



# SLLIS Staff Handbook

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**Website:** [www.sllis.org](http://www.sllis.org)

**Twitter:** [@STLGlobalKids](https://twitter.com/STLGlobalKids)

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## **Welcome to St. Louis Language Immersion School!**

*Dear SLLIS Staff Member:*

*We are pleased that you are a part of our team! SLLIS values the talents and abilities of our teachers and staff, and seeks to foster an open, collaborative, and dynamic environment in which all employees and the school alike can thrive.*

*SLLIS benefits greatly from the dedication and professionalism that each of you brings to your work. For our valued staff members, we strive to administer our policies and practices in a manner that is fair and understandable.*

*This handbook describes important policies, practices, and expectations SLLIS has for teachers and staff. You should familiarize yourself with its contents, as it answers many questions you may have about working at SLLIS.*

*We hope that you have a challenging, enjoyable and rewarding school year.*

*I wish all new staff members an enjoyable and rewarding career with SLLIS!*

*Sincerely,*

*Lilith Werner, PhD  
Superintendent*

## Use of the Staff Handbook

The Staff Handbook is designed to provide you with information about St. Louis Language Immersion School and details of your employment. The Staff Handbook also contains the policies, procedures and rules, which the LEA has adopted and you are expected to follow as a member of the SLLIS team.

**Unless otherwise noted in an employment contract, employees of SLLIS are at-will employees. Nothing contained in this handbook shall be construed to constitute a contract of employment.**

It is important to read the Staff Handbook carefully. If you have any questions about its contents, please raise them with your supervisor or with the SLLIS Talent Director.

I understand SLLIS has the exclusive right to change its handbook without notice and that it is my responsibility to read and comply with any policy or procedural revisions. The Staff Handbook will be updated as and when changes occur.

I understand that nothing in this handbook is intended to limit SLLIS' discretion in operating its business.

**I understand that this Staff Handbook supersedes any and all prior handbooks, policies, and practices of SLLIS regarding the terms and conditions of my employment with SLLIS.**

For record purposes, please complete the portion below and return it to Linda Holiday, Talent Director to acknowledge receipt of your copy of the Staff Handbook.

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To: Linda Holliday, Talent Director

Name.....

I hereby acknowledge receipt of a copy of the SLLIS Staff Handbook. I understand that I am responsible for reading the personnel policies and practices described within. I understand and accept that, where specified, the policies, procedures and rules contained in the Staff Handbook form part of my employment with SLLIS.

Signed.....

Date.....

## About SLLIS

- In 2009, the Missouri Department of Elementary and Secondary Education (DESE) Board of Commissioners authorized St. Louis Language Immersion Schools to operate as a Local Education Authority (LEA) under a 5-year charter sponsored by the University of Missouri-St. Louis (UMSL). Although these agencies are officially charged with overseeing our academic progress and fiduciary viability, we believe that the members of our learning community are the people to whom we are most responsible.
- We provide target language immersion to students, and are approved by the International Baccalaureate to use the Primary Years Programme (PYP) in teaching K-6 students. The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom. We offer a comprehensive, departmentalized middle school program to our 7<sup>th</sup> and 8<sup>th</sup> grades.
- In 2017, the SLLIS Board of Directors voted to become one K-8 school running three different language programs in Chinese, French and Spanish and we changed our name from the plural to the singular: St. Louis Language Immersion School.

## Equal Opportunities Statement

The Board of St. Louis Language Immersion School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. SLLIS further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

## Dignity at Work

SLLIS believes that the working environment should at all times be supportive of the dignity and respect of individuals. St. Louis Language Immersion School is committed to maintaining a workplace and educational environment that is

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free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, SLLIS strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, familial status, disability, age, veteran status, genetic information or any other characteristic protected by law. SLLIS is an equal opportunity employer.

If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

## What and How of Harassment

Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law. Behaviors that could constitute harassment include, but are not limited to, the following acts: graffiti; display of written material, pictures or electronic images, including text messages; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Harassment is unlawful when it is sufficiently severe or pervasive that it denies or limits a student's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Discrimination is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Sexual Harassment is a form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment is unlawful when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) it is sufficiently severe or pervasive that it denies or limits a student's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive. Sexual harassment may occur between

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members of the same or opposite sex. SLLIS presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing
- Comments about an individual's body, sexual activity or sexual attractiveness
- Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
- Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature

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The Board designates the Talent Director to act as SLLIS's compliance officer.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer, which shall be the Superintendent.

SLLIS has a formal Grievance Process for dealing with these issues.

### **Grievance Process**

**Level I** – A grievance is filed with the school's compliance officer. The compliance officer may, at his or her discretion, assign the Superintendent or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence promptly, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the Superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the alleged victim if someone other than the alleged victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and school policy, regarding whether the school's compliance officer or designee determined that school policy was violated.

**Level II** – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's

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decision to the Superintendent by notifying the Superintendent in writing. The Superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the Superintendent has acted as the compliance officer, the appeal will be heard directly by the Board as described in Level III.

Within ten working days, the Superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the Superintendent's decision, regarding whether the Superintendent or designee determined that SLLIS policy was violated.

**Level III** – Within five working days after receiving the Level II decision, the person filing the grievance, the alleged victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the Superintendent's decision to the Board in writing. The person filing the grievance, the alleged victim if someone other than the victim filed the grievance, and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The decision of the Board is final.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, SLLIS will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. SLLIS will disclose information to the school's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, SLLIS will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.



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The school will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the school's attorney.

## Joining SLLIS

As a new employee you will be added to our HR software platform on Caravus. You will receive a welcome email and you will need to log in and complete your personal information. You will be sent a password but will be prompted when you sign in to change that password. Caravus is used to record and keep track of all of your Paid Time Off (PTO) absences, manage your employee benefits and store your personnel files. Here is a link to the site: <https://caravus.com/caravus-connect/>.

Employees of SLLIS are considered at-will employees, unless otherwise explicitly designated in writing by the Board of Directors.

On the Caravus website for SLLIS, you will find informational documents such as the salary schedule, this handbook, teacher salary schedule, staff misconduct matrix and performance improvement plan templates, etc.

## On-Boarding

We are keen that you have every assistance to help you settle into your role quickly. Our new staff orientation and Professional Development days set out what to expect on your first day and during the school year. You will meet your colleagues and you will receive information on SLLIS, policies and procedures, and receive any required trainings by federal, state or local laws.

