. We assess students in their immersion

language fluency two times per year to assess their immersion language growth. These two assessments help teachers to make specific interventions that address student needs and help families to see a measure for academic growth in our schools.



While we realize that standardized test data is a small part of a child's assessment, the reality is that children will be expected to take standardized test many times during their total educational experience. All students will be required to take the Missouri Assessment Program (MAP) beginning in third grade in all subjects as required by the Department of Elementary and Secondary Education. It is important that we prepare our students for these tests by giving them opportunities to practice these skills, i.e. timed essays, math computation, eliminating obvious wrong answers, skimming for information, correctly filling in ovals, etc.

### **Services for Students with Disabilities**

It is the policy of SLLIS to comply with all relevant state and federal laws pertaining to students with disabilities. Therefore, SLLIS will develop an individualized educational program (IEP) for each SLLIS student with a disability who is entitled to special educational services pursuant to the Individuals with Disabilities Education Act (IDEA), as amended and/or an accommodation plan (504 Plan) for students who are qualified pursuant to Section 504 of the Rehabilitation Act of 1973.

SLLIS will provide special education, accommodations and/or other services to students with disabilities in accordance with applicable laws, including the IDEA, as amended, Section 504 of Rehabilitation Act of 1973, Sections 162.670-.995, RSMo. and Missouri's State Plan for Part B, as amended.

## **Student Policies and Expectations**



### **Positive Behavior Support**

We believe in teaching our students to behave well on their own and to take responsibility for their negative behaviors. During the early elementary years this involves significant direct teaching about desired behaviors, consistent modeling and reminders about desired behaviors, and acknowledgement and recognition of those behaviors in all students.

Improving student academic and behavior outcomes is about ensuring that all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. Our goal is to meet the needs of children experiencing academic and social difficulties in school.

At SLLIS we use a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. The framework is called Positive Behavior Support (PBS) also known as (PBIS) Positive Behavior Interventions and Support.

In general, PBS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

Positive Behavior Intervention Support (PBIS) is a process that offers a range of interventions that are systematically applied to students based on their demonstrated level of need, and addresses the role of the environment as it applies to development.

and improvement of behavior problems. PBIS is grounded in differentiated instruction.

For more information on PBS, please consult Missouri's Center for PBS in Columbia, MO. <http://pbissmissouri.org>.

SLLIS administrators consult with PBS and Behavior Modification specialists regularly to support teachers and students to extinguish inappropriate behaviors and encourage positive behaviors.

As needed the Head of School will initiate written Behavior Modification plans with parent input and support.

## Consequences

SLLIS recognizes that even within the PBS construct, some behaviors require immediate and/or sustained negative consequences to keep our students safe. For a full listing of all consequences and related offenses, please consult the blue Code of Conduct Handbook.

## Internet and Systems Usage Policy

The following policy has been established to address the growing use of technology in the school environment. With this added use of technology, there are certain expectations for the appropriate use of the equipment and software. The following is meant to be a clarification of what is acceptable and appropriate usage of school technology property.

Computers, computer files, the E-mail system, and software available to students are SLLIS's property, intended for educational use. Students should not use a password, access a file, or retrieve any stored communication without prior authorization. Students should not have an expectation of privacy with regard to school computers, e-mail usage, equipment or



furnishings. Without prior notice, SLLIS reserves the right to conduct a search of any SLLIS equipment or personal equipment used in the scope of the student's attendance at SLLIS, including, but not limited to computer equipment or files, personal computers, and e-mail.

SLLIS strives to maintain an educational environment free of harassment and is sensitive to the diversity of its employees and students. Therefore, SLLIS prohibits the use of computers and the e-mail system in any ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and/or cartoons is not allowed. Other such misuses include, but are not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Students should notify their teachers or their Head of School upon learning of violations of this policy.

The following guidelines have been established to help ensure responsible and productive Internet usage:

1. The equipment, services, and technology provided to access the Internet remain at all times the property of SLLIS. As such, SLLIS reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer system.
2. Data that are composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee, student, or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex,



religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

3. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.
4. Student abuse of the Internet access provided by SLLIS in violation of law or SLLIS's policies will result in disciplinary action up to and including expulsion.



Students may not bring iPods, CD players and cell phones to class. Cell phones may not be used during school hours. Cell phones are to remain turned off and out of sight during all school programs, including field trips. Students may use their cell phones when school is over. SLLIS and its staff members cannot be held responsible for confiscated items that are lost or stolen.

