

**St. Louis Language  
Immersion School**

# SLLIS Staff Handbook

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

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

Facebook: [@StLouisLanguageImmersionSchools](https://www.facebook.com/StLouisLanguageImmersionSchools)

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# Welcome to St. Louis Language Immersion School!

*Dear SLLIS Staff Member:*

*Welcome to the 2023-2024 school year at SLLIS! We are very excited to have you on our team at SLLIS.*

*This handbook is designed to help you learn the procedures and rules that help make SLLIS a safe, fair, and efficient place to work. Please take the time to review it carefully. Even if you've been with SLLIS for a long time you will find new information in the handbook each year!*

*If you have any questions about this handbook, please do not hesitate to reach out to a SLLIS administrator.*

*We're looking forward to a successful 23-24 school year and are happy you're on our team!*

*Sincerely,*

*Dr. Meghan Hill  
Superintendent*

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## Use of the Staff Handbook

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

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

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

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

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

You will be required to affirm in CaravusConnect that you have received and read this handbook.

## About SLLIS

In 2009, the Missouri Department of Elementary and Secondary Education (DESE) Board of Commissioners authorized St. Louis Language Immersion Schools to operate as a Local Education Authority (LEA) under a 5-year charter sponsored by the University of Missouri-St. Louis (UMSL). Although these agencies are officially charged with overseeing our academic progress and fiduciary viability, we believe that the members of our learning community are the people to whom we are most responsible.

We provide dual language immersion in French, Spanish, and Chinese to students using the Gomez and Gomez Dual Language Enrichment Model, which structures target language instruction so that 50% of core content is taught in English and 50% of the core content is taught in the target language in grades Pre-K-8. SLLIS puts students on the path to academic biliteracy by following the dual language immersion model.

SLLIS' Campus is located in the Downtown West neighborhood of St. Louis City at 1881 Pine Street, 63103.

## Mission, Values, Purpose

**Mission:** What we do and who we do it for

SLLIS provides a bilingual, culturally responsive, transformational education that enriches the children of St. Louis City.

**Purpose:** Why we do it; our reason for being

To dismantle systems of oppression by creating a just, equitable and inclusive school, St. Louis community, and world.

**Values:** Non-negotiables; how we behave at SLLIS

Provide an accessible and rigorous bilingual education

Listen to and engage all voices.

Commit to equity, anti-racism, and cultural competency.

Reflect on and respond to data throughout the school community.

Celebrate mission moments, both big and small.

## Equal Opportunities Statement

The Board of St. Louis Language Immersion School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The St. Louis Language Immersion School will honor your experiences, perspectives, and unique identity. We are committed to creating a just, equitable and inclusive school, St. Louis community, and world.

SLLIS further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

## Dignity at Work

SLLIS believes that the working environment should at all times be supportive of the dignity and respect of individuals. St. Louis Language Immersion School is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, SLLIS strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, familial status, disability, age, veteran status, genetic information or any other characteristic protected by law. SLLIS is an equal opportunity employer.

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

## What and How of Harassment

Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law. Behaviors that could constitute harassment include, but are not limited to, the following acts: graffiti; display of written material, pictures or electronic images, including text messages; name calling, teasing or taunting;



insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

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

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

Sexual Harassment is a form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment is unlawful when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) it is sufficiently severe or pervasive that it denies or limits a student's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive. Sexual harassment may occur between members of the same or opposite sex. SLLIS presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

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

physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature

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

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

SLLIS has a formal Grievance Process for dealing with these issues. Please see the SLLIS Board Approved Human Resources Policy Series section 2030 for more information.

## Grievance Process

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

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

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

Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the Superintendent by notifying the Superintendent in writing. The Superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the Superintendent has acted as the

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

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

## Confidentiality and Records

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

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

## Joining SLLIS

As a new employee you will be added to our HR software platform on CaravusConnect. You will receive a welcome email and you will need to log in and

complete your personal information. You will be sent a password but will be prompted when you sign in to change that password. CaravusConnect is used to record and keep track of all of your Paid Time Off (PTO) absences, manage your employee benefits and store your electronic personnel files. Here is a link to the site: <https://www.caravus.com/caravus-connect>.

## On-Boarding

We are keen that you have every assistance to help you settle into your role quickly. Our Staff Induction and Back to School Kick-Off set out what to expect on your first day and during the school year. You will meet your colleagues and receive information on SLLIS, policies and procedures, and receive any required trainings by federal, state or local laws.

If there is anything you need to know about SLLIS or what is required of you in your role, please ask your supervisor if you are a school-based employee, or ask the Superintendent if you are in a Central Office-based role.

## Changes to Personal Details

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

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

## Criminal Background Checks

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

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

professional license application process within one year prior to employment.

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

In general, applicants for employment and volunteers are responsible for the cost of the criminal background checks.

When an applicant has had a background check conducted by another Missouri public school within the past year and SLLIS receives a copy of the background check directly from the other school or district, SLLIS will not require an additional background check as a condition of employment unless SLLIS pays the cost, in accordance with law.

## Payment

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

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

Any employee refusing to submit to a background check may be subject to corrective action or termination. SLLIS may decline to utilize the services of volunteers or contractors who refuse to submit to background checks.

## School Notification

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

## Using a SLLIS Email Address

Upon hire all SLLIS employees will be provided with a SLLIS email address.

Employees are expected to read and respond to emails on a regular basis and should keep in mind that email is often used for important day to day communication between SLLIS employees.

SLLIS also organizes several email groups that could be useful to staff. In order to email the entire SLLIS staff and contractors (including food service and the nurse), use [staff@sllis.org](mailto:staff@sllis.org). To email the entire building, including Beyond School and other in-building partners (an on-site after school program), email [pine@sllis.org](mailto:pine@sllis.org).

## Communicable Diseases

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

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

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

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

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

## Conflict of Interest

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

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

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

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

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

## Employee Compensation

### Compensation Philosophy

SLLIS is committed to attracting and retaining a diverse staff. We honor the experiences, perspectives, and unique identities of everyone. Critical to our mission is creating a just, equitable and inclusive school, St. Louis community, and world. As such, we strive to maintain a compensation system free from inequities while uplifting the unique experiences of our staff.

We use a total rewards system thereby ensuring our compensation and benefits program takes a holistic approach. The compensation system at SLLIS is transparent, equitable, sustainable, and competitive in relation to the local educational market in which we serve. It offers fair and predictable compensation to ensure SLLIS is retaining top talent.

### Salary Scale Placement

Scale 1: Including, but not limited to: teachers and other select instructional staff

- Placed on the board approved salary schedule based on the highest degree obtained and the number of full-time years of experience in a similar position.
- Staff may bring in a maximum of 10 years of experience for placement on the salary scale.
- The instructional coach is placed on the board approved salary schedule based on the highest degree they have obtained and the number of full-time years of experience in school-based teaching and administrative roles. The instructional coach salary also receives an added factor of 30% to the base salary in the final salary calculation.