If there is anything you need to know about SLLIS or what is required of you in your role, please ask either your Assistant Principal or Principal if you are a school-based employee, or ask the Chief Operating Officer if you are in a Central Office-based role.

## Changes to Personal Details

To help us to assist you, especially in cases of emergency, it is essential that all information on your personnel records is complete, correct and up to date. Please log in to your Caravus account as soon as there are any changes to your personal details and make the appropriate edits.

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Your personal information is confidential and will not be released to outside sources without your prior authorization.

## **Criminal Background Checks**

Generally, SLLIS shall conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, SLLIS may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from SLLIS.
2. An employee or potential employee has had a background check, including a check of the Family Care Safety Registry (FCSR), conducted by another Missouri public school within the past year and SLLIS receives a copy of the background check directly from the other school or district.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.

Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by SLLIS. SLLIS has the sole and absolute discretion to determine whether the outcome is satisfactory.

In general, applicants for employment and volunteers are responsible for the cost of the criminal background checks, but SLLIS may later reimburse the person at SLLIS's discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and SLLIS receives a copy of the background check directly from the other school or district, SLLIS will not require an additional background check as a condition of employment unless SLLIS pays the cost, in accordance with law.

### **Payment**

SLLIS will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where SLLIS requires independent contractors to conduct criminal background checks, payment for the background checks will be determined by the contract.

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SLLIS reserves the right to require any employee or volunteer to submit to additional criminal background checks at SLLIS's expense or to rerun background checks at any time. SLLIS will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

Any employee refusing to submit to a background check may be disciplined or terminated. SLLIS may decline to utilize the services of volunteers or contractors who refuse to submit to background checks.

### **School Notification**

As a condition of continuing to work within SLLIS, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify SLLIS if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

## **Communicable Diseases**

The Board of St. Louis Language Immersion School understands its responsibility to take care that no individual has potentially harmful exposure to infection or diseases. The Board also recognizes its obligation to protect individual privacy, educate all students regardless of medical condition, and treat students and employees in a non-discriminatory manner.

No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of SLLIS solely because he/she is infected with a communicable disease.

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

SLLIS expects all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms, including precautions to be taken in handling bodily fluids and blood whenever necessary. SLLIS will provide the necessary equipment and supplies to implement universal precautions for handling bodily fluids and blood.

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Students or employees with communicable diseases that pose a risk of transmission in school or at school activities will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

## Conflict of Interest

SLLIS employees should not, directly or indirectly, attempt to influence any organizational decisions when the employee knows the result of the decision may be the acceptance of a good, service, sale, rental or lease of any property by/to SLLIS that will ultimately benefit the employee, his or her family

Employees will not accept gifts of substantial value from vendors unless authorized by the Board of Directors. For the purposes of this policy, a gift has a “substantial value” if it is worth more than \$50.00.

Employees will not use SLLIS’ property, including intellectual property, or confidential information obtained in their capacity as employees to financial benefit them or any other person or business.

Employees or businesses with which they are associated are prohibited from selling or providing to SLLIS goods and supplies.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your administrator.

## Employee Compensation

### Payment of Salaries

Beginning in August 2017, all SLLIS employees will be paid on the 15<sup>th</sup> and the last day of each calendar month by direct deposit. An individual paystub showing gross pay, fixed and variable deductions and net pay will be emailed to you each month. Your salary for the school year is that stated in your original Offer Letter. The Teacher Salary Schedule is posted online in CaravusConnect. No lane changes for teachers will be made during the school year unless they have previously notified and obtained authorization from the Chief Operating Officer or Superintendent regarding an anticipated graduate degree or additional graduate credit hours.

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## **Deductions from Salaries**

SLLIS will make any deductions from your pay as required by law or as authorized by you in writing or online. In addition, SLLIS reserves the right to make salary adjustments to your pay where an overpayment has been made or if you have taken PTOs in excess of your allotment or in cases of malicious damage which result in dismissal.

## **Involuntary Deductions**

SLLIS will make all deductions as required by law and will make deductions when presented with a garnishment, wage attachment or other legal order. The Superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, SLLIS may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. SLLIS may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and SLLIS policy. SLLIS may make deductions when an employee clearly owes SLLIS money and the deduction does not otherwise violate the law.

Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

## **Extra-Duty Pay**

Any extra duties done for additional pay must first be authorized by a SLLIS Principal, Chief Operating Officer or Superintendent. You must ensure you fill out a timesheet for any extra duty work as directed by your administrator. Extra duty work occurs beyond the regular work day. No extra pay will be made to employees for additional work done during the regular work day. Payment for extra duties will be processed in a timely manner and included in your regular paycheck.

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## Health, Dental, Vision, Short- and Long-Term Disability

SLLIS offers employees a comprehensive benefits package and pays 80% of individual coverage. SLLIS currently pays 50% health, dental and vision coverage for dependents. However, SLLIS contributing to dependent coverage is being phased out over the next three years.

See the Talent Director for more information on short- and long-term disability.

## Retirement / Pension

All SLLIS employees who work a minimum of 25 hours or more per week must participate in the Public School Retirement System of the City of St. Louis as required by the Missouri Revised Statutes. SLLIS will contribute as required by law. All eligible employees contribute 5% of their gross compensation to the Public School Retirement System of the City of St. Louis (PSRSSTL) at each pay period for the duration of employment at SLLIS. Employees become vested after five years of service in the PSRSSTL. If you separate from SLLIS before you become vested, you may request a refund of your contributions directly from the System (not from SLLIS).

## Classification of Employees

Every employee is designated as either Exempt or Non-Exempt from federal and state wage and hours laws.

**Exempt:** Employees with exempt status are exempt from the protections of the wage and hour laws of their state, or of the federal government (Fair Labor Standards Act). Examples of exempt employees under federal law are “executives” and “professionals”, as defined under the Fair Labor Standards Act. Exempt employees are paid on a salary basis, not eligible for overtime pay, and not subject to reduction based on the quality or quantity of work performance.

**Non-exempt:** Employees with non-exempt status are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws of state or federal government (Fair Labor Standards Act). Wage and hour laws require employers to pay at least a certain minimum hourly wage rate and a premium rate for overtime work.

