



## **Saint Louis Language Immersion Schools**

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## **Saint Louis Language Immersion Schools**

**Operations: 3000**

**Title: Communications**

The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) is committed to maintaining open and effective communication between itself and the staff, parents, its Sponsor, the Missouri Department of Elementary and Secondary Education (DESE), donors, and other stakeholders throughout the community.

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

The President 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 President.

The President 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's goals and image. Accordingly, Heads of School and other administrators must work through the President/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,

Employees are encouraged to channel written communications to the Board through the President or inform the President of such communications. Employee complaints/grievances concerning policy or administrative decisions should be processed in accordance with the procedures described in the employee handbook.

Official Board communications, policies, and directives to the staff generally will be communicated by the President. The President keeps the staff fully informed of the Board's interests and actions.

Approved:

Cross Reference:



## Saint Louis Language Immersion Schools

Operations: 3010

### Title: Civil Rights, Title IX, Section 504

The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) assures that SLLIS will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

SLLIS appoints the President to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. SLLIS may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators.

It is the policy of SLLIS to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner.

Approved:

Background Legal References: Title VI of the Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Title IX of the Education Amendments of 1972  
Age Discrimination Act of 1975.



## **Saint Louis Language Immersion Schools**

**Operations: 3020**

### **Title: Official School Year and School Day**

The Board of Directors of the Saint Louis Language Immersion School (SLLIS) will annually adopt a school calendar that will provide for a minimum of 174 days and 1,044 hours of pupil attendance.

The length of the school day will meet State Department of Elementary and Secondary Education (DESE) requirements for six (6) clock hours of instruction. A school year and school day, in excess of the state required minimum, may be recommended by the President and approved by the Board.

If the school is dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day. When the total hours lost due to inclement weather exceed the number of days built into the calendar will be made up in half or full day additions at the end of the school term.

SLLIS shall be required to make up the first six (6) school days lost or canceled in excess of the days built in to the calendar due to inclement weather and half the number of days lost or canceled in excess of six days. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding or a tornado.

Approved:

Cross Reference: 3030 School Calendar

Background Legal Reference: 160.011 - .041 RSMo.

163.021 RSMo.

171.031 - .033 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3030**

**Title: School Calendar**

The President shall submit for approval by the Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) a calendar for the upcoming school year no later than May of each preceding year. The calendar shall specify the calendar dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the SLLIS's policies and applicable regulations of the Missouri State Board of Education.

No later than the last regularly scheduled board meeting in June, the Board shall officially adopt the upcoming school year calendar.

The President is responsible for dissemination and publishing information regarding the adopted calendar. Information pertaining to the dissemination and publishing of the adopted calendar shall take place on the SLLIS website and via other communication channels.

The Board of Directors has the authority to make changes to the official school calendar through a duly adopted board resolution.

Approved:

Cross Reference: 3020 Official School Year and School Day

Background Legal Reference: 160.11 - .041 RSMo.  
163.021 RSMo.  
171.031 – 033 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3040**

**Title: Fiscal Year**

The Board of Directors of the Saint Louis Language Immersion Schools adopts a fiscal year that begins July 1 and ends the following June 30.

Approved:



## **Saint Louis Language Immersion Schools**

**Operations: 3050**

**Title: School Annual Report**

Saint Louis Language Immersion Schools (SLLIS) officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be available to all patrons and to each member of the General Assembly representing a portion of the SLLIS's attendance area.

Approved:

Background Legal Reference: 160.026.1-2 RSMo.  
160.0522.1 RSMo.  
160.4151.1 RSMo.





## Saint Louis Language Immersion Schools

**Operations: 3060**

**Title: Public Inspection**

As required by Missouri statutes, the Saint Louis Language Immersion Schools (SLLIS) shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil the Saint Louis Public Schools the following information:

1. The school's charter;
2. The school's most recent annual report card published according to section 160.522;
3. The results of background checks on the charter school's board members; and,
4. If operated by a management company, a copy of the written contract between the governing board of the school and the educational management organization or the charter management organization for services.

SLLIS may charge reasonable fees, not to exceed the rate specified in section 610.026 for furnishing copies of documents under this policy.

Cross Reference: 3050 School Annual Report  
1020 Sunshine Law

Background Legal Reference: 160.0410.5 RSMo.  
610.026 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3070**

**Title: Title I**

The Saint Louis Language Immersion Schools (SLLIS) recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Pursuant to the provisions of the No Child Left Behind Act of 2001, SLISS will submit its Federal Title I LEA Plan, describing the School's Title I services.

