



Saint Louis Language Immersion Schools

Human Resources Policy Series

- 2000 Equal Opportunity
- 2010 Employment Provisions
- 2020 Drug Free Workplace
- 2030 Harassment
- 2040 Judicial, Military Duty and Religious Leave
- 2050 At-Will Employment
- 2060 Professional Personnel Hiring and Recruitment
- 2070 Personnel Evaluations Policy
- 2080 Employee Dress Code
- 2090 Staff Complaints and Grievances
- 2100 Personal Leave Policy
- 2110 Mandatory Reporting of Child Abuse
- 2120 Communicable Diseases

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2000

Title: Equal Opportunity

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions of Equal Employment Opportunity.

SLLIS 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.

SLLIS' equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, national origin, or sexual orientation.

The SLLIS Board shall comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. The SLLIS Board shall also provide reasonable accommodations for qualified individuals in accordance with these laws. The Board shall ensure that that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with SLLIS.

Qualified applicants or SLLIS employees with disabilities should make formal requests in writing for accommodations to the President or President's Designee.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2010

Title: Employment Provisions

EMPLOYMENT PROVISIONS POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following employment provisions policy, effective on the date of adoption by the Board.

This policy will summarize the provisions for employment as an instructional employee.

All classroom and specialty teachers 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.

Current 2016-2017 SLLIS teachers who are actively enrolled and pursuing Missouri teaching certification in Missouri must receive special consideration and approval from the President to continue being employed as a SLLIS teacher in 2017-2018. Proof of enrollment and satisfactory progress shall be required as a component for Presidential approval. Approval from the President must be sought in person and in writing beginning January 17, 2017.

Current SLLIS 2016-2017 teachers who do not have valid teaching credentials and who are not actively pursuing teaching certification are subject to dismissal at the end of the school year.

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.

All instructional employees shall have a criminal background check and family care safety registry check conducted prior to the hiring and start date of the employee.

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.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2020

Title: Drug Free Workplace

DRUG FREE WORKPLACE POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions of ensuring a drug free workplace.

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution.

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 SLLIS President of their conviction. Notification must be made by the employee to the SLLIS President within five (5) days of the conviction. Within ten (10) days, the SLLIS President will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The School will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

SLLIS' responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, SLLIS shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The School shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2030

Title: Harassment

HARASSMENT POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions related to unlawful harassment.

SECTION 1. Unlawful Harassment

SECTION 1.1. In accordance with applicable law, the Board of SLLIS prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, or any other basis protected by federal, state or local law. SLLIS is committed to taking all reasonable steps to prevent harassment from occurring.

SECTION 1.2. Unlawful harassment because of sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age or any other protected characteristic includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting or threatening to report harassment, or for participating in an investigation, proceeding or hearing conducted by an investigating agency.

SECTION 1.3. Prohibited harassment is not necessarily limited to the loss of a job or some other economic benefit. Prohibited harassment that impairs an employee's working ability or emotional well-being at work is considered a violation of this policy and will not be tolerated.

SECTION 2. Reporting

SECTION 2.1. The SLLIS reporting procedure provides for an immediate, thorough and objective investigation of any harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any employee subject to harassment. An employee may have a claim of harassment even if he or she has not lost a job or some economic benefit.

SECTION 2.1.1. If any employee believes he/she has been harassed on the job, or is aware of the harassment of others, the employee should provide a written or verbal report as soon as possible to the most immediate supervisor, unless the immediate supervisor is a part of the grievance, in which case the next most immediate individual in authority. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

SECTION 2.1.2. All incidents of harassment that are reported will be thoroughly investigated and documented. SLLIS will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

SECTION 2.1.3. If the Board of SLLIS determines that harassment has occurred, it will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

SECTION 3. Protection Against Retaliation

SECTION 3.1. Under federal law, retaliation against any employee by another employee or by the school for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the school or a federal or state enforcement agency is prohibited.

SECTION 3.1.1. Employees should report any retaliation to the most immediate supervisor, unless the immediate supervisor is a part of the grievance, in which case the next most immediate individual in authority.