Scale 2: Including, but not limited to: psychologist, occupational therapist, speech and language pathologist, physical therapist, social worker, counselor, and other similar positions

- Placed on the board approved salary schedule based on the highest degree obtained and the number of full-time years of experience in a similar position.
- Staff may bring in a maximum of 10 years of experience for placement on the salary scale.

- Placement in the Specialist Degree or Certificate column requires staff member to have a master's degree plus an advanced certification or degree including, but not limited to one of the following:
  - BCP: Board Certification in Pediatrics
  - Speech Therapy Board Certified Specialists (BCS)
  - Board Certified Specialist in School Psychology
  - Certified School Social Work Specialist (C-SSWS)
  - Board Certified Behavior Analyst (BCBA)
  - Education Specialist Degree (EdS)

Scales 3: Including, but not limited to: paraprofessionals, receptionists, long term substitutes, and other similar positions

- Placed on the board approved salary schedule based on the number of full-time years of experience in a similar position.
- Staff may bring in a maximum of 10 years of experience for placement on the salary scale.

Scale 4: Including, but not limited to: instructional administrators, directors, managers, administrative support staff and other similar positions.

- Placed on the board approved salary schedule based on the following:
  - Tier Placement: Number of years of experience in a similar role
  - Band Placement: number of years at SLLIS, total education-based or other professional experience, education attained related to position, certification held
  - Teaching experience will be considered for staff level administrative positions at a rate of 1 year of teacher experience equals ½ year of experience for salary scale placement consideration.
  - School-based administrative experience will be considered for director roles at a rate of 1 year of administrative experience equals ½ year of experience for salary scale placement consideration.
  - School-based administrative experience will be considered for instructional administrative roles at a rate of 1 year of administrative experience equals 1 year of experience for salary scale placement consideration.
  - Experience in a previous role similar to the role held at SLLIS will be considered at a rate of 1 year of experience equals 1 year of experience for salary scale placement consideration.

## Step Placement

In order to receive credit for previous years of experience, the following conditions must be met regarding the previous position:

- Full-time position (0.75 FTE or above). No part-time positions are considered for placement on the salary scale.
- 10-month employees must have worked at least 130 days in the position to receive credit for one full school year. 12-month employees must have worked at least 180 days in the position to receive credit for one full school year.
- Substitute teaching, student teaching, college-level teaching, or serving as a teacher's aide or assistant does not qualify as acceptable teaching experience.



- Experience must have been at an accredited PreK-12 school as approved by DESE- tutoring centers, contract agencies, universities or college experience do not qualify.

Employment as a teacher in a country outside the United States will be reviewed in accordance with the same public teaching guidelines referenced above. Only education-related degrees will be considered for placement on the salary scale.

Upon hire, SLLIS will consider up to 10 years of previous experience in a similar role when placing staff members on the salary scale.

## Salary Placement Changes

Staff who have completed the requirements to move to another column on the salary scale (i.e., BA to MA or MA to MA+30) are responsible for providing notification to the Talent Director prior to signing their contract for the following year.

Any credits or degrees obtained from outside the United States, must be submitted to the Talent Director with a transcript evaluation showing the US equivalent degree or courses and the transcripts and/or translation document must be in English.

No lane changes for teachers will be made during the school year unless the staff member has previously notified and obtained authorization from the Superintendent regarding an anticipated graduate degree or additional graduate credit hours.

## Annual Step Increases

Annual step increases are made according to the salary scale and are contingent upon funding and School Board approval.

10-month employees must have worked a minimum of 6 months and 12-month employees must have worked a minimum of 7 months in the previous school year to be eligible for a step increase.

## Certification Stipends

All non-administrative staff are eligible for a \$1,000 stipend on top of base salary for holding the following high-need certifications:

- Early Childhood Special Education (Birth to Grade 3) and/or Mild/Moderate Cross Categorical Special Education (Grades K-12) (stipend given for one of the two and not both)
- Counselor (Grades K-12)
- Special Reading (Grades K-12)
- Elementary Mathematics Specialist (Grades 1-6)
- Principal and/or School Leader (K-8, 7-12, K-12)

The certification must be active when a staff member's contract or letter of intent is signed and must also be active on the first day of the school year when receiving the stipend. In order to continue receiving the stipend, the certification must remain active. Staff members may receive the stipend for each certification held.

## Payment of Salaries

SLLIS will establish a payroll calendar for staff and distribute annually in the Staff Handbook. An individual pay stub showing gross pay, fixed and variable deductions and net pay can be found in your MyPay Solutions account. The SLLIS Finance Consultant will provide MyPay access information to all new staff. Your salary for the school year is that stated in your original Contract Offer or Letter of Intent.

The Teacher Salary Schedule is obtainable by requesting a copy from the Talent Director. If an employee will be obtaining a new degree, they must notify the Talent Director prior to signing their contract for the following year. No lane changes for teachers will be made during the school year unless you have previously notified and obtained authorization from the Superintendent regarding an anticipated graduate degree or additional graduate credit hours.

SLLIS Payroll Calendar

2023	2024
<input type="checkbox"/> July 14 (12 month employees only) <input type="checkbox"/> July 31 (12 month employees only)	<input type="checkbox"/> January 12 <input type="checkbox"/> January 31
<input type="checkbox"/> August 15 <input type="checkbox"/> August 31	<input type="checkbox"/> February 15 <input type="checkbox"/> February 29
<input type="checkbox"/> September 15 <input type="checkbox"/> September 29	<input type="checkbox"/> March 15 <input type="checkbox"/> March 29
<input type="checkbox"/> October 13 <input type="checkbox"/> October 31	<input type="checkbox"/> April 15 <input type="checkbox"/> April 30
<input type="checkbox"/> November 15 <input type="checkbox"/> November 30	<input type="checkbox"/> May 15 <input type="checkbox"/> May 31
<input type="checkbox"/> December 15 <input type="checkbox"/> December 29	<input type="checkbox"/> June 14* <input type="checkbox"/> June 28*  10 month employees are paid for both June and July payroll in June.

Please visit [www.mypaysolutions.com](http://www.mypaysolutions.com) to view your paystubs and W2 tax forms. Ms. Jodi Luetkemeyer, Financial Consultant, will assist with any questions regarding MyPay Solutions. Jodi's email address is [jodi.luetkemeyer@sllis.org](mailto:jodi.luetkemeyer@sllis.org).