## Safety & Security/Emergency Preparedness

### Blanket field trip permission/medical emergency form

A blanket permission slip/medical emergency form must be signed by parents and returned to the Administration Office each year before school begins. Teachers will keep a copy of these forms in their classrooms, and they will be taken on all field trips. Students who do not have this form on file will not be allowed to participate in school-sponsored field trips. Parents will receive additional notification and invitations before each field trip involving motor vehicle transportation.

The medical emergency form gives the appropriate school representative authority to have the child treated in case of an extreme and extraordinary situation. In such circumstances, a diligent effort will be made to contact parents, guardians, or other designated individual noted on the medical emergency form. If contact cannot be made, the school will use the medical emergency form to obtain treatment for the child.

### Emergency Contact/Phone Numbers

Parents are asked to supply the school with two or three emergency contacts. The school will use these numbers only when parents cannot be reached. If you choose to list your own

### Telephone Use, Student Calls and Paging

If a student needs to call home, s/he must ask the teacher's permission to go to the Office to make the call. Classroom phones are NOT available for student use nor are students to use personal cell phones during school hours. Except for emergencies and transportation information at the end of the day, parents should not expect the school to deliver messages to students.

### Personal Belongings

Students are responsible for having and managing materials/supplies they need for class. Students are not allowed to bring personal items/toys to school, and in general, expensive items should be left at home unless needed for school work. Lockers/cubbies are not designed to be locked; it is difficult to provide secure storage for such items. Lockers/cubbies are considered the property of SLLIS, and are subject to search without prior notice.

cell phone number as the emergency contact, be sure your cell phone is left on during school hours. Please keep the school informed of changes to work and cell phone numbers, as well as changes in telephone numbers for those listed as your emergency contact.



### Parents on Field Trips

Parents are always welcome to accompany classes on field trips. Generally, children should go with the school group, not in a car with their parents. Exceptions to this can occur, though, as when parents who live some distance away from school want to take their children directly home from a field trip. Parents are never allowed to drive other children to field trip destinations. Parent responsibilities during a field trip can include supervising a small group of children, being watchful, cautious, and maintaining control. Parents and the children in their group should stay close to the main group at all times.

### Student Health

#### Physical Exams

All students who are new to SLLIS must provide a record of a physical exam within thirty (30) days of the start of school. The exam must have been administered within the past year.

#### Student Medications

Medications will be given to authorized students at SLLIS during school hours only when absolutely necessary, and only when the Parent has complied with the medication policies. SLLIS encourages medication dosage schedules that require acceptance of medication before or after school, not on school property, and not during school hours. In the event that a student must receive medication during school hours, the Secretary will administer the dosage/treatment.

#### Delivery of Medication to SLLIS

<http://sllis.org>

Medication that is prescribed by the Physician for the Student to consume during SLLIS school-day hours must be:

- HAND-DELIVERED TO THE SLLIS SCHOOL OFFICE BY THE PARENT; OR
- HAND-DELIVERED TO THE SLLIS SCHOOL OFFICE BY THE STUDENT IMMEDIATELY UPON ARRIVAL AT SCHOOL and given to the Office Personnel in exchange for an Office Receipt of Medication;
- Receipted by SLLIS Administrators to the Parent / Student.
- Parents/guardians of students who ride the bus to school must CALL the school in advance to alert the office that the child will be bringing medication to school.



### Prescription Medication

All prescription medication must have the pharmacy produced label attached to the prescription bottle and must include the following information on the label of the container:

- Student Name
- Physician Name
- Pharmacy Name
- Dosage Prescribed
- Date of Prescription
- Pharmacy Phone Name
- Medication Name

**A Medication Assistance Form** must be completed and signed by the Parent for all medications given at school. The Medication Assistance Forms are available from the SLLIS front office.

### Students with Communicable/Infectious Diseases

Students may not attend classes or other school-sponsored

<http://sllis.org>

activities while they have any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Head of School or their designee has determined, based on medical evidence, that:



1. The student is no longer infected or liable to transmit the disease; or
2. The student has a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

### **Health and First Aid**

SLLIS does not have a nurse's office and is limited in the medical care it can provide. Administration Office staff members are experienced in administering basic first aid.

Hepatitis A remains a concern in the St. Louis area. SLLIS stresses the importance of good hand-washing techniques in the classrooms, however parents who are bringing celebratory snacks to school should only bring in store-bought foods.. Students who participate in classroom projects where food is involved will be required to wash their hands prior to handling food items and/or to wear gloves.

### **When a Student Becomes Ill at School**

Parents will be called for immediate pick up if a child becomes injured, develops a fever greater than 99.9 and/or vomits. A child who has fever, or is vomiting, should remain at home 24 hours after the fever has broken, or after the last time he/she vomits.