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Non-exempt employees must maintain a record of the total hours worked each day. These hours must be accurately recorded on a time sheet that will be provided by SLLIS. The employee must sign the time sheet to verify that the reported hours worked are complete and accurate. The time sheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. Employees should review each paycheck, and verify immediately that the employee was paid correctly for all regular and overtime hours worked during each work week.

It is important for SLLIS non-exempt employees only to work for SLLIS during regularly scheduled hours, unless they obtain approval from supervisors prior to working outside regularly scheduled work hours. Accordingly, non-exempt employees should not start work early, finish work late, work during a meal break or perform overtime unless authorized by a supervisor and unless the time is properly recorded on the employee's time sheet. Supervisors should discuss their expectations for non-exempt instructional employees regarding providing assistance to students outside of regularly scheduled hours. SLLIS seeks to ensure that all students receive the educational services and resources needed and that work hours are properly authorized and reported. In addition, employees should not perform "off the clock" work for SLLIS. "Off the clock work" is work that is performed for SLLIS, but that is not reported on the employee's time sheet. All work time should be reported on time sheets. Employees who fail to properly complete time sheets, fail to obtain a supervisor's authorization to work outside of regularly scheduled hours or who work overtime hours without permission may be subject to discipline.

## Phone Calls to Parents

Teachers should only make phone calls to parents/guardians either during a planning period, lunch break, or before or after school. When calling parents, teachers should always use professional language. Try to remain as calm as possible and be as helpful as possible when speaking to an upset parent. If you have made an error with a particular situation, an apology goes

Texting parents during instruction or supervising students is not best practice. Again, please Inform parents about student concerns at end of the school day or during a break. If you need additional support or have other questions about communicating with parents, please see your Principal.

**Teachers cannot call parents to send students home. Only an administrator can send a student home during the instructional day.**

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## Employee Credentials

All classroom and specialty at SLLIS shall have current valid teaching credentials from either Missouri or from a state that has educational certificate reciprocity with Missouri or from an accredited university from abroad. Teachers shall only be assigned teaching duties in areas that align with their certification.

All SLLIS paraprofessionals shall have a minimum of 60 semester hours of college credit or have passed the Paraprofessional Assessment. All paraprofessionals shall be under the direct supervision of an appropriately certified teacher.

No offers of employment will be made to instructional personnel whose certificate of license to teach has been revoked or is currently suspended by the State Board of Education.

All instructional personnel must maintain current and valid teaching certification as well as demonstrate satisfactory performance as determined by SLLIS.

## Hours of Work

Full-time teachers and teaching support staff at SLLIS are expected to physically report to work no later than **8:00 a.m.** The work day for teachers and teaching support staff lasts until **4:00 p.m.** Staff meetings will happen before or after these hours, on an as needed basis.

Staff who directly report to the Chief Operating Officer or the Superintendent will be directed to Central Office staff who report to the Chief Operating Officer or administrative staff members who report to the Principals (e.g., receptionists) or Superintendent will be given their schedule.

## Teacher Duties

Teachers shall work an eight-hour day. Teachers shall also be responsible for other professional duties. These may include, by way of example, curriculum and other committee work, faculty and team meetings attendance, student staffing participation, outreach and enrollment activities, parent meetings and conference participation, communication with parents (email, phone) and school programs attendance. These other professional duties occur beyond



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the normal work day. When possible, the Administration will give prior notice of meetings and conferences scheduled beyond the teacher attendance hours or if the work day schedule has changed.

## Holidays

SLLIS employees will follow the holidays indicated on the SLLIS School Calendar. Teachers and teaching support staff receive all holidays (paid) as indicated on the calendar. Twelve-month Central Office administrators and staff receive all holidays (paid) as indicated on the calendar, but must work during the summer as twelve-month employees, unless they have a previously approved vacation or PTO scheduled.

### Central Office Closures

Central Office will be closed for Thanksgiving Break, Winter Break, and Spring Break, unless there is an emergency as determined by the Superintendent or Chief Operating Officer.

If there is an inclement weather day and school is closed, Central Office will be closed as well.

Central Office employees and administrators may take no more than two weeks' vacation at any one time unless approved in advance by the Superintendent or Chief Operating Officer.

### Requesting a PTO

To request a PTO, you will need to do the following:

1. [Go to caravusconnect.com and log in to your account.](#)
  - If you are a first time user, click on "New User Registration". Please note you will need a Company Identifier (**SLLIS**) to complete the process.
  - You may also reset your password by going to the log-in screen.
2. [After logging in to the Home page, use the top navigation bar and click the "Time Off" button.](#)
3. [From your Time Off Dashboard, click the green button to "Request Time Off".](#)
  - Select "Leave Type".

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- Enter dates for time off request.
  - Entering the reason for the request is optional.
  - Click "Submit Time Off Request".

4. [For more information, view the menu items under “Manage My Time Off”.](#)

- Calendar View
- Company Holiday Schedule
- Summary of Time Off Policies
- Timeline
- Time Off Requests
- Snapshot: View Accruals & Balances

Once you have chosen your dates and clicked on Request PTO, your Administrator will receive a notification of your requested PTO and they will be able to approve/reject that PTO. You will be sent a notification when this has been done. Please give as much notice as possible when you are requesting a PTO.

Employees will not receive payment for any unused PTO days upon resignation or termination of employment, nor will employees receive any payment for unused PTO days accumulated beyond the maximum allowed under this policy.

**Teachers and teaching assistants must also follow the procedures for requesting a substitute for PTO days that are taken on instructional days.**

## Staff Leaves and Absences

Consistent contact with students and staff is important to the learning environment and school operations and therefore is an essential function of a staff member’s position. SLLIS will allow staff members to be absent from their duties for the reasons and lengths of time specified in Board policy or an employee’s contract, if applicable, as long as the absences are not excessive or otherwise protected by law.

### Paid Time Off (PTO) Leave Eligibility

- Ten-month full-time employees shall accrue up to ten (10) days of Personal Time Off (PTO) per fiscal year at a rate of 1.0 day per

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teaching month of the ten-month teaching year. For teachers and staff, PTO days are to be used for the purposes defined below. An instructional employee may not use PTO days during the employee's initial thirty (30) days of employment with SLLIS, except with prior written permission from the Superintendent. Ten month employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of twenty (20) days of PTO.

- Eleven-month full-time employees shall accrue up to eleven (11) days of PTO per fiscal year at the rate of 1.0 day per month of the eleven-month working year. PTO days are to be used for the purposes defined below. Eleven-month employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of twenty-five (25) days of PTO.
  