## Deductions from Salaries

SLLIS will make any deductions from your pay as required by law or as authorized by you in writing or online. In addition, SLLIS reserves the right to make salary adjustments to your pay where an overpayment has been made, if you have taken PTO in excess of your allotment, if you have a lunch balance due, or in cases of malicious damage. SLLIS may also *withhold a liquidated damages fee, as outlined in staff contracts, should an employee resign prior to the completion of their contract.*

## Involuntary Deductions

SLLIS will make all deductions as required by law and will make deductions when presented with a garnishment, wage attachment or other legal order. The *Superintendent* or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law. In addition, SLLIS may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. SLLIS may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and SLLIS policy. SLLIS may make deductions when an employee clearly owes SLLIS money and the deduction does not otherwise violate the law.

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

## Extra-Duty Pay

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

Any time a teacher has a loss of plan time under 250 minutes, SLLIS will pay the impacted teacher at a rate of \$20/hour of lost planning time. The impacted teacher must complete a timesheet for the lost planning time and an instructional team member must sign off on the time.

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

SLLIS offers employees a comprehensive benefits package and contributes to the employee's individual coverage. SLLIS pays a portion of child dependent care costs. See the Talent Director for more information.

## Retirement / Pension

All SLLIS employees who work a minimum of 25 hours or more per week must participate in the Public School Retirement System of the City of St. Louis (PSRSSTL) as required by the Missouri Revised Statutes. SLLIS will contribute as required by law. The contribution rate for employees who were established members of the system on December 31, 2017, the rate is 7.5% of an employee's gross compensation. The contribution rate for newly established employees hired on or after January 1, 2018 is 9.0% of an employee's gross compensation. The contribution amounts are paid at each pay period for the duration of employment at SLLIS. SLLIS will contribute 14% of an employee's gross salary as an added contribution to the employee's retirement account. Eligible employees will be subject to Missouri law for the contribution rate. Employees become vested after five years of service in the PSRSSTL. If you separate from SLLIS before you become vested, you may request a refund of your contributions directly from the System (not from SLLIS).

## Classification of Employees

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

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

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

Non-exempt employees must maintain a record of the total hours worked each day. These hours must be accurately recorded on a *timesheet* that will be provided by

SLLIS. The employee must sign the *timesheet* to verify that the reported hours worked are complete and accurate. The time sheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. Employees should review *each* paycheck, and verify immediately that the employee was paid correctly for all regular and overtime hours worked during each work week.

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

## Employee Credentials

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

All SLLIS paraprofessionals shall have met one of the following requirements:

- 60 college credit hours
- Associate's degree or higher
- Missouri Paraprofessional Assessment passing score, or
- Completed Missouri's 20-hour online substitute training program

All paraprofessionals shall be under the direct supervision of an appropriately certified teacher.

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

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

## Hours of Work

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

Staff who directly report to the *Superintendent* will be given their schedule.

## SLLIS Approach to Daily Responsibilities

All staff at SLLIS are expected to adhere to the SLLIS Approach in their daily responsibilities:

- Engages in culturally responsive, equitable, and anti-racist practices
- Continuously reflects, grows, and develops professional practice
- Makes decisions aligned with the SLLIS Mission, Values, and Purpose
- Believes in the capacity of each child to achieve at high levels
- Cultivates a collaborative, adaptable, and solutions-focused culture
- Approaches all situations with an asset-based and growth mindset
- Develops and uses effective organization systems
- Communicates in a proactive, timely, and effective manner

## Holidays

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

## Central Office Closures

Central Office will be closed for Thanksgiving Break, Winter Break, and Spring Break unless there is an emergency as determined by the Superintendent. Central Office will also be closed the week of July 4.

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

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

## Requesting Paid Time Off (PTO)

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

1. Go to [CaravusConnect.com](https://CaravusConnect.com) and log in to your account.
  - If you are a first time user, click on "New User Registration". Please note you will need a Company Identifier (SLLIS) to complete the process.
  - You may also reset your password by going to the log-in screen.
2. After logging in to the Home page, use the top navigation bar and click the "Time Off" button.
3. From your Time Off Dashboard, click the green button to "Request Time Off".
  - Select "Leave Type".
  - Enter dates for time off request.
  - Entering the reason for the request is optional.
  - Click "Submit Time Off Request".
4. For more information, view the menu items under "Manage My Time Off".
  - Calendar View
  - Company Holiday Schedule
  - Summary of Time Off Policies
  - Timeline
  - Time Off Requests
  - Snapshot: View Accruals & Balances

Once you have chosen your dates and clicked on Request PTO, your Principal or Asst. Principal will receive a notification of your requested PTO and they will be able to approve/reject that PTO. You will be notified when PTO is approved/rejected. Please give at least one week's notice for pre-planned absences. SLLIS can accommodate up to two teacher absences per school day. If two teachers are out on a given day, your supervisor may request that you select a different day for pre-planned time off in order to accommodate your absence.

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

# Staff Leaves and Absences

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

## Paid Time Off (PTO) Leave Eligibility

All Employees:

- Staff who are new to SLLIS will be placed on a probationary period of 30 calendar days before they can use PTO days, except with prior written permission from the Superintendent or as deemed medically necessary.
- PTO days are to be used for the purposes defined below.
- Staff will not receive payment for any unused PTO days upon resignation or termination of employment, nor will employees receive any payment for unused PTO days accumulated beyond the maximum allowed under this policy.
- Staff PTO requests may be made for either 4 hours (½ day) or 8 hours (full day).

10-Month Employees:

- Accrue 1-day per month (12 days of PTO each year) starting August 1.
- May carry over to the following school year a maximum of five (5) unused PTO days per year.
- May opt to be paid for up to three (3) days of unused PTO from the current year at the rate of pay \$160/day.

12-Month Employees:

- Accrue 1-day per month (12 days of PTO each year) starting July 1.
- May carry over to the following school year a maximum of six (6) unused PTO days per year.

Part-Time Employees:

- Part-time employees regularly scheduled for at least 20 hours weekly will accumulate a fraction of PTO time on a prorated basis per year.
- Employees paid on a part-time, seasonal, or temporary basis are not eligible



for personal leave benefits.

Long-Term Substitutes and Interns:

Eligible for six (6) days of PTO per school year.

### Vacation Accrual for Twelve-Month Employees

Vacation accrual only applies to twelve-month employees, and is an addition to PTO.

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

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

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

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

Vacation leave that is unused may not be carried over to the next fiscal year. Any unused vacation leave, up to 15 days earned, will be paid out to separating employees. Employees may use vacation leave in one hour increments.

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

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

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

## Use of Paid Time Off (PTO)

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

### Sick Leave:

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

### Personal Leave:

- PTO days may be used for personal leave under the following conditions:
  - The administration shall be given five days prior notification when feasible.
  - No more than two instructional employees may use personal leave on any one day.
  - Any exceptions to these requirements must be approved by the Superintendent.