Students who are ill and need to be picked up will be waiting in the front foyer. Parents must sign their child out in the Office before leaving the building.

Parents will be notified, in writing, when there are cases of significant communicable disease (i.e., Strep Throat, Pink Eye, etc.).



### **When a Student Becomes Ill/Injured During a Field Trip**

A Blanket Field Trip Permission/Emergency Medical Information Form must be signed by parents and returned to the office each year before school begins. Teachers make copies of these forms on all field trips, and if a child becomes ill or injured, the teacher will contact parents and make arrangements for the child to be picked up or taken for treatment. First aid kits are taken on all field trips. If a student becomes ill or injured during a field trip the classroom teacher or trip leader will contact the family members listed on the emergency medical contact card. Parents may be asked to pick the child up from the field trip location.

### **Immunization Requirements**

SLLIS will maintain an individual health record for each student, including an immunization history supplied by the parent/guardian. A complete immunization history will be required upon entrance to school. Satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration. The parent/guardian will be informed that any needed immunizations must be obtained prior to enrollment and attending school.

In certain special situations, exemptions or "In Progress" statements may be needed:

1. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an "In Progress" card from a physician or health department that

identifies when the next dose is due. Failure to meet the next scheduled appointment constitutes non-compliance with the school immunization law and exclusion from school will be initiated immediately.



2. If the student cannot receive the needed immunization(s) for medical reasons, a medical exemption will be completed and signed by a physician and filed in the student's health record.
3. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the Head of school. This must be renewed annually. Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.

In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State law. The only exception will be students exempted by a physician because they have already had the disease and have available laboratory confirmation of immunity.

SLLIS will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law. Failure to provide adequate proof of immunization by scheduled date shall result in immediate exclusion from school. Parents will be called to pick up students who come to school without proper immunization documentation, and an exclusion letter will be sent home with the student.

SLLIS will prepare the immunization report for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. Every effort will be made to return excluded students to school as soon as possible. The parent/guardian will be advised of resources available to obtain needed protection. The parent/guardian who does not make an effort to comply with the law in order to return students to school within ten days may be reported to the local juvenile authority for enforcing the truancy law.



An ongoing review of immunization records will be made to ensure that entering transfer students, students who are "In Progress," and those needing TD boosters during the school year have adequate protection. Students will be notified in the spring that TD boosters will be due during the next school year. The records of entering transfer students and those due for boosters will be flagged or a separate file or a line listing of these students will be maintained to facilitate compliance with the statute.

When a student withdraws from school, a copy of the immunization record will be provided for presentation to the new school as proof of immunization.

Students who have been excluded due to immunization noncompliance will report to the school office before reporting to class. If immunization records are still not adequate, the Head of School or his/her designee is to call the parent and send the student home.

## Student Welfare

### Reporting Student Abuse

The Board of SLLIS believes that school staff members are in a unique position to assist children, families, and the community in

dealing with the issue of child abuse and neglect. In addition, school employees are required by law to make an oral report to the Missouri Children's Division when the employee has reasonable cause to suspect that child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.



Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

SLLIS employees who know or have reason to believe that another SLLIS employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

### Procedure for Reporting Abuse and Neglect

1. When a school employee has reason to believe that a student has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect the employee shall immediately notify the Head of School or the school counselor. As all school personnel are mandated reporters, in no event will a case of child abuse, either evident or suspect, go unreported. (Note: If the School's HOS does not make the report, the individual suspecting abuse or neglect is legally obligated to do so. The HOS should be notified of such reports.)
2. Upon notice of abuse or neglect, the Head of School or Head of School's designee, will make an immediate oral report to the Missouri Children's Division ("Division") by

telephoning the Student Abuse Hotline at 1-800-392-3738. This number is available 24 hours a day. A written log of the call shall be made and filed in the Head of School's office, or the office of the Head of School's designee. The written record shall include the following (from the person making the report):



- a. name and address of the child;
  - b. the child's age and sex;
  - c. person(s) with whom the child lives;
  - d. the nature and extent of abuse or neglect, a description of the problem and any explanation given for it;
  - e. the names and/or relationships of any persons living in the home;
  - f. actions taken by the school;
  - g. if possible, where the abuse took place;
  - h. any additional information; and
  - i. the name of the person making the report and the name of the person making the Hotline call.
3. At the end of each school year, such files shall be maintained by SLLIS at main office and will remain accessible until the student reaches 26 years of age. A notice shall be placed in the student's record indicating that a separate Missouri Children's Division Hotline Report exists and is located on file at SLLIS's main office.
  4. School personnel will not notify the student's parents that a Hotline report has been made if the alleged abuser is a parent, or if in the judgment of school officials, notifying the parent would jeopardize the health or safety of the student.
  5. If the abuse is alleged to have occurred in a school, the Division may not interview the child in any school building where the abuse of such student is alleged to have occurred. When Division representatives interview

students on SLLIS property, a school staff member will ask to be present.