Approved:

Background Legal Reference: 167.700 RSMo.  
No Child Left Behind Act of 2001 (P.L. 107-110)  
Protection of Pupil Rights Amendment, 20 U.S.C. Section 123h



## **Saint Louis Language Immersion Schools**

**Operations: 3080**

**Title: Equal Educational Opportunity**

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

SLLIS's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by SLLIS will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

Approved:

Background Legal Reference: The Education for All Handicapped Students Act of 1975  
The Rehabilitation Act of 1973, Section 504  
162.670 - .995 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3090**

**Title: Students of Legal Age**

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

Approved:

Background Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g



## **Saint Louis Language Immersion Schools**

**Operations: 3100**

**Title: Student Educational Records**

The Saint Louis Language Immersion Schools (SLLIS) will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the School have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. SLLIS has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made. All information contained in a student's educational record, except information designated as directory information by SLLIS, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the School will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Approved:

Cross Reference: 3110 Student Health Information Records

Background Legal References: Family Educational Rights and Privacy Act of 1974

Americans with Disabilities Act

Protection of Pupil Rights Amendment

Individuals with Disabilities Education Act

No Child Left Behind Act of 2001

The Rehabilitation Act of 1973, Section 504



## **Saint Louis Language Immersion Schools**

**Operations: 3110**

**Title: Health Information Records**

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

Approved:

Cross Reference: 3100 Student Educational Records

Legal Background Reference: Individuals with Disabilities Act (IDEA)  
Section 504 of the Rehabilitation Act of 1974



## **Saint Louis Language Immersion Schools**

**Operations: 3120**

### **Title: School Safety Plan and Emergency Closing Procedures**

The Saint Louis Language Immersion Schools (SLLIS) will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

The Board of Directors further authorizes the President/Designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

The President shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The school leader or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

At the President/Designee's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The school leader or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

Approved:

Background Legal Reference: 160.451 - .457 RSMo.  
160.480 RSMo.  
170.315 RSMo.  
610.021 RSMo.  
5 C.S.R. 30-261.010



## Saint Louis Language Immersion Schools

**Operations: 3130**

### **Title: Communicable Diseases**

A Saint Louis Language Immersion Schools (SLLIS) student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the President/Designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with School policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

SLLIS will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the President.

Approved:

Background Legal Reference: 167.181 – 183, .191 RSMo.  
191.650 - .695, RSMo.

Americans with Disabilities Act

Individuals with Disabilities Education Act (IDES)

Section 504 of the Rehabilitation Act of 1973

19 C.S.R. 20-20.010 through 20-20.060 and 20-29.010





## **Saint Louis Language Immersion Schools**

**Operations: 3140**

**Title: Distribution of Medicine**

The Board of Directors of the Saint Louis language Immersion Schools (SLLIS) authorizes the President to establish procedures consistent with Missouri statutes and regulations to provide assistance with medication (this include prescription or over-the-counter medication) only if all the all of the following requirements are met:

1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.
2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.
3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

SLLIS reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the President/Designee when such administration could prove harmful to staff or student without proper training or direction of a doctor.

Approved:

Background Legal Reference: 167.621 - .635 RSMo.



## Saint Louis Language Immersion Schools

**Operations: 3150**

### **TITLE: Immunizations**

All students attending the Saint Louis Language Immersion Schools (SLLIS) are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with School immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The President shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending SLLIS, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Current Missouri immunization schedules may be found at:

<http://health.mo.gov/living/wellness/immunizations/pdf/1415schoolrequirements.pdf>

Approved:

Background Legal Reference: 167.181 - .191 RSMo.  
No Child Left Behind Act of 2001



## Saint Louis Language Immersion Schools

**Operations: 3160**

**Title: Transportation**

### **Car Riders**

The Saint Louis Language Immersion Schools (SLLIS) primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.

To ensure the safety of all students, staff, and visitors, the President/Designee shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/un-load processes. These procedures shall be published and updated periodically as needed for efficiency and safety.

Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the President/Designee. The President/Designee is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the School's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

### **Busing and School Provided Transportation**

When available, students may be transported to and from school in vehicles contracted by SLLIS including school transportation buses and charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students. The President will determine if SLLIS or its vendor maintains required documentation of the vendors' drivers; e.g., valid and appropriate license, proof of insurance, and background checks.

For fieldtrips and other off-site events where transportation is provided, SLLIS shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. System or school owned buses
2. Alternate transportation
3. School employee's private vehicles
4. Parent's private vehicles

Students shall be required to follow all safety regulations required of passengers riding on school vehicles or transportation arranged for school-sponsored events.

Students or children under the age of 18 who are not enrolled at School shall not be permitted to ride in vehicles provided by School.

SLLIS will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

Approved:

Background Legal Reference: 304 – 305 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3170**

### **Title: Building Maintenance**

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The President/Designee shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The President/Designee shall manage the custodial and maintenance staff/or contractors in maintaining all school facilities and grounds.

Adopted:



## **Saint Louis Language Immersion Schools**

**Operations: 3180**

**Title: Student Group Use of Facilities**

Pursuant to the Equal Access Act, the Board of Directors of the Saint Louis Language Immersion Schools will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political or philosophical content of the speech at such meetings.