### Court Appearances:

- PTO days may be used for required court appearances other than jury duty or appearances required by subpoena or other court order arising out of the employee's duties as an employee of the school.
- Employees required to appear in court for jury duty, responding to a jury summons, or for appearances arising out of their employment with the school shall not be required to take PTO days, but will receive full pay for the days required to be in court. Employees who qualify for this leave are required to show their jury duty pay stubs as proof of their attendance but they may retain for personal use any payment received for days of jury duty.
- Employees will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
- Employees who receive a summons for jury duty or a subpoena for a court appearance must provide a copy to the Superintendent or designee as soon as practicable.

#### Religious Observance:

- PTO days may be used for mandatory religious observance.

#### Bereavement Leave:

- Employees may use three (3) PTO days for bereavement of family members.

#### Pregnancy, Childbirth, and Adoption Leave:

- The St. Louis Language Immersion School will provide up to two weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after the policy is implemented.
  - Eligible employees must meet the following criteria:
    - Have been employed with the company for at least 12 consecutive months.
    - Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
    - Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).
    - The employee will provide their supervisor and the Talent Director with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
    - Please see the Talent Director for other eligibility criteria.
- Employees who are ineligible for paid-parental leave may take up to twelve weeks of leave for the birth, first-year care, adoption or foster care of a child through FMLA. The twelve weeks is unpaid and may consist of a combination of accrued PTO days, up to the maximum allotted under this policy, and unpaid leave.
- PTO runs concurrently with the maternity/paternity leave and does not extend the length of such leave.
- Should the employee's leave overlap or coincide with known school holidays (i.e. spring, winter or summer break), then those holidays are included in the employee's allotted leave.
- In circumstances where employees are requesting leave prior to the birth of a child or for longer than twelve weeks, SLLIS may require that a request for

leave be supported by certification issued by the appropriate health care provider.

#### Military Leave

- An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.
- Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Talent Director or designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.
- SLLIS recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Talent Director or designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of SLLIS.
- Employees shall receive leave with pay up to one hundred twenty (120) hours of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law. Any person entitled to military leave shall only be charged military leave for any hours which the person would otherwise have been required to work had it not been for such military leave at a minimum of one hour and additional charges will be in multiples of one hour.
- Each employee shall furnish a copy of the employee's military payroll voucher to the Talent Director or designee within thirty (30) days of the employee's return to regular assignment so the necessary salary adjustment can be made.
- Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws.

#### Voting Leave:

- Any employee whose work schedule does not provide them three consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay or deducted from an employee's PTO days. SLLIS reserves the right to select the hours the employee is excused to vote.
- An employee must notify the administration of the need for voting leave at least five days before the election. When the employee returns from voting leave, the

employee must present a voter's receipt to the Superintendent or designee as soon as possible.

## Parameters for Leave

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

PTO may also not be taken following notice of resignation, following notice of impending suspension or discharge, or following notice of non-renewal unless otherwise approved by the Superintendent or the Superintendent's Designee.

Any employee who is absent without authorization or absent after PTO leave has been exhausted shall have their daily rate of pay deducted from their paycheck for each day's absence that is unapproved or exceeds current PTO accruals, corrective action may also apply.

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

Employees must enter their PTO request into CaravusConnect within 24 hours of notifying a supervisor. Any same day absences require notification to the employee's supervisor by 7:30 am via phone call or email only. Corrective action procedures will be used if an explanation for absence is not forthcoming, is not thought to be satisfactory, or procedures listed above are not followed.

## PTO Bank Policy

During a serious illness or injury that requires care of a physician, employees may request up to ten (10) additional PTO days from the employee PTO bank in any school year. All employees are eligible to participate in the program as a recipient as long as they donate a minimum of one (1) and maximum of five (5) PTO days on an annual basis.

The program covers an employee's serious illness or injury that requires care of a physician. The program does not include normal pregnancy, minor illness, or conditions resulting from any occupationally-related accident or illness and for which Workers' Compensation benefits have been awarded.

Employees wishing to donate PTO leave days should complete a PTO donation form and submit it to the Talent Director. The Talent Director will coordinate the transfer of

donated PTO by notifying the donor and recipient of the transfer. The Superintendent reserves the right to request a written statement from the attending physician stating the extent of the injury or the nature of the illness prior to a PTO request being approved.

## Unauthorized Absences

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

## Sick at Work

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

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

## Absence Reporting

You must report your absence from work to your administrator as soon as possible. When possible, notification of absence (non-illness related) should be given five days in advance to allow for coverage to be arranged. Any same day absences require notification to the employee's supervisor by 7:30 am via phone call or email only.

## Medical, Dental or Optician Appointments

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

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

## Lactation Policy and Accommodations

St. Louis Language Immersion School acknowledges the lactations accommodation law in Section 160.995, RSMo, and therefore provides breastfeeding employees, teachers, and students the following lactation accommodations:

- Reasonable Time to Express Milk at Work: Employees, teachers, and students shall be provided a minimum of three opportunities during a school day, at intervals agreed upon by the district and the individual (usual break and meal periods should be utilized for expressing milk when possible), to accommodate an employee's, teacher's, or student's need to express breast milk, breastfeed a child, or address other needs relating to breastfeeding. Employees, teachers, and students shall be provided reasonable time to express milk while at work for at least one year following the child's birth.
- A Private Area for Milk Expression: Employees, teachers, and students will be provided with a private place, other than a bathroom, in each public school building, that is shielded from view and free from intrusion from coworkers or other students and the public. The room shall be a designated space for lactation and for the exclusive use of women to express breast milk or breastfeed a child.

No employee, teacher, or student shall be discriminated against for breastfeeding or expressing milk during the school day, and reasonable efforts will be made to assist users of this policy in meeting their infant feeding goals while at work or school.

Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the building administrator.

## Using the Lactation Room

SLLIS has a designated Lactation Room located on the 1st floor. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Employees wishing to use this room must reserve the room by adding the date and time needed to the Lactation Room Google Calendar. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

### Employee/Teacher/Student Responsibilities

Breastfeeding employees, teachers, and students utilizing lactation support services will:

- Give school administrators advance notice of the need for lactation accommodations, preferably prior to their return to school following the birth

of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.

- Maintain the designated area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
- Ensure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general school building refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

## Family and Medical Leave Act

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

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

### Leave Eligibility

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

- (a) The birth of the employee's child (leave must be concluded within one year of the date of the birth);
- (b) The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one year of the date of placement);
- (c) The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position, or the serious health condition of the employee's spouse, child, or parent;
- (d) The care of a spouse, child, parent, or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military



caregiver leave); or

(e) A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

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

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

## Use of PTO and/or Vacation Leave

SLLIS shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid. PTO and vacation leave may not be accrued while an employee is actively using FMLA leave.