SECTION 3.1.2. Any complaint will be immediately objectively and thoroughly investigated in accordance with the investigation procedure outlined above.

SECTION 3.1.3. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

SECTION 4. Liability for Harassment

SECTION 4.1. Any employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment. An employee who engages in harassment may be held personally liable for

monetary damages, should a lawsuit be filed.

SECTION 5. Additional Enforcement Information

SECTION 5.1. Employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) serves as a neutral fact finder to investigate and resolve harassment complaints in employment. Employees who believe that they have been harassed may file a complaint directly with the EEOC by contacting the nearest office of the EEOC at:

Robert A. Young Federal
Building
1222 Spruce St.
Rm 8.100
St. Louis, MO 63103

Phone: 1.800.669.4000
Fax: 1.314.539.7894

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2040

Title: Judicial, Military Duty and Religious Leave

JUDICIAL, MILITARY DUTY, AND RELIGIOUS LEAVE POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. The purpose of the policy of the Board of St. Louis Language Immersion Schools (SLLIS) is to outline employee's rights regarding leave for judicial, military, and religious reasons.

SECTION 2. Types of Leave

SECTION 2.1. All SLLIS employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain juror compensation.

SECTION 2.2. All SLLIS employees will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed.

SECTION 2.3. Leave for religious holidays may be granted to benefits eligible employees. Leave for religious holidays may not exceed three days per work year. The leave should be made up by the employee at a time mutually agreed upon by the employee and the President or President's Designee.

SECTION 3. Notice

SECTION 3.1. Employees shall provide in writing to the President or President's Designee with a minimum of two weeks' notice, or in the case of judicial duty, as soon as practicable. Notification should include the reason for the request for leave, the date(s) if known, and a copy

of any supporting documentation such as a jury summons.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2050

Title: At-Will Employment

AT-WILL EMPLOYMENT POLICY

The Board of St. Louis Language Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions of at-will employees.

SECTION 1. Employment Status.

SECTION 1.1. Employees of SLLIS are considered at will employees. “At will” is defined as allowing either Employee or Employer to terminate the Agreement at any time, for any reason permitted by law, with or without cause and with or without notice.

SECTION 1.2. Employees shall execute an Offer Letter or other such written communication that offers employment to an individual demonstrating understanding of the conditions and expectations of employment at SLLIS.

SECTION 1.3. SLLIS shall follow all requirements of the Fair Dismissal Act should termination be necessary.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2060

Title: Professional Personnel Hiring and Recruitment

PROFESSIONAL PERSONNEL HIRING AND RECRUITMENT POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions of recruitment and hiring of professional personnel.

SECTION 1. Authority to Hire

SECTION 1.1. The Board shall approve through formal resolution or through an approved budget all positions for employment.

SECTION 2. Recruitment.

SECTION 2.1. All public announcements for positions and vacancies shall assure applicants of nondiscrimination on the basis of race, color, national origin, gender, age, religion, sexual orientation or handicap. Public announcements shall include only the following information: title of the position, full or part time status, salary range, job description, certification requirements, and start date.

SECTION 2.2. All job announcements for all certificated positions shall be published on the school's website and sent to appropriate third parties, including colleges, universities, The Missouri Charter Public School Association, and other agencies or employment organizations.

SECTION 2.3. Public notice shall be provided for no less than two weeks prior to hiring of a position.

SECTION 2.4. The President or President's Designee may elect to hire a qualified internal candidate in lieu of or in addition to publicly posting the position.

SECTION 3. Qualifications

SECTION 3.1. SLLIS shall endeavor to hire the most highly qualified individual to execute the functions of the posted position. SLLIS will give strong consideration to the following qualifications:

1. Demonstrated global awareness as evidenced by international travel or study abroad, or ability to read and understand one or more languages, which may include sign language, and/or other relevant experiences;
2. Advanced degrees;
3. High academic achievement;
4. Experience in a charter school setting;
5. Competency in the use of technology that would enhance the instructional program;
6. Demonstrated leadership potential;
7. Demonstrated ability and/or desire to work with students from demographic backgrounds SLLIS serves;
8. Experience with community-based and/or parental involvement activities;
9. Exemplary written and oral communication skills;
10. Demonstrated effective management and instructional practices;
11. Professionalism in demeanor and appearance;
12. National Board Certification;
13. Missouri Professional Certification or teacher/administrative certification from another U.S. state that shares reciprocity with Missouri or teacher/administrative certification from an authorized overseas entity; and
14. Willingness to work with athletics and extra-curricular activities.