Approved:

Background Legal Reference: Equal Access Act



## **Saint Louis Language Immersion Schools**

**Operations: 3190**

**Title: Procurement**

Any procurement of goods and services over \$200 shall be made by credit card, purchasing card or purchase order. Any procurement of goods and services exceeding \$9,999 shall require the release of a request for proposal (RFP) and governing board approval. In addition, SLLIS will obtain oral or written quotations for purchases of \$2,500 to \$9,999 for supplies, materials, furniture, and equipment contracted services, insurance and renovations. All purchases shall be in the best interest of the School, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

The Saint Louis Language Immersion Schools shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in paragraph 1 above.

This policy applies to purchases made using federal and non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Approved:

Cross Reference: 1010 Conflict of Interest



## **Saint Louis Language Immersion Schools**

### **Operations 3200**

#### **Title: Solicitations of Staff and Students**

The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the President/Designee. Solicitation within SLLIS must have prior approval of the President/Designee.

Prior to each school year the Board of Directors shall approve an annual Fundraising Plan.

No fund raising organizations shall be permitted to solicit funds from students or employees without prior approval from the President/Designee. Charitable organizations' solicitations must be approved annually by the President/Designee.

Door-to-door collection shall be prohibited for all students.

Approved:





## **Saint Louis Language Immersion Schools**

**Operations: 3210**

### **Title: Student and Classroom Observations**

The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services; it is the responsibility of the SLLIS to protect the privacy of all students.

Requests for observations by outside educational or clinical professionals must be submitted in writing to the school leader or other authorized school leader for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act (“FERPA”) and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

The President/Designee must provide parents of students in the classroom written notice of a third party’s desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

If the outside professional is approved for the observation, all data collected shall be provided to the President/Designee.

Upon request, the President/Designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the President/Designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

Approved:

Background Legal Reference: Family Educational Rights and Privacy Act (FERA)



## Saint Louis Language Immersion Schools

**Operations: 3220**

### **Title: School Attendance**

The Board of Directors of the Saint Louis Language Immersion Schools shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the President. Individual petitions for any deviation from full-time attendance shall be considered by the President on the merits of the individual student's application and in compliance with state law and regulations.

Students may attend SLLIS on a part-time basis as provided by state law and regulations of the Board.

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency mandating absence from school.
4. Observance of religious holidays.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

Unexcused absences are all failures to attend school other than those specifically listed above.

If a student is absent from school, the student must bring an excuse from home the day the student returns.

When the student is absent, the school will attempt to contact the parent to determine the cause of absence. However, the written excuse must be brought, whether or not a contact is made by phone. The President/Designee for absentee calls will maintain an accurate phone log.

All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

Approved:

Background Legal Reference: 167.018 - .019 RSMo.  
167.031 - .111 RSMo.  
171.011, .053, .151 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3230**

**Title: Student Attendance and  
Accounting**

The President of the Saint Louis Language Immersion Schools (SLLIS) shall maintain an accurate accounting of the student attendance, transportation and food service records. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

The President will be responsible for maintaining student attendance accounting and for timely submitting required reports of such records to the Missouri Department of Elementary and Secondary Education and other appropriate state agencies.

Approved:

Background Legal Reference: 167.018 - .019 RSMo.  
167.031 - .111 RSMo.  
171.011, .053, .151 RSMo.



## Saint Louis Language Immersion Schools

**Operations: 3240**

**Title: Eye Protection**

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

Approved:

Background Legal Reference: 170.005 RSMo.  
American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968



## **Saint Louis Language Immersion Schools**

**Operations: 3250**

### **Title: Course Requirements – Constitution, American History, Missouri**

If the Saint Louis Language Immersion Schools (SLLIS) offers a high school education the school shall offer in grade nine, ten, eleven, or twelve a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. Each pupil who receives a high school diploma or certificate of graduation shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length. The school may waive the requirements of this subsection for any student who transfers from outside the state to a Missouri high school if the student can furnish documentation deemed acceptable by the President of the student's successful completion in any year from the ninth through the twelfth grade of a course of instruction in the institutions, branches, and functions of state government, including local governments, and of the government of the United States, and in the electoral process.

American history courses at the elementary and secondary levels shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.

No pupil shall receive a certificate of graduation unless he has satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions.

Approved:

Background Legal Reference: 170.011 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3260**

**Title: Reading Instruction**

Pursuant to the Missouri Reading Instruction Act (Section 170.014) the Saint Louis Language Immersion Schools shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas. The program may include "explicit systematic phonics", which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.

Approved:

Background Legal Reference: Missouri Reading Instruction Act, 170.014 RSMo.



**Saint Louis Language Immersion Schools**

**Operations: 3270**

**Title: Human Sexuality and Sexually Transmitted Diseases Instruction**

Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate, shall be recommended by the Saint Louis Language Immersion Schools (SLLIS) President and approved the SLLIS Board of Directors, and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
2. Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure; and,
6. Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.



7. Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as internet, cell phones, text messages, chat rooms, email and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on the intent and content, to local law enforcement, the Federal Bureau of Investigation, or the national Center for Missing and Exploited Children's CyberTipline.
8. Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even among friends.