## FMLA and Holiday/Breaks

During emergency closures or breaks where employees are not expected to work and employee is on FMLA, time off will be counted as unpaid time off rather than FMLA leave.

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

## FMLA Use

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

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

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

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

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

## Medical Certification

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

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

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

## Coordination with other Policies

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

## Health Insurance while on Leave

Eligible employees are entitled to continued participation in SLLIS' health plan as long as they are entitled to FMLA leave protection. The employee will reimburse SLLIS any costs as necessary. If any employee fails to return to work after the expiration of his or her allowed leave time, the employee will be expected to reimburse SLLIS for those benefits paid, as required by law.

## Returning from Leave

Generally, eligible employees who take leave for an FMLA-qualifying reason may

return to the same position or an equivalent position with the same pay, benefits and working conditions at the conclusion of the leave, in accordance with the law. It is within SLLIS' discretion to make placement decisions as necessary to ensure consistency of instruction.

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

## FMLA Compliance

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

## SLLIS Wellness Program

### Nutrition Education

The district's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

1. Provide students at all grade levels with adequate nutrition knowledge including, but not limited to:
  - The benefits of healthy eating.
  - Essential nutrients.
  - Nutritional deficiencies.
  - Principles of healthy weight management.
  - The use and misuse of dietary supplements.
  - Safe food preparation, handling and storage.
2. Provide students with nutrition-related skills that minimally include the ability to:
  - Plan healthy meals. Understand and use food labels.
  - Apply the principles of the USDA's Dietary Guidelines for Americans and MyPlate.
  - Critically evaluate nutrition information, misinformation and commercial food advertising.

- Assess personal eating habits, nutrition goal-setting and achievement.
3. Provide instructional activities that stress the appealing aspects of healthy eating and are hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation, contests, promotions, taste testings, farm visits and school gardens.
  4. Encourage district staff to cooperate with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition, such as in food banks, soup kitchens or after-school programs.
  5. Provide information to all school staff about the symptoms of nutrition-related conditions such as unhealthy weight, eating disorders and other nutrition-related health problems. Staff members who identify students who may have nutrition-related conditions will notify school counselors or student health services staff. When appropriate, school counselors or student health services staff will provide information about these conditions, including available treatment options, to the student and his or her parents/guardians.
  6. Coordinate the food service program with nutrition instruction. Food service staff should also work closely with those responsible for other components of the school health program to achieve common goals.

### *Staff Development and Training*

SLLIS will provide recommended training and professional development related to all areas of student wellness and nutrition.

## Expectations for Preparing for a Substitute

In the case of absence from work, SLLIS teachers must prepare adequately for a substitute teacher. Each SLLIS teacher must have a complete Substitute Binder and completed substitute plan (roster, schedule, classwork, and guidance for the substitute, printed) in their classroom that is ready for use by no later than the first day of school according to the SLLIS calendar. The Substitute Binder should include a minimum of five days of detailed substitute plans for the substitute with a minimum of four activities per block period.

Substitute Binders will be checked on a regular basis.

## Staff Conduct

Since the realization of St. Louis Language Immersion School's goals is dependent

upon the behavior of professional and support staff, SLLIS expects all employees to behave professionally and responsibly, and in a manner that is consistent with Board policy and the SLLIS mission.

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

- Report to work promptly.
- Carry out the policies of SLLIS and follow directives from your administrators.
- Submit any required reports at the time specified. Grades, attendance records, textbook issuance records, and reports to parents/guardians shall be submitted as required.
- Maintain concern for and attention to SLLIS' legal responsibility for the safety and welfare of students, including the need to ensure that students are under appropriate supervision.
- Dress professionally and in a manner that will not interfere with the educational environment.
- Maintain courteous and professional relationships with students, parents/guardians, other SLLIS employees, and patrons of SLLIS.
- Obey all safety rules, including rules protecting the safety and welfare of students.
- Attend all meetings and professional development days called by the administration. Exceptions should be discussed with and approved by the administration.
- Conduct oneself in a professional manner in person and online in social media forums so as not to engage in conduct that is likely to bring discredit to SLLIS.
- School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior. Concerns regarding a student's compliance with the dress code policy shall be directed to the *Principal or Principal's designee*.
- School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
- Perform one's duties in an honest and truthful manner by not lying to a superior; withholding information from a superior; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to SLLIS or any of its employees; taking or participating in the taking of private property on school grounds or at school functions.

## Dress Code

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

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

All staff shall dress in a manner and style in accordance with administrative regulations set forth by the Superintendent or Superintendent's designee. An employee who is inappropriately dressed, in the opinion of the Superintendent or Superintendent's designee, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

Appropriate dress includes but is not limited to:

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

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

- Clothing, shoes, jewelry, tattoos that advertise tobacco, alcohol, or drugs
- Pictures, symbols, or language that is sexually suggestive or vulgar/profane
- Pictures, symbols, or language on clothing that defame or harass any person or group of people, promote violent or indecent behavior or suggest disloyalty to our country or school
- Shorts (except for physical education)
- Jeans (unless approved)
- Hats/headwraps (unless for religious purposes)
- Immodest dress such as dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts

- Tank tops or muscle shirts
- T-shirts (unless SLLIS branded shirt)
- See-through clothing
- Spaghetti straps/shoulder straps less than 2 inches
- Low cut dresses, blouses, or shirts that expose the midriff
- Exercise/jogging suit (except for physical education)
- Other attire as deemed inappropriate by the Superintendent or Superintendent's designee

The SLLIS Board recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as part of a bona fide personal religious practice. When such is the case, the employee shall provide documentation to the Superintendent or Superintendent's designee of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from the policy. Any information provided by an employee in relation to a dress code accommodation request shall be kept confidential to the extent permitted by law.

In addition, some job functions necessitate attire that may otherwise be considered "inappropriate" (i.e., Physical Education teachers may wear exercise attire). Discretion of these instances is by the Superintendent or Superintendent's Designee. Professional dress is expected to be worn during Parent Teacher Conferences, or other special events that are open to the community and SLLIS families.

## Performance-Based Evaluations

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

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

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



## General References

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

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

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

## Staff Grievances

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

## Grievance Definition

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

## Grievance Process Overview

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

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

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

*Level II* – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the *Superintendent* by notifying the *Superintendent* in writing. The *Superintendent* may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the *Superintendent* has acted as the compliance officer, the appeal will be heard directly by the Board as described in Level III. Within ten working days, the *Superintendent* will complete a written

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

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

## Alcohol and Drug Free Workplace

SLLIS is committed to protecting the safety, health and wellbeing of all employees, students, and other individuals in the workplace. As a condition of employment, SLLIS requires that employees adhere to a strict policy regarding the use and possession of drugs, alcohol, cannabis products, or the improper use of legal substances.