- Twelve-month employees shall accrue up to twelve (12) days of PTO per fiscal year at the rate of 1.0 day per month of the twelve-month working year. PTO days are to be used for the purposes defined below. Twelve-month employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of twenty-five (25) days of PTO.
  
- Part-time employees regularly scheduled for at least 20 hours weekly will accumulate a fraction of PTO time directly who work part-time will receive PTO days on a prorated basis per year. Employees paid on a part-time, seasonal, or temporary basis are not eligible for personal leave benefits.
  
- Employees will not receive payment for any unused PTO days upon resignation or termination of employment, nor will employees receive any payment for unused PTO days accumulated beyond the maximum allowed under this policy

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Any at-will employee who is absent without authorization or absent after PTO leave has been exhausted shall have his or her daily rate of pay deducted from his or her paycheck for each day's absence that is unapproved. At the discretion of the Superintendent or designee, when an employee has exhausted PTO due to illness or death of an immediate family member, employees may donate their own accrued PTO up to a sum total of an additional five (5) days of PTO to their colleague. No more than a total of five (5) days of donated PTO shall be granted to an employee during a school year.

Regular, punctual attendance is an implied term for every employee and we ask each employee to take responsibility for maintaining good attendance and reporting absence according to the procedures set out in this Handbook.

Employees must enter their PTO request into Caravaus within 24 hours of notifying a supervisor.

Disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

### **Absence Reporting**

You must report your absence from work to your administrator as soon as possible. When possible, notification of absence (non-illness related) should be given five days in advance to allow for coverage to be arranged.

### **Use of Paid Time Off (PTO)**

PTO days may be used for: court appearances, religious observance, bereavement leave, personal leave, Family and Medical Leave, and sick leave as defined below:

#### **Sick Leave:**

- Illness, injury or incapacity of the employee. The Superintendent reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the employee and/or inclusive dates of the employee's incapacitation.
- Illness, injury or incapacity of member of the employee's immediate family and for which it is necessary for the employee to be with the family member during the incapacity.

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- Illness, injury or incapacity of other relatives with permission granted by the Executive Director or designee.

### **Parameters for Personal Leave**

The Superintendent or designee shall be given five days prior notification when feasible. Personal leave may **not** be used the day before or the day after holidays or school breaks. Any exceptions to these requirements must be approved by the Superintendent.

Except in cases of personal illness, illness of an immediate family member or an emergency, employees shall not take PTO during: the first two weeks of classes; the last two weeks of classes; professional development days or standardized testing periods for students.

### **Unauthorized Absences**

SLLIS considers three (3) days of unauthorized absences without notice to be a voluntary resignation.

### **Sick at Work**

If while you are at work you decide that you are unwell and need to go home, for health and safety purposes you must inform your administrator before you leave the building.

If you have worked less than 50% of your working hours for that day before going home, the remaining hours will be classed as PTO and form part of your absence record and entered in Caravus.

### **Medical, Dental or Optician Appointments**

Where possible medical appointments should be made outside of working hours. Where this cannot be arranged they should disrupt your working schedule as little as possible, e.g. made early or late in the day. You may be asked to provide satisfactory evidence of appointments.

Where attendance for a medical or hospital appointment necessitates a complete day's absence from work, this will be treated as a PTO sick leave.

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## Vacation Accrual for Twelve-Month Employees

Vacation accrual applies for all full-time twelve month employees who do not have a contract. Service applies to continuous SLLIS service.

Twelve-month employees will accumulate vacation on a monthly basis, with the number of days earned calculated by using the total vacation days earned per year divided by twelve. An employee must be at work or on paid leave 13 days within a month to earn vacation leave.

For vacation purposes, the length of employment will be determined on the anniversary date of employment.

Earned vacation for 12 month employees shall be calculated as follows:

|                       |                                                     |
|-----------------------|-----------------------------------------------------|
| 1 - 5 years service   | Up to 15 days (accrual rate of 1.25 days per month) |
| 6 -10 years service   | Up to 18 days (accrual rate of 1.5 days per month)  |
| 11 - 15 years service | Up to 21 days (accrual rate of 1.75 days per month) |
| over 16 years service | Up to 24 days (accrual rate of 2 days per month)    |

Vacation leave that is unused may not be carried over to the next fiscal year.

All vacation leave is subject to approval by the Superintendent or Superintendent Designee.

At the time of separation, twelve-month employees who are serving under an at-will agreement will receive pay for earned but not used vacation up to 15 earned days.

Earned vacation may be used in order to extend sick leave.

Vacations longer than two consecutive weeks require the authorization of the Superintendent.

## Vacation Accrual for Eleven-Month Administrative Employees

Eleven-month employees follow the same vacation and holiday schedule as teachers. Eleven-month employees do not accrue vacation.

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## Family and Medical Leave

If an employee takes leave for an FMLA-qualifying reason, any accrued PTO days will be used concurrently until the employee's accrued PTO days are exhausted. If an employee remains on FMLA leave beyond the exhaustion of available PTO days, the following leave will continue to be protected FMLA leave until all allowable FMLA leave has been used, but such absences will be unpaid.

## Family and Medical Leave Act

SLLIS recognizes that a leave of absence from active employment may be necessary for family or medical reason. The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces).

An employee must notify SLLIS of the need for leave and explain the reason for the leave so SLLIS can determine whether the leave qualifies for FMLA. Employees are responsible for ensuring SLLIS receives complete and accurate documentation to support requested leaves.

For all FMLA purposes except military caregiver leave, SLLIS adopts a 12-month leave year beginning on July 1 and ending the following June 30. An eligible employee may take unpaid leave for a period not to exceed twelve (12) workweeks for the following reasons:

- (a) The birth of the employee's child (leave must be concluded within one year of the date of the birth);
- (b) The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one year of the date of placement);
- (c) The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position, or the serious health condition of the employee's spouse, child, or parent;

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- (d) The care of a spouse, child, parent, or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military caregiver leave); or
  - (e) A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.

When both spouses are employed by SLLIS and eligible for FMLA leave, the leave will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where both spouses use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When both spouses are employed by SLLIS and use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.

SLLIS shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an



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employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.

When an employee has an absence that meets the criteria to be an FMLA-qualified absence, SLLIS will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or SLLIS policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.