When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SLLIS shall notify the parent or legal guardian of each student enrolled in the school of:

1. The basic content of the district's or school's human sexuality instruction to be provided to the student;
2. The parent's right to remove the student from any part of the district's or school's human sexuality instruction.
3. All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.
4. The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

Approved:

Background Legal Reference: 170.015 RSMo.  
566 RSMo.  
42 U.S.C. Section 710



## **Saint Louis Language Immersion Schools**

**Operations: 3280**

**Title: Textbooks**

The Saint Louis Language Immersion Schools (SLLIS) shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students. The SLLIS Board of Directors upon the recommendation of the President shall approve the adoption of “basal” instructional materials.

Only textbooks filed with the state board of education pursuant to section 170.061 shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.

Approved:

Background Legal Reference: 170.061 RSMo.



## **Saint Louis Language Immersion Schools**

### **Operations 3290**

#### **Title: Grading and Reporting**

The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) vests responsibility to the President/Designee for developing a grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

Teachers shall use a variety of methods to assess student progress.

The President shall determine the frequency and nature of student progress reports to parents. The progress reports shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

Cumulative grades shall be transferred to students' individual permanent school record and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

Teachers are expected to maintain regular communications with parents regarding student progress by providing timely return of graded classwork and convening informative conferences in person and via telephone or other electronic means.

Approved:



## **Saint Louis Language Immersion Schools**

**Operations: 3300**

**Title: School Admissions**

The Board of Directors of the Saint Louis Language Immersion Schools (SLLIS) authorizes the President to enroll only students permitted by state statutes or Missouri Department of Elementary and Secondary School regulations or students eligible to attend under an urban voluntary transfer program. SLLIS does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

If capacity of the School is insufficient to enroll all students who submit an application during the open enrollment period, established no later than March of each year, SLLIS will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission.

Approved:

Background Legal Reference: 160.410



## **Saint Louis Language Immersion Schools**

**Operations: 3310**

**Title: Student Fees**

The Saint Louis Language Immersion Schools charges no fees for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit. Students may be required to pay for materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

Students may be charged fees or admission for participation in activities, which are voluntary, such as attendance at school athletic, or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.

Approved:

Background Legal Reference: 160.0415 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3320**

**Title: Student Records**

The Saint Louis Language Immersion Schools (SLLIS) complies with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended SLLIS have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. SLLIS has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

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

Upon request by military recruiters or an institution of higher learning, the School will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Approved:

Background Legal Reference: Family Educational Rights and Privacy Act (FERPA)  
Missouri Safe Schools Act



## **Saint Louis Language Immersion Schools**

**Operations: 3330**

**Title: Field Trips**

All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

Saint Louis Language Immersion Schools' (SLLIS) President/Designee has the responsibility of developing field trip and enrichment activity procedures. They will provide guidelines for field trips and enrichment activities, planning information; parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The procedures may be in a handbook. Procedures should be reviewed annually and revised as necessary.

Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the President/Designee for approval.

The President shall inform the Board of approaching field trips that are overnight or out-of-state.

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

Unless approved by the President/Designee trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Board of Directors as approved field trips. The Board of Directors assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

Approved:



## Saint Louis Language Immersion Schools

**Operations: 3340**

### **Title: Volunteers and Chaperones**

The Saint Louis Language Immersion Schools (SLLIS) encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

All students must ride in school provided transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing.

School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all SLLIS students.

Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a SLLIS staff member or administration.

SLLIS staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

Chaperones may not bring siblings of their child who is attending the trip.

Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

Chaperones may not drink alcoholic beverages; utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.



Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

Students should be escorted into and out of public restrooms. At no time should any student, even a child of a chaperone, be left unattended in a restroom.

Students should never be left unattended by an adult.

Students should remain with their specific chaperone unless authorized by a SLLIS staff member.

Students who become ill during the course of a field trip should be brought to a SLLIS staff member. Parents of the student should be promptly contacted by the SLLIS staff member. The SLLIS staff member and chaperone will work collaboratively to ensure the child is properly attended.

All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and SLLIS staff.

Approved:

Background Legal Reference: 168.133 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3350**

### **Title: Parent and Student Complaints and Grievances**

Saint Louis Language Immersion Schools (SLLIS) students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

The levels of lowest levels of authority shall be as follows:

1. Classroom related concerns – teachers
2. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) – President/Designee
3. Appeals – Board of Directors

Decisions rendered by the Board of Directors are final.

Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

All Appeals to the Board of Directors must be submitted in writing. Decisions rendered by the Board of Directors are final.

Approved:



## **Saint Louis Language Immersion Schools**

**Operations: 3360**

### **Title: Technology – Acceptable Use**

#### **Internet Use and Safety**

The Saint Louis Language Immersion Schools (SLLIS) recognizes that computers and the Internet have educational purpose when used properly. SLLIS will take all measures necessary to provide individual users, students, staff, and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While the SLLIS will inform students on the appropriate use of email and Internet safety and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, SLLIS cannot guarantee the Internet and computer environment for its students. SLLIS complies with the Children's Internet Protection Act (CIPA) and uses available filtering software.