While on SLLIS premises and/or conducting business-related activities at any location, employees may not use, possess, manufacture, distribute, sell or be under the influence of drugs, alcohol, cannabis products, or any controlled substances.

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

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform your job duties and does not endanger other individuals in the workplace. You must notify the Talent Director of the use of prescribed drugs or other substances that may affect your ability to perform your job.

When it is evident that an employee has consumed alcohol, cannabis products, or an

unauthorized controlled substance while on SLLIS premises and/or conducting business-related activities at any location, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on school property.

Employees will be tested for alcohol, cannabis and/or unauthorized controlled substances if the school has reasonable suspicion that the employee has violated this policy. All testing will be conducted in accordance with Board policy and law. An employee who refuses to take a test for the presence of the aforementioned or refuses to cooperate in a company investigation involving drugs, alcohol, cannabis products, or the improper use of legal substances may face corrective action, up to and including termination. In accordance with law, SLLIS may search an employee when SLLIS has reasonable suspicion to believe that an employee has violated this policy.

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

## Electronic Communications/Internet

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

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

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

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

Employees are expected to check their SLLIS email account twice a day and respond as necessary within 24-48 business hours (8 am - 4 pm). When sending or responding to emails, employees must take care of this outside instructional time (for example, before school, after school, during a plan period, etc.).

## Emergency/Crisis Management Plan

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

## Fundraising Guidelines for Staff

All teachers and staff need written approval from their supervisor AND the Superintendent in order to raise funds. Teachers and staff should submit a description of the activity, rationale, schedule, and duration to their supervisor. Once the staff member receives signed permission from their supervisor, the administrator will forward the request to the Superintendent for approval.

## Special Guidelines for Online Fundraising

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

- All content that will be posted online needs prior approval from the supervisor and Superintendent as well.
- FERPA guidelines must be followed at all times. As such no student-specific information is allowed.
- The Superintendent reserves the right to request that teachers make edits to online fundraising requests.
- All online gifts/donations to the teacher/staff member become the property of SLLIS, even after the teacher separates from SLLIS.
- SLLIS agrees that the solicited funds/supplies can be designated and restricted for a specific purpose.
- No online campaigns for teacher vacations or gifts, no general fundraising with no specific purpose, no fundraising for specific students, no fundraising for non-approved activities.

## Nepotism

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

- When one individual reports directly to the other.

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

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

## Technology Support

SLLIS employees should submit a tech ticket to GadellNet, SLLIS’ IT partner, for technology support. SLLIS employees can submit tech tickets in the following ways:

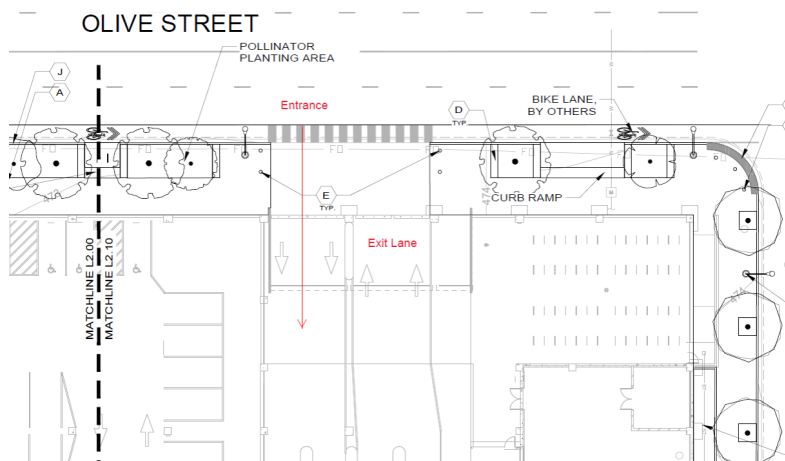
- Phone at 314-942-7482
- Email at [help@gadellnet.com](mailto:help@gadellnet.com)
- Chat at [chat.gadellnet.com](https://chat.gadellnet.com)
- Schedule an appointment at [schedule.gadellnet.com](https://schedule.gadellnet.com)
- Portal at [portal.gadellnet.com](https://portal.gadellnet.com)

Please be as detailed as possible about the issue you are experiencing, the severity, and the impact.

## Parking

SLLIS shares a parking garage which is managed by St. Louis Parking. Staff members will receive a SLLIS parking fob, which they should keep track of throughout the school year. Lost fobs may incur a replacement charge. Staff members who park on the city streets are responsible for ensuring parking is permitted. SLLIS is not responsible for payment for illegally parked and ticketed cars of staff members.

The parking garage hours are Monday - Friday (School Days Only) 6:00 am - 7:00 pm. The entrance that will be used is the main entrance on Olive, directly across from the Police Department (see image below).



## Personal Phone Calls/Cell Phone Use

Teachers and teaching support staff should not make or receive personal phone calls, send personal texts or emails during any time in which they are responsible for supervising students. Use of cell phones, unless used for purposes related to the employee's direct role, should be used during duty free time only.

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

Texting parents during instruction or supervision of students is not best practice. Inform parents/guardians about student concerns at the end of the school day or during times in which the staff member is not supervising students directly unless otherwise directed by an administrator.

When it comes to student supervision, staff members should never take photographs or videos of students who are exhibiting challenging behavior. Instead, staff members should be mindful to ensure student safety first and foremost and focus on being an attentive witness as they address the situation.

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

## Phone Calls to Parents

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

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

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

## Personal Property

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

## Personnel Records

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

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

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

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

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



## Press / Media Communications

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

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

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

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

## Teacher Reimbursement and Purchase Requests

### *Staff Reimbursement Procedures: \$300 Classroom Budget*

Full-time classroom teachers are eligible for a one-time yearly reimbursement of \$300.00.

In addition to their annual \$300 budget listed above, teachers who are new to SLLIS are eligible for a one-time reimbursement of \$350.00. As such, new teachers may spend up to \$650 for reimbursement by SLLIS in their first year.

Categories that are acceptable for reimbursement: anything for classroom instructional purposes or enhance the social-emotional environment for students. The purchase must benefit students. Principal holds final authority on what purchases benefit students.

1. Teacher seeks approval for purchase in writing from their direct supervisor.
2. Teacher uses the [tax exempt form](#) and makes the purchase. They retain all receipts.

3. Teacher completes reimbursement form.
  - a. Original receipts must be attached to the [Reimbursement Form](#) to receive reimbursement.
  - b. No taxes will be reimbursed.
4. Those original receipts and reimbursement form must be turned in to the approving supervisor for reimbursement up to \$300.
5. The supervisor reviews receipts and reimbursement form, and does the following:
  - a. Checks carefully for tax exemption.
  - b. Ensures the employee does not exceed the \$300 budget.
  - c. Signs the reimbursement form to confirm approval.
  - d. Gives the signed reimbursement form to the Superintendent.
6. The Superintendent enters the completed reimbursement form in the next payroll.