FMLA leave may be taken intermittently as required for the health of the employee or family member or, under certain circumstances, as reduced-schedule leave. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when SLLIS and the employee have reached agreement for how the leave will be used.

SLLIS reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as SLLIS deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. SLLIS may also require that an employee present a certification of fitness to return to work.

SLLIS reserves the right to require that the employee receive a second (and possibly third) opinion from another healthcare provider (at SLLIS expense) certifying the serious health condition of the employee or employee's family member.

The Superintendent or designee may contact applicable healthcare providers regarding health conditions resulting in requested leaves.

Use of FMLA leave will coordinate with other Board policies and procedures governing leave time. Once FMLA leave has been exhausted, any continuing leave time will be governed by the provisions of other applicable SLLIS leave policy or procedure.

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SLLIS believes that students benefit most from consistency in the classroom. Accordingly, if an instructional employee requests intermittent leave or reduced-schedule leave due to medical reasons and the requested leave equals more than twenty (20) percent of instructional time, SLLIS may require the instructional employee to take block leave or to find an alternate placement for the period of planned medical treatment.

When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, SLLIS may elect to use a special rule to prolong the employee's leave until the beginning of the next school term. Under such circumstances, the extended leave time is unpaid and is not charged against the employee's annual FMLA entitlement. The Superintendent may apply such special rules or general FMLA rules in his or her discretion as best serves the SLLIS school community.

Use of FMLA leave by employees cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Eligible employees are entitled to continued participation in SLLIS's health plan as long as they are entitled to FMLA leave protection. If any employee fails to return to work after the expiration of his or her allowed leave time, the employee will be expected to reimburse SLLIS for those benefits paid, as required by law. Generally, eligible employees who take leave for an FMLA-qualifying reason may return to the same position or an equivalent position with the same pay, benefits and working conditions at the conclusion of the leave, in accordance with the law. It is within SLLIS's discretion to make placement decisions as necessary to ensure consistency of instruction.

Under FMLA, it is unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for an employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

SLLIS designates the Talent Director to act as compliance officer for FMLA issues. SLLIS will regularly evaluate FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

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# Requesting a Substitute Teacher

## Parallel Education Substitutes

You will be given a login and password for Parallel Education Services by the Talent Director. **Prior to requesting a substitute from Parallel, follow the directions given to you by your Principal on requesting substitute coverage as they will need to determine whether or not the internal permanent substitute will cover your schedule for you. Once you have authorization from your Principal, step-by-step directions are as follows:**

- Go to <https://www.parallel-ed.com/> and click login
- Enter login information
- Hover over the Administrator Tab
- Click on Create Absence
- Enter the ID number for the teacher being absent
- Enter the reason for the absence, if you click on the little downward arrow, the reasons will pop up and they can choose the reason that best describes their absence.
- If a substitute teacher is not needed for that absence, then change “Is a Substitute required” to a NO. If one is needed then keep it as yes.
- Enter the start and end date of the assignment (you can click on the calendar).
- Make sure the hours for the absence and the hours that you need the sub are correct.
- If there is a specific sub that you are requesting for this particular assignment, then you would have to click on Name Lookup where it says “Specify a Substitute” or enter the specified sub’s ID # if you have it (or just simply click on name lookup).
- If there are any special instructions for the subs, you enter that in the box that says “Substitute Instructions”.
- Then click continue.
- Verify that all the information is correct then click on Create Absence and the job should be entered successfully.

## Staff Conduct

Since the realization of St. Louis Language Immersion School’s goals is dependent upon the behavior of professional and support staff, SLLIS expects all employees to behave professionally and responsibly, and in a manner that is consistent with Board policy and the SLLIS mission.

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The following list represents a non-exhaustive list of conduct that all employees must follow:

- Report to work promptly.
  
- Carry out the policies of SLLIS and follow directives from your administrators.
  
- Submit any required reports at the time specified. Grades, attendance records, textbook issuance records, and reports to parents/guardians shall be submitted as required.
  
- Maintain concern for and attention to SLLIS's legal responsibility for the safety and welfare of students, including the need to ensure that students are under appropriate supervision.
  
- Dress professionally and in a manner that will not interfere with the educational environment.
  
- Maintain courteous and professional relationships with students, parents/guardians, other SLLIS employees, and patrons of SLLIS.
  
- Obey all safety rules, including rules protecting the safety and welfare of students.
  
- Attend all meetings and professional development days called by the administration. Exceptions should be discussed with and approved by the administration.
  
- Conduct oneself in a professional manner in person and online in social media forums so as not to engage in conduct that is likely to bring discredit to SLLIS.

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- School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior. Concerns regarding a student's compliance with the dress code policy shall be directed to the Principals.
  - School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
  - Perform one's duties in an honest and truthful manner by not lying to a superior; withholding information from a superior; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to SLLIS or any of its employees; taking or participating in the taking of private property on school grounds or at school functions.

## Personnel Evaluations

Each certified staff member shall be formally observed and evaluated by the Superintendent or Superintendent's designee on at least an annual basis using an established evaluation instrument adopted by the Board.

Each classified staff member shall be formally evaluated by the Superintendent or Superintendent's designee on at least an annual basis using an established evaluation instrument adopted by the Board.

The Superintendent or Superintendent's designee shall provide a copy of the observation rating to the employee. The employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary related to the dissent; however, the document, regardless of acknowledgement or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

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## General References

SLLIS will maintain information regarding current and former employees as confidential within the limits of the law. Only the Superintendent or Superintendent's designee may respond on behalf of SLLIS to a reference request for a current or former employee. SLLIS employees must direct reference requests to the Superintendent or designee. Upon request, employees will assist the Superintendent or Superintendent's designee with the preparation of accurate reference information.

In response to a reference request, the Superintendent or Superintendent's designee may provide information regarding the employee's work performance, including, but not limited to, the following information:

- Name, positions, salary, and length of service.
  
- A description of the employee's job duties when employed.
  
- Additional School-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
  
- Factual information on work performance.
  
- Honors and awards received by the employee.
  
- Whether the employee resigned, was terminated, or the employee's contract, if any, was not renewed.
  
- When requested, a "yes" or "no" answer to a question about whether SLLIS would re-employ the current or former employee if an appropriate position existed or whether the Superintendent would recommend re-employment.