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. SLLIS may deny, revoke, or suspend specific user access.

#### **Staff Responsibilities for Use of Technology**

Computers, computer files, the e-mail system, and software furnished to employees are property of SLLIS, intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without prior authorization. Employees do not have an expectation of privacy with regard to school computers, e-mail usage, equipment or furnishings.

Without prior notice, SLLIS reserves the right to conduct a search of any SLLIS equipment or personal equipment used in the scope of employment, including but not limited to computer equipment or files, personal computers, and e-mail. There may also be occasions when authorized employees may have a need to review or search for information in an employee's section or work area.

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

#### **Employee Internet Access**

Internet access to global electronic information resources is provided by SLLIS to assist employees in obtaining work-related data and technology.

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

1. All internet data that is composed, transmitted, or received via our computer communications system is considered to be part of the office records of SLLIS and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.
2. The equipment, services, and technology provided to access the internet remain at all times the property of SLLIS. As such, SLLIS reserves the right to monitor internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer system.
3. Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, gender, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
4. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Employee abuse of the internet access provided by SLLIS in violation of law or SLLIS's policies will result in disciplinary action up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

1. Downloading or installing any software without the consent of an administrator or the technology consultant.
2. Use of the computer during working hours that detracts from supervision of students and/or performance of other job-related tasks.
3. Sending or posting discriminatory, harassing, or threatening messages or images.
4. Stealing, using, or disclosing someone else's code or password without authorization.
5. Copying, pirating, or downloading software and electronic files without permission.
6. Sending or posting confidential materials, trade secrets, or proprietary information outside of the school without prior approval from the President.
7. Violating copyright laws.
8. Sending or posting messages or material that could damage SLLIS's image or its reputation.
9. Participating in the viewing or exchange of pornography or obscene materials.
10. Sending or posting messages that defame or slander other individuals.
11. Attempting to break into another organization's or person's computer system.

12. Refusing to cooperate with security investigations.
13. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
14. Using SLLIS's equipment or internet access for political causes or activities, religious activities, or any sort of gambling.
15. Jeopardizing the security of SLLIS's electronic communications systems.
16. Sending or posting messages that disparage another organization's products or services.
17. Sending anonymous email messages.
18. Engaging in any other illegal activity.
19. Any software loaded on SLLIS computers must have appropriate licenses.

### **Staff Responsibilities for Student Use of Technology**

Student use of the internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate. The decision of the President is final. The school may deny, revoke, or suspend specific user access. Staff will:

1. Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;
2. Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy;
3. Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
4. Supervise student Internet and computer usage.

### **Student Responsibilities for Use of Technology**

SLLIS students using school technology are expected to:

1. Obtain parental permission before using any school computer on the Internet.
2. Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
3. Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
4. Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

### **Network User Responsibilities**

SLLIS staff and students using the school's electronic network are expected to:

1. Use of the SLLIS's technology resources must be in support of education and research consistent with the educational objectives of the School.
2. Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.

3. Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
4. Help maintain security of SLLIS technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the President/Designee
5. Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
6. Do not permit others to use your account.

## **Unacceptable Uses**

Unacceptable network uses include, but are not limited to:

1. Providing unauthorized or inappropriate access to LEA technology resources.
2. Any attempt to harm or destroy data of another user or other networks connected to the Internet.
3. Activities involving the loss or unauthorized use of others' work.
4. Distribution or use of obscene, abusive, or threatening material.
5. Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
6. Knowingly wasting technology resources.
7. Physical abuse of the equipment.
8. Using technology resources in ways that violate school policies and behavior standards.
9. Degrading or disrupting equipment or system performance.
10. Installing unauthorized software on SLLIS computers or any violation of copyright established for computer software.
11. Knowingly uploading or creating computer viruses.

## **Internet Use Agreement**

To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the Internet unless all parties commit to responsibility by completing the School Internet Use Agreement. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

## **Violations**

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

Approved: August 4, 2011

Revised:

Background Legal Reference: 182.827 RSMo.  
Children's Internet Protection Act (CIPA)



## Saint Louis Language Immersion Schools

**Operations: 3370**

**Title: Drug Free Schools**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the Saint Louis Language Immersion Schools (SLLIS) shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SLLIS shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

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

Approved:

Background Legal Reference: Controlled Substances Act, 21 U.S.C. 812(c)  
Safe and Drug-  
Free Schools and Communities Act  
Individuals with Disabilities Education Act  
167.115, 117,161, 171 RSMo.  
579 RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3380**

### **Title: Truancy, Child Abuse and Educational Neglect**

In accordance with 201.115 RSMo. educators in Missouri have the duty to report suspected truancy, child abuse and educational neglect to the Missouri Children's Division.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the President/Designee, who will then become responsible for making a report via the Student Abuse Hotline to the Children's Division. The President shall inform the Board that a report has been made and keep the Board apprised of the status of the case.