This profile is not all-inclusive and may change depending on the school's needs at the time of hire. The Board's ultimate goal is to attract and retain highly competent individuals who share the school's mission and who will provide the best educational opportunities possible for our students.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2070

Title: Personnel Evaluations Policy

PERSONNEL EVALUATIONS POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions of staff observations and evaluations.

SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The President shall be formally evaluated by the Board on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the President or President's Designee on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the President or President's Designee on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.4. The President or President's Designee shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. 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 acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

SECTION 1.4.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Board or its designated committee is considered final.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2080

Title: Employee Dress Code

EMPLOYEE DRESS CODE POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the expectations of employee dress and appropriate attire.

SECTION 1. Purpose of Employee Dress Code

SECTION 1.1. The purpose of establishing an employee dress code is to provide an example of appropriate attire that:

- Clearly distinguishes staff from students;
- Models modesty and professionalism; and
- Is functional given the nature of the position

SECTION 1.2. All staff shall dress in a manner and style in accordance with administrative regulations set forth by the President or President's Designee.

SECTION 2. Dress Code

SECTION 2.1. An employee who is inappropriately dressed, in the opinion of the President or President's Designee, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

SECTION 2.2. Appropriate dress includes but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks
- Sweaters, blouses, knit tops, jackets
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire in accordance with the environmental requirements for specific job assignments

SECTION 2.3. To ensure that employees are professionally attired, the following are considered unacceptable:

- Clothing, shoes, jewelry, tattoos that advertise tobacco, alcohol, or drugs
- Pictures, symbols, or language that is sexually suggestive or vulgar/profane
- Pictures, symbols, or language on clothing that defame or harass any person or group of people, promote violent or indecent behavior or suggest disloyalty to our country or school
- Shorts (except for physical education)
- Hats/headwraps (unless for religious purposes)
- Immodest dress such as dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Leggings/spandex
- Tank tops or muscle shirts
- See-through clothing
- Spaghetti straps/shoulder straps less than 2 inches
- Clothing that exposes the midriff
- Extremely low cut dresses and blouses
- Exercise/jogging suit (except for physical education)
- Other attire as deemed inappropriate by the President or President's Designee

SECTION 2.4. The SLLIS Board recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as part of a bona fide personal religious practice. When such is the case, the employee shall provide documentation to the President or President's Designee of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from the policy.

SECTION 2.5. In addition, some job functions necessitate attire that may otherwise be considered "inappropriate" (i.e., Physical Education teachers may wear exercise attire). Discretion of these instances is by the President or President's Designee.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2090

Title: Staff Complaints and Grievances

STAFF COMPLAINTS AND GRIEVANCES POLICY

(SLLIS will establish the DESE grievance procedure, found at the following link: [http://dese.mo.gov/sites/default/files/Model Grievance Procedure and Forms.pdf](http://dese.mo.gov/sites/default/files/Model_Grievance_Procedure_and_Forms.pdf))

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the process for the filing of complaints and/or grievances.

SECTION 1. Intent of the Policy

SECTION 1.1. The purpose of this policy is to provide a mechanism for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

SECTION 1.2. This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, sexual orientation, or any other basis expressly prohibited by law.

SECTION 2. Definitions

SECTION 2.1. Complaint - A complaint means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

SECTION 2.2. Employee - Employee shall mean any person hired by the Board to perform services either full or part-time.

SECTION 2.3. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

SECTION 2.4. School Leader - Employee possessing that degree of administrative authority.

SECTION 2.5. Parties in Interest - Any persons involved in the processing and investigation of the complaint.