## General Purchasing Guidelines

Before making a purchase request, staff members should exhaust their \$300 classroom budget, if applicable.

If a staff member requires additional items or supplies, then they proceed with the steps below.

1. Staff members submits a written purchase request, via email, to the appropriate Director. This is the person who directly oversees the employee in their role at SLLIS.
  - a. Classroom teachers should approach their grade level band Assistant Principal. The AP will then approach the Principal.
  - b. Special Programs team members should approach the Special Programs Director.
  - c. The Operations Director will oversee general supply management and purchasing of necessary supplies for the campus.
2. Upon receiving the request, the Director determines whether the purchase is necessary and aligned to budget.
3. If the purchase is aligned to budget and need, the Director uses the guide below to complete a Purchase Order, Check Request, or Credit Card Request on Sage Intacct, SLLIS' purchasing software.
4. The Superintendent reviews and approves POs, Check Requests, and Credit Card Requests to finalize purchases.
5. The vendor prepares the purchase and invoices SLLIS.

6. The Superintendent approves invoice payment and seeks additional invoice approval from Directors if necessary.

## Travel Reimbursement

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

Overnight business travel must be pre-approved by the *Superintendent*. SLLIS has adopted the Federal Travel Regulations as a guideline for reimbursing expenses related to SLLIS work. SLLIS expects employees to keep travel costs as low as possible.

Following completion of travel, all expense reports and receipts must be submitted within thirty (30) working days after completion of travel. Payment for expenses cannot be made until expense reports are filed. *No taxes will be reimbursed.*

## Smoking

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

## Student Confidentiality

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

## Student Special Activities

Any special class activities (parties, visitors, or volunteers) must be pre- approved by the Principal or Principal's Designee.

## Student Supervision

Student supervision is one of the most important duties for staff, and student safety

is the utmost priority. As such, teachers may not leave students unattended for any reason. Students must be supervised by an adult staff member at all times.

SLLIS implements the universal practice of hall passes for all students. SLLIS staff members are expected to enforce the use of hall passes at all times for all students.

Lack of appropriate supervision will result in a verbal warning for the first offense and a formal written documentation for the second (refer to Progressive Discipline Guide). Subsequent offenses may result in termination.

## Taking Daily Attendance

### 2023-2024 Updated Attendance Procedures

IMPORTANT NOTE: Accurate attendance records are essential for SLLIS to maximize not only the learning process but also to receive proper funding. It is important that all teachers have attendance taken **between 10:15 and 10:40 am**.

Attendance must be recorded in two ways this year, both online on [PowerSchool](#) and in hard copy on the [Daily Attendance Report sheet](#).

#### PK-5 Procedure

8:10 am	Doors open.
8:30 am	Students who are late will be marked "Tardy" by the Raptor system. Students will bring the printed tardy slip to their teachers to show why they're late.
<b>BETWEEN 10:15 and 10:40 am</b>	<ul style="list-style-type: none"><li>Teachers record attendance in PowerSchool. This should only be marked under P1(A-B) with "Present" and "Absent"; other attendance codes will be marked by the Receptionist.</li><li>Teachers record attendance in hard copy and post it on the classroom door.</li></ul>
10:40 am	Attendance is checked on Powerschool and in hard copy by an administrator who will remind any teachers who did not record their attendance yet.
11:00 am	Families will be notified by call and text if their student is absent with an automated message.
Afternoon or	Receptionist reviews prior day records.

the following day	
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## 6-8 Procedure

8:10 am	Doors open.
8:30 am	Students who are late will be marked "Tardy" by the Raptor system. Students will bring the printed tardy slip to their teachers to show why they're late.
<b>BETWEEN 9:00 - 9:20 am</b>	<ul style="list-style-type: none"> <li>Teachers record attendance in PowerSchool. This should only be marked under P1(A-B) with "Present" and "Absent"; other attendance codes will be marked by the Receptionist.</li> <li>Teachers record attendance in hard copy and post it on the classroom door.</li> </ul>
10:40 am	Attendance is checked on Powerschool and in hard copy by an administrator who will remind any teachers who did not record their attendance yet.
11:00 am	Families will be notified by call and text if their student is absent with an automated message.
Afternoon or the following day	Receptionist reviews prior day records.

## How to Take Attendance in PowerSchool

PowerSchool: <https://sllis.powerschool.com/teachers/pw.html>



1. Click on the chair icon (see above).
2. In the attendance pull-down menu, select A for Absent.
3. To make a student Present, do not assign any code, leave the data entry field blank (the default for all students is Present).
4. Click Submit.

Note: Even if all students are Present, teachers should still click the Chair icon to open the Record Meeting Attendance page, and then click Submit. This notifies our Central PowerSchool server that the teacher has taken attendance.

## *Attendance Codes*

Please note that these codes are for your information only. SLLIS teachers are only authorized to enter A for Absent. The SLLIS receptionist will enter all other codes as necessary.

- Blank = Present
- A = Absent (not in the school building)
- T = Tardy (to the school building)
- E = Excused Absence \*must have note on file for excused absences- email preferred\* (illness, observation of religious holiday, death in the immediate family, family emergency)
- Y = Excused Tardy (to the school building)
- D = Early dismissal
- S =Suspended (OSS)
- F =Field Trip
- L = Late to class (only for 7th/8th grades)

## *Taking Attendance: Substitutes*

Substitutes will be provided a class list in the Substitute Binder. Substitutes should adhere to the manual attendance procedure listed above using the class list. Substitutes do not need to take attendance on PowerSchool.

## Procedure for Repeated Student Absence

Attendance in school is of the utmost importance. To that end, teachers must assist in closely monitoring student attendance. This year, the Attendance Team will be proactively monitoring school attendance. Please review carefully the procedure for repeated absences below.

- After **3** Consecutive Absences
  - The teacher will contact the student's family to inquire.
  - After inquiring, the teacher reports it to the Consecutive Absences Report System by filling out this form:  
<https://forms.gle/m2149Wu5YT6epX858>
  - Contact the school social worker and his or her grade level supervisor to notify them.
- After **5** Absences
  - The teacher should immediately report it to the Consecutive Absences Report System by filling out this form:  
<https://forms.gle/m2149Wu5YT6epX858>

- School social worker and administrators will contact the family to problem-solve. Potential home visit or in-school meeting with the family.
- After 10 Absences
  - Students will be unenrolled from SLLIS.
  - Home visit before the student is officially unenrolled.
- When necessary, the teacher may ask the Social Worker or an administrator for assistance in the case that the family has an ongoing difficulty that impacts proper attendance.