An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Missouri Children's Division, or, in the absence of such agency, to an appropriate police authority or the Saint Louis Language Immersion Schools' attorney.

Adopted:

Background Legal Reference: 201.115 RSMo.





## Saint Louis Language Immersion Schools

**Operations: 3390**

**Title: Discipline**

The Saint Louis Language Schools (SLLIS) discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

The Board of Directors authorizes the immediate removal of a student upon a finding by the President/Designee that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

### **SECTION 2 Enforcement**

Building School Leaders are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building School Leader. The Board of Directors expects each teacher to maintain a satisfactory standard of conduct in the classroom. All SLLIS staff are required to enforce SLLIS policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the SLLIS shall annually receive instruction related to the specific contents of the SLLIS's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

In-School Suspension is defined as the removal of a student from regular classes and assignment to an in-school suspension setting in the school. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The President has the final decision.

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

Out-of-School Suspension is defined as the removal of a student from school (or school bus) for one to ten school days. The President may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from school (or school bus) for more than ten school days but not beyond the current school semester.

Expulsion is defined as the removal of a student from school (or school bus) for a specified period of time beyond the current semester. Only the Student Evidentiary Hearing Committee or the school's governing board may impose expulsion.

A student who has been expelled may not attend SLLIS but may apply for readmission after six months.

Probation means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the President or the Board of Directors. Violation of a SLLIS rule while on probation may result in further disciplinary action.

Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, including the prom or graduation exercises if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the President for permission for the student to participate in school-sponsored activities. If denied permission by the President, the parent or guardian may appeal to the school's governing board. The Board's decision shall be final.

It is the policy of the SLLIS to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the SLIS is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The President/Designee shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the SLLIS's policy.

SLLIS staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any of the following offenses a serious violation of the school's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the President/Designee. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of any public school in the Local Education Agency (LEA) unless one of the following conditions exist:

1. The student under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the School Leader of the school that suspended the student.

3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.
4. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.

If a student violates this prohibition he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension".

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

<b>First Offense:</b>	President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
<b>Subsequent Offense:</b>	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

<b>First Offense:</b>	President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense:</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

<b>First Offense:</b>	Expulsion.
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## Automobile/Vehicle Misuse

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

<b>First Offense:</b>	School Leader/Student conference, suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
<b>Subsequent Offense:</b>	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

### **Bullying**

Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, cyber-bullying, and exclusion from a peer group.

<b>First Offense:</b>	President or Designee/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
<b>Subsequent Offense:</b>	1-180 days out-of-school suspension or expulsion.

### **Bus or Transportation Misconduct**

Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

### **Dishonesty**

Any act of lying, whether verbal or written, including forgery.

<b>First Offense:</b>	Nullification of forged document. School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
<b>Subsequent Offense:</b>	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Disrespect to Staff**

Willful or continued willful disobedience of a directive or request by a LEA staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a LEA staff member and that is rude, vulgar, and defiant, in violation of LEA policy or considered inappropriate in educational settings.

<b>First Offense:</b>	President or Designee/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
<b>Subsequent Offense:</b>	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Disruptive Conduct or Speech

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** President or Designee/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**First Offense:** President or Designee/Student conference, in-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

**First Offense:** President or Designee/Student conference, in-school suspension, 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

**First Offense:** Expulsion.

## **Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**First Offense:** President or Designee/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the LEA while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

**First Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **False Alarms (see also "Threats or Verbal Assaults")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

**First Offense:** Restitution. President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Fighting (see also, "Assault")**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** President or Designee/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Harassment/Discrimination

Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

**First Offense:** President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Hazing

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

**First Offense:** President or Designee/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

## Public Display of Affection

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**First Offense:** President or Designee/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Sexual Harassment/Discrimination

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.



**First Offense:** President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

**First Offense:** President or Designee/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

## Sexual Misconduct

Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

**First Offense:** President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Technology Misconduct

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

**First Offense:** Teacher/Student conference, temporary confiscation of device, and/or detention.

**Subsequent Offense:** Teacher/Student conference, President or Designee/Student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use LEA technology to connect to other systems in evasion of the physical limitations of the remote system; to copy LEA files without authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools,

or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

<b>First Offense:</b>	Restitution. President or Designee/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense:</b>	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (2) or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of LEA technology.

<b>First Offense:</b>	Restitution. President or Designee//Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense:</b>	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Theft**

Theft, attempted theft or knowing possession of stolen property.

<b>First Offense:</b>	Return of or restitution for property. President or Designee/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense:</b>	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

## **Threats or Verbal Assault**

Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitute a “true threat” against the LEA, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of “true threat” shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

<b>First Offense:</b>	President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense:</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Tobacco**

Defined as possession and/or use of any tobacco products on school grounds, school-transportation or at any school-activity.

<b>First Offense:</b>	Confiscation of tobacco product. President or Designee/Student conference, detention, or in-school suspension.
<b>Subsequent Offense:</b>	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 day out-of-school suspension.