SECTION 2.6. Complaint File - A file maintained by the President or President's Designee containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

SECTION 2.7. Board of Directors of SLLIS

SECTION 2.8. Notification - Means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified

SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record

SECTION 3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of SLLIS who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of with which the school is required to comply.

SECTION 3.2 The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be received by the charter school's office via certified mail at the following address: 3740 Marine Avenue, St. Louis, MO 63118.

SECTION 4.2. The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

SECTION 4.3. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

SECTION 4.4. The Board may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

SECTION 4.5. At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

SECTION 4.6 The overall time frame from the initiation of the complaint until rendition of the decision by the Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

SECTION 4.7. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the President within twenty (5) business days of the hearing.

SECTION 4.8. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the President either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Board.

SECTION 4.9. If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to the President within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The (insert title) will notify the school leader or designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to the President.

SECTION 4.10 The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of his/her choice to assist in the presentation of the complaint at the Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the School Leader or the complainant.

SECTION 4.11. The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Board level of the complaint process, unless it is determined by the School Leader presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15) working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

SECTION 4.12. The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding

terminated.

SECTION 5. Prohibited Reprisal Provision

SECTION 5.1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

SECTION 6. Collection of Information

SECTION 6.1. Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2100

Title: Personal Leave Policy

PERSONAL LEAVE POLICY

The Board of St. Louis Language Immersion Schools adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the leave policy for all personnel.

SECTION 1. Paid Time Off (PTO) Leave

SECTION 1.1. Teachers shall accrue up to 10 days of Personal Time Off (PTO) at a rate of 1.0 days per each teaching month of the ten-month teaching year. For teachers, PTO days are to be used for sick, personal, or bereavement leave reasons.

SECTION 1.2 Eleven-month employees shall accrue up to 11 days of PTO per fiscal year at the rate of 1.0 days per each month of the eleven-month working year. PTO days are to be used for sick, personal, or bereavement leave reasons.

SECTION 1.3 Twelve-month employees shall accrue up to 12 days of PTO per fiscal year at the rate of 1.0 days per each month of the twelve-month working year. PTO days are to be used for sick, personal, or bereavement leave reasons.

SECTION 1.4 Part-time employees regularly scheduled for 20 or more hours weekly will accumulate a fraction of PTO time directly proportional to their FTE status.

SECTION 1.5 Employees paid on a part-time, seasonal, or temporary basis are not eligible for personal leave benefits.

SECTION 1.6 Should an employee not complete a contract, all PTO leave days used but unearned will be deducted from the last salary payment. An employee who is absent due to sick leave after tendering resignation will have a resignation effective date as of the last day actively at work unless a physician's statement of disability is provided.

SECTION 1.7 Any employees absent for other than approved reasons or absent after PTO leave has been exhausted, shall be deducted at their daily rate of pay for each day's absence not covered by leave or unapproved. At the President's or President's Designee's discretion and in cases when employees have exhausted their PTO due to immediate family illness or immediate family death, employees may donate their own accrued time up to a sum total of an additional 5

PTO days to their colleague. No more than 5 donated PTO days will be granted to any employee in any school year.

SECTION 1.8 PTO time is earned on a monthly basis and is awarded at the completion of a month. In order to qualify for earned time in a month, an employee must have worked, used PTO time, or been on an authorized leave of absence totaling 75% or more of their scheduled time. Upon separation of service, no pay or other consideration will be made for accrued PTO. An employee who separates from service with unused PTO days may not assign them to a colleague or request additional pay for the unused PTO days. Employees returning to SLLIS after a separation may be eligible to retain previously accumulated hours.

SECTION 1.9 PTO time cannot be used before it is earned. Any authorized or unauthorized time taken when PTO is either not approved or is not available will be unpaid time off.

SECTION 2.0 Employees shall not take PTO during the following periods, except in cases of personal illness, illness of an immediate family member or an emergency:

- The first two weeks of classes during each school year
- The last two weeks of classes each school year
- The day before and after Winter and Spring Breaks
- The day before and after Thanksgiving Break
- Following notice of resignation
- Following notice of impending suspension or discharge
- Following notice of non-renewal
- All scheduled professional development days/activities
- Standardized testing periods for students

SECTION 2.1 Employees with insufficient PTO balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor.