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■ Allegations of sexual misconduct with a student.

## Staff Welfare

The Superintendent holds, at a minimum, monthly meetings with school-wide representatives that serve on the Professional Welfare Committee to proactively problem-solve any staff concerns.

## Staff Grievances

SLLIS is interested in employee concerns and ideas for improving the school. SLLIS employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion. However, there may be times when staff consider that policies or procedures have been violated. Because violations of policies and procedures are particularly problematic, the Board has developed this formal process for addressing these grievances. Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement SLLIS policies or procedures. SLLIS prohibits discrimination or retaliation of any kind against any party in interest, any witness, any representative or any other participant in the grievance process by reason of such participation.

### Grievance Definition

Grievance: An allegation by an individual employee that a specific, written, SLLIS policy or procedure has been violated or misinterpreted. A grievance does not include concerns regarding the content of performance evaluations or remedial documents, nonrenewal of contracts when applicable, employee discipline, or termination. This policy does not apply if another Board policy or state or federal law provides due process, a hearing or a different method for addressing the issue. The employee initiating the grievance must sign the grievance form at each level.

### Grievance Process Overview

Grievances will be processed according to the step-by- step process outlined below, with the following exceptions. If a person designated to hear a

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grievance is the subject of the grievance, the grievance process will begin at the next highest level. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.

No new information may be added and no new claims may be made after Step One. Each subsequent appeal will address only the facts and issues presented at Step One.

Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.

The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the Superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The Superintendent will grant or deny a request for extended time within two days of the relevant request for extension. The grievant and supervisor will be notified of the decision.

Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. If an attorney becomes involved in the process, the Superintendent or designee will refer the matter to the school's private attorney and the grievance process will end.

### **Immediate Supervisor or Principal (Step One)**

1. An employee with a grievance shall first discuss it with his/her Principal or immediate supervisor as may be appropriate with the objective of resolving the matter informally. However, before an aggrieved employee can move to Step Two, he/she must submit to his/her Principal or immediate supervisor a written statement on the grievance form. The Principal or immediate supervisor shall have a period of not less than five days during which he/she shall hold a conference with the grievant.
2. Following the conference, but not later than ten days from the date of filing of the grievance, the Principal or supervisor shall tender a written response to the grievant.



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### **Superintendent (Step Two)**

1. If the grievance is not satisfactorily resolved at Step One within 15 days after the grievant filed a written grievance, the grievant may submit the written grievance, the extent and conditions of which may not be expanded from Step One, to the Superintendent. The Superintendent or his/her designee shall schedule and hold a conference relative to such grievance within five days of receipt of such grievance.
2. Within three days of such meeting, the Superintendent or his/her designee shall communicate a decision in writing to the grievant.

### **Board of Directors or Board Committee (Step Three – Final Appeal)**

1. If the grievance is not satisfactorily resolved at Step Two within 15 days after the grievant filed a grievance at Step Two, the grievant may submit the written grievance, the extent and conditions of which may not be expanded from Step Two, to the Board of Directors. The Board shall set a date to hear the dispute. The Board shall determine the procedures of the hearing.
2. Within five days of such meeting, the Board shall render a written decision to the grievant, which shall be final.

### **Documentation**

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law.

All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants. However, if an employee is disciplined as a result of a grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

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## Alcohol and Drug Free Workplace

SLLIS is committed to protecting the safety, health and well-being of all employees, students, and other individuals in the workplace. As a condition of employment, SLLIS requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.

The unlawful manufacture, possession, use, sale, distribution, or being under the influence of unauthorized controlled substances and/or alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol or unauthorized controlled substances while on duty are a serious risk to themselves, to students and to other employees. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

When it is evident that an employee has consumed alcohol or an unauthorized controlled substance off school property before or during a school activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on school property.

Employees will be tested for alcohol and/or unauthorized controlled substances if the school has reasonable suspicion that the employee has violated this policy. All testing will be conducted in accordance with Board policy and law.

In accordance with law, SLLIS may search an employee when SLLIS has reasonable suspicion to believe that an employee has violated this policy.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the United States Department of Education or other appropriate government agency. Under all circumstances, employees must comply with the school notification requirements set forth in the Background Check Policy.

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## Electronic Communications/Internet

Computers, computer files, the sllis.org email system, and software furnished to employees are property of SLLIS, intended for business use. Any software loaded on SLLIS computers must have appropriate licenses. Employees do not have an expectation of privacy with regard to school computers, email usage, equipment or furnishings. Your prime source of information about your role or the organization is your line manager. It is part of his or her job to inform, answer questions and listen to constructive opinions, comments or suggestions.

Without prior notice, SLLIS reserves the right to monitor, review and conduct a search of any SLLIS equipment or personal equipment used in the scope of employment, including but not limited to computer equipment or files, personal computers, and email.

Employees agree to sign a Technology Acceptable Use Policy on an annual basis.

Internet access and email for personal use is permitted during plan or break times only.

Teachers are expected to check their SLLIS email account twice a day.

## Emergency/Crisis Management Plan

SLLIS employees will be issued an Emergency/Crisis Management Plan. If you have any questions, please ask your administrator or the Chief Operating Officer.

## Fundraising Guidelines for Staff

All teachers and staff need written approval from the Principal AND Chief Operating Officer. Teachers and staff should submit a description of the activity, rationale, schedule, duration to their Principal. Once the staff member receives signed permission from their Principal, the Principal will forward the request to the COO for approval.

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## Special Guidelines for Online Fundraising

In addition to following the parameters above, staff members must follow the guidelines below:

- All Content that will be posted online needs prior approval from the Principals and COO as well.
- FERPA needs to be adhered to, so no student-specific information is allowed.
- COO and Superintendent reserve the right to request that teachers make edits to online fundraising requests.
- All online gifts/donations to the teacher/staff member become the property of SLLIS, even after the teacher separates from SLLIS.
- SLLIS agrees that the solicited funds/supplies can be designated and restricted for a specific purpose.
- No online campaigns for teacher vacations or gifts, no general fundraising with no specific purpose, no fundraising for specific students, no fundraising for non-approved activities.

## Nepotism

The employment of relatives or individuals who have a close, personal relationship is contrary to SLLIS' policy in the following situations:

- When one individual reports directly to the other.

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- When the relationship creates an adverse impact on work performance or conflict of interest.