## Truancy

Defined as absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

<b>First Offense:</b>	President or Designee/Student conference, detention, or 1-3 days in-school suspension.
<b>Subsequent Offense:</b>	Detention or 3-10 days in-school suspension.

## Unauthorized Entry

Entering or assisting any other person to enter a LEA facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a LEA facility through an unauthorized entrance; assisting unauthorized persons to enter a LEA facility through any entrance.

<b>First Offense:</b>	President or Designee/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
<b>Subsequent Offense:</b>	1-180 days out-of-school suspension or expulsion.

## Vandalism

Defined as the willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff or students.

<b>First Offense:</b>	Restitution. President or Designee/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>Subsequent Offense:</b>	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Weapons

1. Defined as the possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

**First Offense:** President or Designee/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

**First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the President.

**Subsequent Offense:** Expulsion.

Approved:





## **Saint Louis Language Immersion Schools**

**Operations: 3410**

**Title: Weapons at School**

The presence of firearms and weapons poses a substantial risk of serious harm to Saint Louis Language Immersion Schools (SLLIS) students, staff and community members and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through SLLIS property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

Approved:

Background Legal Reference: 160.261. 571.010, .030, .094 RSMo.  
Elementary and Secondary Education Act of 1965 as amended by the Gun-Free Schools Act of 1994.



## **Saint Louis Language Immersion Schools**

**Operations: 3420**

**Title: Student Safety**

Pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The School will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.

Approved:

Background Legal Reference: No Child Left Behind Act of 2001



## Saint Louis Language Immersion Schools

Operations: 3430

### Title: Student Seclusion, Restraint and Corporal Punishment

At the Saint Louis Language Immersion Schools (SLLIS) our goal is to teach students to take responsibility for their actions and to learn self-discipline that will serve them in settings outside of our school community. Classroom management strategies, the Buddy Room, the Recovery Room and meetings with the Head of School are all designed to engender clear, positive and proactive approaches to behavior management. Students demonstrating inappropriate verbal behavior, threats or profanity do not represent physical danger and shall never be considered for seclusion or restraint. Seclusion and restraint are reactive strategies and will be avoided if possible. Pursuant to 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.

#### Restraint

There are three types of restraint authorized under H.R. 4247 to address imminent physical danger

1. **Physical/Manual Restraint;** the use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student's hand to transport them for safety purposes, physical escort or intervening in a fight.
2. **Mechanical Restraint:** the use of a device or physical object that the student cannot easily remove that restricts a student's freedom of movement or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.
3. **Chemical Restraint:** the administration of a drug or medication to manage a student's behavior that is *not* a standard treatment and dosage for the student's medical condition.

SLLIS prohibits the use of Mechanical Restraint and Chemical Restraint. Physical/Manual Restraint may only be used in an emergency when there is immediate danger to the student and/or others. In the event that Physical/Manual Restraint must be used, trained personnel will respect the following procedures.

Physical restraint shall only be used:

1. In an emergency situation.
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations.
3. When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.



4. Only for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
5. No more than the degree of force necessary to protect the student or other persons from imminent bodily injury.
6. Without place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student, which restricts breathing?
7. By school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

1. Use methods of restraint in which the person has received SLLIS approved training.
2. Conduct restraint with at least one additional adult present and in line of sight unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

SLLIS will document all incidents requiring the use of physical/manual restraint.

### **Seclusion Isolation**

**Seclusion:** the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

**Isolation:** the confinement of a student alone in an enclosed space without locking hardware.

**Time out:** brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation.

SLLIS prohibits the use of Seclusion and Isolation techniques unless a student is awaiting a law enforcement officer AND all other interventions have been unsuccessful. In that event:

1. The student's family will be contacted immediately to alert them of the situation and school administration's intent to seclude or isolate the student.
2. A student may be monitored by an adult in close proximity who is able to see and hear the student at all times.
3. Monitoring shall be face-to-face unless personal safety is significantly compromised in which chase technology supported monitoring may be utilized.
4. If at any time while waiting for law enforcement the student is able to de-escalate the dangerous behavior, the monitor will remove them from the seclusion/isolation environment.
5. The space in which the student is placed should be a normal-sized meeting or classroom commonly found in our school setting.
6. The space is comparable in lighting, ventilation, heating, cooling and ceiling height to those systems that are in use throughout the building.
7. The space is free of objects that could cause harm.

SLLIS will document all incidents requiring the use of seclusion or isolation.

### **School Personnel Training**

SLLIS shall ensure that all school personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation and restraint. Training shall include all of the following:

1. A continuum of prevention techniques.
2. Environmental management techniques.
3. A continuum of de-escalation techniques.
4. Information about the policy.

A minimum of two key staff members per school will be trained in physical restraint, seclusion and isolation.