6. When the Division receives a report of suspected abuse involving a school employee, the Division is required to notify the President. If the alleged perpetrator is the President, the Division will notify the Chairperson of the Board of Directors.
7. The President will conduct an investigation to determine if the report was made for the purpose of harassing a school employee. If it appears that the report was not made for harassment purposes, the matter will be reported back to the Division and to the county juvenile officer immediately. The report will then be jointly investigated by the President and the juvenile officer.
8. Within seven (7) days of receiving notice from the Division, the President and juvenile officer will submit separate reports to the Board of Directors. Each report will state a conclusion concerning the validity of complaint of abuse.
9. Within seven (7) days of receiving the reports, the Board will consider the reports and issue findings of fact and conclusions of law. The Board's report will be forwarded to the Division.

## Sexual Harassment

SLLIS is committed to maintaining a work environment for its students that is free from sexual harassment. Furthermore, SLLIS strongly believes that no person in the School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. SLLIS has developed the following policy to address issues of sexual harassment. The time lines contained in this policy may be extended as deemed appropriate by the administration.

## Definition of Sexual Harassment



Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under Title IX."

Sexual harassment under Title IX includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress.
2. Submission to or rejection of such conduct by an individual is the basis for educational decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive educational environment.
4. Qualified students are denied educational opportunities or benefits because the opportunities or benefits are given to another student who submitted to sexual advances or requests for sexual favors.

## Examples of Sexual Harassment

### Unwelcome Sexual Advances

Whether the advance is "unwelcome" is determined on a case by case basis. Unwelcome advances may include, but are not limited to, the following:

1. Any invitation (even subtle) intended to result in a sexual liaison.
2. Propositioning a student.

#### Unwelcome Verbal Conduct of a Sexual Nature



This may include, but is not limited to, the following:

1. Sexually provocative or explicit speech.
2. Publicly expressed sexual fantasies.
3. Jokes of a sexual or crude nature.
4. Derogatory comments directed to males or females as a class (language directed toward a specific person is more likely to be viewed as sexual harassment).
5. Demeaning comments.
6. Threats for not agreeing to submit to sexual advances.
7. Writing sexually explicit memos.

#### Unwelcome Physical Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Grabbing or twisting an individual's arm.
2. Any unwarranted touching.
3. Sexually offensive pranks.
4. Drawing sexually explicit cartoons, other drawings, or graffiti.
5. Gestures indicating sexual behavior.
6. Suggestive winks.
7. Kissing.

#### Conduct Towards Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against SLLIS and/or its employees

if not remedied. Such harassment may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.

2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.

3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.

4. Purposefully limiting or denying students access to educational resources because of their gender.

5. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

#### Nature of Sexual Harassment

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

1. Student to student.

2. Staff to student.

3. Student to staff.



4. Male to male.
5. Female to female.
6. Male to female.
7. Female to male.



## Investigation of Sexual Harassment Complaints

### Complaints Involving Students

1. If a student believes that he/she is being sexually harassed, the student is encouraged to bring the concern to the attention of the Head of School.
2. If the student feels that such contact with the Head of School would be inappropriate, if the situation is not satisfactorily resolved by the Head of School, or if the student simply feels more comfortable speaking with someone other than the Head of School, the student should contact the Director of Finance and Operations for SLLIS.
3. If neither the student's Head of School nor the Director of Finance and Operations is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another administrator within SLLIS, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.
4. Any teacher, counselor, or administrator who receives a report, orally or in writing, from any student regarding sexual harassment of that student by a student or adult in the educational setting, must forward that report to the Head of School, or next higher administrator, and the Director of Finance and Operations within twenty-four (24) hours or within a reasonable time thereafter.

5. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve SLLIS of the obligation to investigate the complaint.



6. A student who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
7. Upon receipt of the report, the principal and/or Title IX officer will appoint an investigator to fully investigate the complaint, which investigation shall commence within forty-eight (48) hours after such appointment. The Director of Finance and Operations will notify the student's parent/guardian and the alleged harasser of the results of the investigation.
8. SLLIS will maintain the confidentiality of the complaint and the details of the investigation to the extent possible.
9. The investigator will put his/her findings in writing and will forward a copy to the Director of Finance and Operations within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
10. If the investigation substantiates the complaint, SLLIS will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment). If the offender is another student, disciplinary action will be taken in accordance with school policy. If the offender is not an employee of SLLIS, SLLIS will take appropriate action within the scope of its authority to eliminate and redress the harassment.



11. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Director of Finance and Operations in a file separate and apart from any student or personnel file.

12. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.

13. The Head of School shall follow up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred.

14. Nothing in this reporting and investigation procedure shall relieve any employee of SLLIS from his/her obligation, under Missouri law, to report suspected child abuse and/or neglect.

### **Enforcement**

Each Head of School is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each Head of School, or his/her designee, shall take appropriate actions to enforce SLLIS's sexual harassment policy, including but not limited to the following:

1. Vulgar or sexually offensive graffiti shall be removed from the premises.
2. The Head of School shall provide an in-service regarding sexual harassment (including sexual harassment involving students) to all staff annually.
3. Age appropriate instruction will also be presented to students annually.
4. All homeroom teachers shall discuss this policy with their



students annually. Discussion shall be conducted in age appropriate manner and should assure students they need not tolerate any form of sexual harassment.

5. All teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.

6. The Head of School shall take prompt action to investigate all complaints of sexual harassment.

7. The Head of School shall take appropriate disciplinary action, as needed.

### **Notifications**

A copy of SLLIS 's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
2. Be displayed in a prominent location near each Head of School 's office.
3. Appear in any SLLIS publication that sets forth SLLIS 's comprehensive rules, regulations, procedures, and standards of conduct for students.

SLLIS 's Director of Finance and Operations will be available to answer all questions regarding this policy or its implementation.

### *Discipline/Consequences*

#### Complaints Involving Students

1. Any student who engages in the sexual harassment while on school property or while participating in school activities, will be subject to disciplinary action, up to and including expulsion.

2. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including termination.



3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the Head of School and SLLIS 's Director of Finance and Operations, shall be disciplined appropriately.

4. Any student who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which SLLIS was unable to substantiate.

Sexual harassment of students by adults who otherwise come within this Policy is absolutely prohibited regardless of whether the conduct is "welcome."

### Sex Offenders Near or On School Property

Pursuant to Missouri Statute, no person who has pleaded guilty or nolo contendere to or been convicted of, or been found guilty of a sexual offense, incest, endangering the welfare of a child, use of a child in a sexual performance, promoting a sexual performance by a child, sexual exploitation of a minor, or child pornography as defined by the Missouri Statutes, shall be present in or loiter within five hundred feet of any school building, on real property of any school, or in any conveyance owned, leased or contracted by SLLIS to transport students to or from school or a school-related activity when persons under the age of eighteen are present.

### Weapons and Firearms



Except for licensed police officers, no person shall possess or carry any firearm or weapon, visible or concealed, on school property (including school buildings and grounds, athletic fields, and parking lots), or on school buses, or at school-sponsored events. Firearms, visible or concealed, are likewise prohibited in vehicles that are on school property or on the property of a school activity. No school official shall give consent under R.S. Mo. §571.094.20(10) for any person, other than a licensed police officer, to carry a concealed firearm into any school facility, property or activity. SLLIS employees who hold concealed firearms carry endorsements as described in R.S.Mo. §571.094 may NOT carry any firearm, visible or concealed, on school property or at school activities.

Any person who violates the foregoing provision may be banned from the premises and not be permitted to enter the premises without the express written permission of the Head of School. Any employee who violates the foregoing provision may be subject to disciplinary action, up to and including termination.

### Primary Contacts

School Secretary	<a href="mailto:monica@sllis.org">monica@sllis.org</a>	(314)533-0975
Office Manager	<a href="mailto:My-chau@sllis.org">My-chau@sllis.org</a>	(314)533-0779
Food Service	<a href="mailto:Elizabeth@sllis.org">Elizabeth@sllis.org</a>	(314)533-2836
Head of School: TSS	<a href="mailto:Arlene@sllis.org">Arlene@sllis.org</a>	(314)533-0597
Head of School: TFS	<a href="mailto:Conrad@sllis.org">Conrad@sllis.org</a>	(314)533-0220
President	<a href="mailto:rhonda@sllis.org">rhonda@sllis.org</a>	(314)533-4059
Parents' Assembly	<a href="mailto:parentsassembly@sllis.org">parentsassembly@sllis.org</a>	

## Summer Hours

From June 23<sup>rd</sup> – July 30<sup>th</sup> SLLIS will be on summer hours: 8am-4:30pm. The School Secretary and President will be on site and all other staff members will be on holiday. If you need assistance during the summer break, please contact the front office at (314)533-0975.