For this policy, “relatives” are defined as spouses, parents, children, grandchildren, siblings, aunts, uncles, nieces, nephews, cousins, in-laws, step relatives, or those whose relationship with the employee is similar to that of persons who are related by blood or marriage. This includes dating and co-habiting relationships.

## Parking

Parking is limited at both campuses and is available on a first-come, first-served basis. Staff members who park on the city streets are responsible for ensuring parking is permitted. SLLIS is not responsible for payment for illegally parked and ticketed cars of staff members.

## Personal Phone Calls/Cell Phone Use

Teachers and teaching support staff should not make or receive personal phone calls during instruction. Teachers and teaching support staff should not send personal texts or personal emails during instruction.

Central Office staff should keep personal telephone calls or personal cell phone and personal email use to a minimum.

Texting parents during instruction or supervising students is not best practice. Inform parents/guardians about student concerns at end of the school day or during a break.

Abuse of this policy will be considered a potential disciplinary matter.

## Personal Property

Any personal property such as electronic devices, jewelry, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on SLLIS premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, our vehicles or in your own vehicle. SLLIS does not accept liability for loss or damage to any personal property whatsoever.

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## Personnel Records

Personnel files on all employees will be maintained in SLLIS administrative offices. It is the intent of the Board to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all SLLIS employees.

SLLIS will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, offer letters, employment contracts (if any) and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate SLLIS administrators, legal counsel, or state agencies with authority.

Upon request to and in the presence of the appropriate SLLIS administrator, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a critical nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

## Press / Media Communications

All employees have a responsibility to act in good faith and to promote the good name and effectiveness of their employer. You are expected to be trustworthy and to conduct yourself reasonably at all times. No employee is permitted to give press or other media interviews or assist with or be involved in the publication of any article relating to the business affairs of SLLIS or in relation to SLLIS' intellectual property, without prior written or verbal consent from the Superintendent.

The Board Chairperson is responsible for all media contact and crisis communications on behalf of the SLLIS Board of Directors.

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The Superintendent is responsible for all media contact, crisis communication on behalf of SLLIS as well as public awareness of its various programs and results.

Staff who are contacted by the media shall refer the individuals to the Superintendent. The Superintendent is responsible for SLLIS communications sent to staff, parents, its sponsor, DESE, and donors and as such reviews and approves said communications for consistency regarding SLLIS' goals and image. Accordingly, administrators must work through the Superintendent/Designee when publishing/sending school and "district" information. This includes written and electronic communications, web site updates, newsletters and other communication strategies to accomplish open and effective communication,

## Reimbursements

All SLLIS employees must receive approval from their administrator PRIOR to making any purchases. SLLIS employees who make purchases without prior approval of their administrator are not guaranteed reimbursement.

**Full-time classroom teachers are eligible for a one-time reimbursement of \$250.00.** Original receipts must be attached to the Reimbursement Form to receive reimbursement. **NO TAXES WILL BE REIMBURSED.**

Those original receipts must be turned in for reimbursement by January 31, 2018. **NO EXCEPTIONS.**

Categories that are acceptable for reimbursement: anything for classroom instructional purposes or enhance the social-emotional environment for students.

### Travel Reimbursement

Business travel, including attendance at conferences, meetings, hearings, and other events, must be pre-approved by your administrator. Approved business travel will be reimbursed based on current IRS GSA rates.

Overnight business travel must be pre-approved by the Superintendent. SLLIS has adopted the Federal Travel Regulations as a guideline for reimbursing

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expenses related to SLLIS work. SLLIS expects employees to keep travel costs as low as possible.

Following completion of travel, all expense reports and receipts must be submitted within thirty (30) working days after completion of travel. Payment for expenses cannot be made until expense reports are filed. Payments are authorized in AnyBill twice a month. **NO TAXES WILL BE REIMBURSED.**

## Smoking

In the interests of the health, safety and comfort of employees and students, SLLIS operates a no-smoking policy. Smoking and the use of tobacco products is not permitted at any time in SLLIS buildings, on SLLIS grounds, or at school-sponsored events. Persons found in violation will be subject to disciplinary procedures.

## Student Confidentiality

SLLIS complies with the mandates of the federal U.S. Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information. This means you may never discuss the details of particular students with other parents/guardians or non-SLLIS personnel who are not the parent/legal guardian of the students in question.

## Tuition Assistance

In the case that SLLIS receives tuition mini-grants from UMSL (our sponsor) the Superintendent will inform Principals and teachers of the amount available and how teachers may apply. Scholarships will be awarded for fall and spring semesters until all funds are expended.

## Visas

SLLIS pays the full cost of J-1 or H1-B visas for interns and teachers. SLLIS does not subsidize the cost for visas for any dependents: these expenses are the sole responsibility of the employee. The employee may still be required to pay local fees in their country of origin.



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All H1-B visas are processed through SLLIS immigration attorneys. The Superintendent initiates the H1-B process for key instructional personnel. The Talent Director initiates the J-1 process for interns or other instructional personnel.

## Work during Inclement Weather

Employees are expected to report to work and leave work at the scheduled time. However, should weather conditions become hazardous, the Superintendent will evaluate the severity of the situation and take the appropriate measures to ensure the safety of employees and students. Employees will be informed as soon as possible by either the Superintendent or their administrator if SLLIS is to remain closed on a work day.

## Mandatory Reporting

All SLLIS school employees who know or have reasonable cause to suspect that a child has been or may be subject to abuse or neglect, or observes a child being subject to conditions or circumstances which would reasonably result in abuse or neglect, by any person (whether a parent, a school employee or a third party) shall immediately report such belief to the Children's Division of the Department of Social Services.

If a student reports alleged sexual misconduct on the part of a teacher or other school employee to a school employee, both that employee and the Superintendent shall report the allegation to Children's Division.

No internal investigation shall be initiated until such a report has been made, and even then the internal investigation may be limited in accordance with law if the report involves sexual misconduct by a school employee. St. Louis Language Immersion School may investigate the allegations for the purpose of making employment decisions.

Employees who make such reports to Children's Division must notify the Principal that a report has been made. No supervisor or administrator may impede any reporting under state law.

No employee making a report in accordance with this policy shall be subject to any sanction, including any adverse employment action, for making such a report.