SECTION 2.2 SLLIS reserves the right to formally discipline employees or withhold salary from those employees who have been determined to abuse the PTO policy.

SECTION 3. Adoption Leave

SECTION 3.1. Employees may use sick leave during the first six (6) calendar weeks of adoption leave. Certification from the adoption agency or the attorney who arranges the adoption is required.

SECTION 4. Vacation for 12 Month Employees

SECTION 4.1. Vacation schedule applies for all full-time twelve month employees who do not have a contract. Service refers to continuous SLLIS service.

SECTION 4.2. 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.

SECTION 4.2.1. For vacation purposes, the length of employment will be determined on the anniversary date of employment.

SECTION 4.2.2. 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)

SECTION 4.3. Vacation leave that is unused may not be carried over to the next fiscal year.

SECTION 4.4. All vacation leave is subject to approval by the President or President's Designee.

SECTION 4.5. At the time of termination, 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.

SECTION 4.6. Earned vacation may be used in order to extend sick leave.

SECTION 4.7. Holidays for SLLIS twelve-month and eleven-month employees:

Holidays (Note: if SLLIS students and staff are in session on any of the days below in the future, employees will not be granted holiday leave)

- (1) Martin Luther King's Birthday
- (1) President's Day
- (1) Memorial Day
- (1) Independence Day
- (1) Labor Day
- (1) Veteran's Day
- (2-3 days—depending on the annual Board-approved school calendar) Thanksgiving

Depending on the needs of SLLIS, and, at the discretion of the President, the President may designate all or portions of Winter Break and Spring Break to be holidays for twelve-month and/or eleven-month employees.

For School Year 2016-2017, twelve-month employees shall receive the following: 12 days of PTO (all-inclusive of sick, personal or bereavement leave), all 10 days of Winter Break and all 5 days of Spring Break to serve as vacation leave. Twelve-month employees will not begin to accrue PTO or Vacation Leave under this policy until July 1, 2017.

SECTION 4.8. The Board will not grant extended leaves of absence.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2110

Title: Mandatory Reporting of Child Abuse

MANDATORY REPORTING OF CHILD ABUSE POLICY

The Board of St. Louis Language Immersion Schools (SLLIS) adopts the following policy, effective on the date of adoption by the Board.

This policy pertains to the mandatory reporting of suspected child abuse.

School employees who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person (whether a parent, a school employee or a third party) shall report such belief to their supervisor. In addition, school officials (including the principal and teachers) must report such belief to the state as required by 210.115 of the statutes of Missouri.

Approved:

Date: November 16, 2016



Saint Louis Language Immersion Schools

Human Resources: 2120

Title: Communicable Diseases

COMMUNICABLE DISEASES POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. The Governing Board intends to ensure that no individual has potentially harmful exposure to infection or diseases.

SECTION 2. Definitions

SECTION 2.1. **Communicable disease:** a disease that can be directly or indirectly transmitted from one person to another.

SECTION 2.2. **HIV infection:** an infection in which the human immuno-deficiency virus is present.

SECTION 3. Protections

SECTION 3.1. No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of the Governing Board solely because he or she is infected with a communicable disease.

SECTION 3.2. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the President or President's Designee it is necessary to consult a private physician.

SECTION 4. Prevention of Transmission

SECTION 4.1. Each year, the President or President's Designee shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

SECTION 4.1.1. Education and policy review shall include procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids

shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

SECTION 5. Identification of Potential Risks

SECTION 5.1. Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e., how long the disease is transmitted;
- The duration of the risk; i.e., how long the carrier is infectious;
- The severity of the risk; i.e., the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

SECTION 5.1. Once the student's or employee's medical condition has been determined, the President or President's Designee shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

SECTION 5.2. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Board programs or to be employed by the Board.

SECTION 5.3. In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the President or President's Designee is authorized to remove the infected student or employee from Board programs or employment for a period not to exceed ten days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

SECTION 5.4. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

SECTION 6. Privacy Rights

SECTION 6.1. Neither the Board nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Approved:

Date: November 16, 2016