Only staff members who have been trained in the use of seclusion and/or isolation and/or restraint techniques and its safe application may restrain a student. Their annual training will include:

1. De-escalation practices.
2. Appropriate use of physical restraint.
3. Professionally-accepted practices in physical management and use of restraints.
4. Methods to explain the use of restraint to the student who is to be restrained and to the individual's family.
5. Appropriate use of isolation.
6. Appropriate use of seclusion.
7. Information on the policy and appropriate documentation and notification procedures.

### **Corporal Punishment**

No person employed by or volunteering for SLLIS shall administer or cause to be administered corporal punishment as the intentional infliction of physical pain as a method of changing behavior. Corporal punishment may include, but is not limited to methods such as hitting, slapping, punching, kicking, pinching, shaking, use of various objects (paddles, belts, sticks or others) or painful body postures.

A staff member may, however, use reasonable restraint against a student without advance notice to the Head of School or President, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of SLLIS.

Adopted: August 4, 2011

Reviewed:



## **Saint Louis Language Immersion Schools**

**Operations: 3440**

### **Title: Services for Students with Disabilities**

The Saint Louis Language Immersion Schools (SLLIS) does not have a general curriculum for students with disabilities. Instead, it is the policy of SLLIS to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, SLLIS's IEPs will address the extent to which each student's disability affects his/her ability to access the School's general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each public school student with a disability will be educated to the maximum extent appropriate with children who are non-disabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

SLLIS will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B. If a student has had his/her curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the President/Designee shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

Approved:

Background Legal Reference: Individuals with Disabilities Education Act (IDEA)  
Section 504 of the Rehabilitation Act of 1973  
162.670-.995, RSMo.



## **Saint Louis Language Immersion Schools**

**Operations: 3450**

**Title: Instruction for At-Risk Students**

The Saint Louis Language Immersion Schools shall meet all federal and state requirements for identifying and providing services to educationally at-risk students.

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

Approved:



## **Saint Louis Language Immersion Schools**

**Operations: 3460**

### **Title: Active Shooter Training and Drills**

At the discretion of school administration, the Saint Louis Language Immersion Schools (SLLIS) may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property.

The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

All SLLIS personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

1. Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
2. Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission.

SLLIS shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.

Approved:

Background Legal Reference: 160.451 – 457, .480 RSMo.

170.315 RSMo.

320.010 RSMo.

610.021 RSMo.

5 C.S.R. 30-261.010



## Saint Louis Language Immersion Schools

Operations: 3470

### Title: Wellness Education

The Saint Louis Language Immersion Schools (SLLIS) is committed to contributing to the good health and total wellness of its students by conducting food service and physical/health education programs which promote positive dietary and lifestyle practices. The programs are an integrated part of the total learning environment and curriculum, and are designed to maximize student well-being and academic achievement. All staff members are encouraged to take advantage of opportunities to incorporate sound nutrition concepts and physical fitness activities into their curriculum.

#### **Involvement in policy development and modification**

SLLIS will periodically involve parents, students, community members, food service personnel, school administrators and Board members by asking them for their help, expertise and responses regarding the development, implementation, evaluation and modification of the wellness policy.

#### **Goals for nutrition education, physical activity and other student wellness activities**

Goals of SLLIS's wellness program are to:

1. Help students acquire knowledge and awareness and develop behavior which contributes positively to lifelong wellness.
2. Offer a required physical education curriculum and a co-curricular program which results in frequent exercise and enjoyment, develops a lifelong appreciation for sports, and promotes a lifelong commitment to wellness practices.
3. Enhance academic achievement through better health and school attendance.
4. Integrate wellness and physical activities as ongoing components of the total curriculum.
5. Follow practices and teach curriculum which promotes and shows the way to good student health, including the avoidance and/or reduction of obesity.

## **Nutrition guidelines**

SLLIS's nutrition guidelines and practices which govern the food service operation apply to all foods and beverages available on school campuses during the school day, and will meet the nutrition standards established by the U. S. Department of Agriculture (USDA). These standards apply specifically to:

1. National School Lunch Program and School Breakfast Program Meals
2. A la carte offerings in the food service program
3. Vending machines and school stores
4. Classroom parties, celebrations, fundraisers, rewards and school events
5. Snacks served in pre-school and after-school programs.

## **Physical education and activities**

The curriculum and objectives for nutrition and physical/health education, life sciences, and family and consumer sciences are aligned with the Show-Me Standards and Missouri's Frameworks for Curriculum Development in Health/Physical Education.

## **Monitoring and evaluation**

SLLIS's administrators of Food Service and curriculum serve as wellness are responsible for

1. Involving the parties indicated above in the curriculum development process.
2. Developing regulations for implementing this policy.
3. Monitoring implementation of the policy.
4. Evaluating success of the policy.
5. Effecting changes to regulations and recommending revision of the policy as required.
6. Reporting results periodically to the Board of Directors.

## **Assurances**

SLLIS's guidelines for reimbursable school meals will be no less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and National School Lunch Act. BLCA's food service and physical/health education programs are also designed to meet other state and federal requirements.

Approved:

Background Legal Reference: 167.720, 610.010 - .030, RSMo.

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108 - 265

The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 – 1760