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**The Children’s Division Child Abuse and Neglect Hotline is a toll-free telephone line which is answered seven days a week, 24 hours a day, 365 days a year:**

**1-800-392-3738**

Online reporting is now available **for mandated reporters only** and should only be used to report non-emergencies:

<https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>

**If it is an emergency, call 911 immediately and then report it directly to the Child Abuse and Neglect Hotline.**

## Intellectual Property

It is St. Louis Language Immersion School’s policy to maintain ownership of intellectual property created through its educational or business activities, to the maximum extent possible. Except as otherwise authorized by the Superintendent and/or Board of Directors, SLLIS shall be the sole owner of all intellectual property created through the use of SLLIS resources or facilities, supported directly or indirectly by funds administered by SLLIS, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to SLLIS.

The Board intends for all employees to adhere to the provisions of current copyright and trademark laws as they affect SLLIS and its employees, and the Superintendent or designee will create a program to train employees on the law and monitor compliance. Employees will have access to an explanation of “fair use” and other relevant information regarding copyright law. Additionally, SLLIS expects its employees to model and encourage students to engage in responsible use of copyrighted and trademarked materials.

## Discipline

SLLIS wishes to ensure high standards from its employees.

The Board of Directors encourages the use of progressive discipline. However, the severity of the conduct, its impact on the workplace, colleagues and students, prior efforts to correct the conduct and any mitigating factors should dictate whether discipline is issued and at what level discipline should begin. The Superintendent, or Superintendent’s Designee, has the discretion to

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determine what degree of discipline is appropriate after weighing all the situational factors involved in the misconduct.

### **Employee Misconduct Discipline Matrix**

The actions described in the Employee Misconduct Discipline Matrix reflect conduct that is deemed to be inappropriate and which may result in disciplinary action. It is not possible to list every act that will or might result in disciplinary action. The misconduct described in the Matrix is not exhaustive but is offered instead to generally provide notice of the types of conduct the SLLIS Board of Directors deems inappropriate in an educational institution. The Superintendent, or Superintendent's Designee, may hold that conduct other than that referenced above is improper and warrants discipline

### **Performance Improvement Plan**

If employee misconduct has occurred, a Performance Improvement Plan may be issued to employees.

Performance Improvement Plans will be kept in your personnel file.

### **Suspension**

The Superintendent may suspend employees, with or without pay. An employee may request review by the Board of Directors of a suspension without pay. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

### **Dismissal**

If, following a final written warning, your performance, conduct or attendance does not improve significantly or further misconduct occurs, you may be dismissed. Dismissal will be authorized by the Superintendent. When an employee is terminated, the employee may request review by the Board of Directors of the termination. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

### **Student Discipline**

SLLIS school-based employees should familiarize themselves with the SLLIS Trauma-Informed Student Code of Conduct.

Only principals and assistant principals have the authority to give an out of school suspension to students.

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Pursuant to Missouri H.R. 4247 seclusion and restraint are only to be used as a last resort when the student's behavior is an immediate danger to the student and/or others AND when other interventions have been unsuccessful. Physical restraints should never be used as a form of punishment or for the convenience of school personnel. This means that you may not grab, take hold, or pick up students if they are being insubordinate.

In addition, SLLIS teaching staff should always use professional language when dealing with students who are engaging in misconduct. This means you should never insult students or swear at students.

## Anti-Bullying Policy for Students

The State of Missouri (RSMO 160.775) acknowledges that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, truancy, dropping out of school, fighting, drug and alcohol use, sexual harassment, and violence. It is the goal of SLLIS to create a learning environment where students are protected from bullying so that they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals.

SLLIS asks every student, with the support of his/her parent(s), guardian(s), and the adults at school, to commit to the following principles, which will apply to everyone on school property and at-school related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Bullying is prohibited:

- (1) during any school-sponsored or school-sanctioned program or activity;
- (2) in school, on school property, on school buses or other SLLIS-provided transportation, and at designated locations for students to wait for buses and other SLLIS-provided transportation ("bus stops");

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- (3) through the transmission of information from a SLLIS computer or computer network, or other electronic school equipment;
  - (4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
  - (5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on SLLIS-provided transportation.

### **Employee Response to Address Bullying**

All SLLIS employees and contractors, including contractual related service providers, consultants, lunchroom staff and bus drivers, who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

- (1) intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- (2) report the incident of bullying or retaliation to the Principal as soon as practicable, but within 24 hours, on the SLLIS Bullying Complaint Form; and,
- (3) cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal/Designee.

### **Consequences for Employees and Contractors**

When it is determined that an employee or contractor was aware that bullying was taking place but failed to report it, the employee/contractor will be considered to have violated this Policy. The Principal shall consider employee discipline for such violations. Remedies for offending contractors should be imposed according to their Board agreements and record of performance.

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## Whistleblowing

SLLIS: (1) encourages employees and volunteers to report credible information on illegal acts or policy violations; (2) identifies where such information can be reported; and (3) specifies that SLLIS will not retaliate against any employee or volunteer reporting in good faith.

SLLIS has an open door policy and encourages reports, complaints, or inquiries about illegal acts or violations of policies, including illegal or improper conduct by SLLIS itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, ethical violations, or other illegal or improper practices or acts. Other subjects on which SLLIS has existing complaint mechanisms shall be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms. Reports, complaints, or inquiries about illegal acts or policy violations shall be directed to the Superintendent. If the matter concerns the Superintendent, or you are not satisfied with the Superintendent's response, you should direct your report, complaint or inquiry to the Superintendent of the Board of Directors.

No volunteer or employee who in good faith makes a complaint, inquiry or report shall suffer harassment, retaliation, or an adverse employment consequence by SLLIS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment. This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Anyone filing a complaint or report must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that are proved to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Reports of violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Employees and volunteers must

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recognize that SLLIS may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## Employee Separation

If you wish to resign you must give written notice to your administrator or the SLLIS Talent Director. Please let us know of your resignation as soon as possible. If SLLIS decides to terminate your employment, you will be notified in writing.

**On leaving SLLIS, you must return all items that belong to SLLIS (e.g., laptop, books, documentation). Failure to do so may incur a deduction from your final salary payment(s).**

## Exit Interview

Before or upon separation from the District, employees should make an appointment with the Talent Director's Office to discuss compensation and benefits as appropriate, including the right to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and to sign any necessary separation paperwork. The Superintendent may request an exit interview with separating professional staff.

## Any Questions?

**Ask your Administrator or the Talent  
Director**