## Tuition Assistance

In the case that SLLIS receives tuition mini-grants from UMSL (our charter sponsor) the Superintendent will inform staff of the amount available and how teachers may apply. Funding is not guaranteed from year to year and is only available as funds are available. The amount of funding is also dependent on the number of other staff members that apply for assistance within the same academic year.

The Tuition Assistance Policy provides our staff the opportunity for professional growth and development by assisting them to meet the tuition expense of satisfactorily completed courses offered by approved educational institutions.

### Eligibility

- A. Regular part-time and regular full-time employees at the time the course work begins are eligible to apply for tuition assistance. Eligible employees must have completed six-months of employment prior to the course start date.
- B. Contracted, interns and temporary employees are not eligible for tuition assistance under this policy.

### Program Benefits

- A. Employees will be reimbursed depending on funding available until all funds have been depleted for the current academic school year. SLLIS will strive to reimburse employees within 30 days from the date they submit evidence of receiving the minimum grade required in order to be reimbursed.
- B. Tuition reimbursement will be based on the cost of credit hours only. Student fees (parking, library, activity, registration, late fees, books, supplies, etc.) will not be reimbursed. Reimbursement received from other sources, i.e. scholarship, grants, etc. is excluded from the reimbursable amount received.

### Program Requirements

To be eligible for tuition assistance under this policy, the course or program must meet one of the following criteria:

1. Improve the employee's skills in their present position.
2. Prepare the employee for another appropriate position within the organization.
3. Standard enrollment requirements must be followed per the university's application process and all entry requirements for the degree program selected must be met.

In addition, the course or program must be taken at a college or university that is accredited.

#### Application & Approval Process

- A. Employees must apply for participation in the tuition assistance program and details for this process will be released on an annual basis.
- B. Prior to enrolling in an educational course or degree program, the employee must provide the Talent Director with information about the course(s) or degree program for which they would like to receive reimbursement.
- C. A tuition reimbursement request form should be completed by the employee. This may be obtained from the Talent Director
- D. Upon completion of the course(s), the employee must submit their grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to the Talent Director for the approved course(s) within 60 days of the course end date. Reimbursement will be made only if the course grade is a "B" or better, or "pass" for a pass/fail course.

## Visas

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

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

## Board Procedure on Legal Permanent Residence

From time to time, the Board of Directors of St. Louis Language Immersion School ("SLLIS") may decide to sponsor eligible employees to obtain an employment-based "green card," also known as lawful permanent status. The Board will consider offering this benefit on a case-by-case basis. The Superintendent will make a recommendation to the Board after reviewing a number of factors, including but not



limited to, whether the staff member demonstrates high level performance, exemplary leadership, and commitment to SLLIS. The Superintendent also will review SLLIS' financial condition, staffing needs, and other relevant factors. A recommendation from the Superintendent is not a guarantee that an employee will receive sponsorship by the Board. In addition, SLLIS' commitment to sponsor an employee is only effective while the employee remains employed by SLLIS and only in accordance with applicable law.

## Timeline and Process

SLLIS will consider whether to sponsor staff members for lawful permanent residence (the "green card" process), depending on SLLIS' staffing needs and the qualifications of interested staff members. Staff members seeking SLLIS sponsorship for the green card process will submit a portfolio that includes credentials and accomplishments. The ultimate decision whether to sponsor staff members in the green card process is completely at the discretion of SLLIS, and this guidance is not a guarantee that SLLIS will pursue the green card process for any staff member. SLLIS suggests that interested staff members adhere to the timeline below.

### General Process and Timeline:

- Staff member notifies Superintendent and Talent Director that they seek to begin the portfolio process. The Superintendent will inform the staff member whether SLLIS is in a position to consider sponsorship.

After 36 months of employment at SLLIS and no later than 28 Months before staff member exhausts 6 years in H-1B or J-1 visa status

- Staff member submits SLLIS Portfolio and application for PERM process to Superintendent.
- Superintendent and the Talent Director review Portfolio and collect any additional documentation or information.
- Superintendent will notify the employee of her/his decision regarding whether the Superintendent will recommend that the Board sponsor the staff member.
- The Superintendent will schedule a closed session Board meeting to the staff member's portfolio. The Board will only review portfolios if there is a positive recommendation from the Superintendent.
- The Superintendent will notify the employee of the Board's decision.

24 Months before staff member exhausts 6 years in H-1B or J-1 visa status

- If the Board approves the Superintendent's recommendation that SLLIS sponsor the staff member, SLLIS will begin the Labor Certification process or other appropriate green card process for the staff member.

SLLIS does not guarantee that it will file a Labor Certification Application or other

visa related document on behalf of a staff member. SLLIS is committed to complying with all legal requirements associated with the related processes and will act in accordance with the law.

*Any employee who wishes to transfer visa status should follow the Portfolio Process and timeline detailed here.*

## Portfolio Checklist

### SLLIS Permanent Residence Portfolio Process

All application submissions must include:

- A cover letter addressed to the Board expressing the employee's intent.
- An up-to-date copy of the employee's resume.
- Three letters of reference.

SLLIS also requires sources of evidence for each measure below per the SLLIS Procedure for Board Sponsorship of Legal Residence.

Measure	Sources of Evidence (provided by SLLIS)	Potential Sources of Evidence (provided by employee)
High Level of Performance	Annual Evaluation Forms	Employee must provide at least two of the following: <ul style="list-style-type: none"> <li>• Student achievement data and accompanying analysis</li> <li>• Student work samples and accompanying reflection</li> <li>• Lesson plan samples and accompanying reflection</li> <li>• Filmed sample lesson and accompanying reflection</li> </ul>
Exemplary Leadership	Documentation of participation in SLLIS committees and other leadership roles	Employee must provide written reflection of leadership roles and experiences at SLLIS.
Commitment to SLLIS	<ul style="list-style-type: none"> <li>• Years of service to SLLIS</li> <li>• Missouri teaching certificate or equivalent</li> <li>• Coursework completed while employee worked</li> </ul>	Employee must provide written reflection that demonstrates the employee's practice and how it aligns to SLLIS' mission.

	at SLLIS <ul style="list-style-type: none"> <li>• Documentation of participation in SLLIS professional learning</li> </ul>	
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## Board Procedure on J-1 to H-1B Visa Switch

SLLIS will occasionally employ non-United States citizens on a J-1 visa. This type of visa is not a dual intent nonimmigrant visa, which means the employee must prove that they have the intention of returning to their home country after their exchange program ends. In the event that a J-1 visa holder would like to remain at SLLIS as a teacher beyond their exchange program timeline, it is possible to switch to an H-1B visa if specific conditions are met.

The Superintendent will consider offering this benefit on a case-by-case basis after reviewing a number of factors, including but not limited to, whether the staff member demonstrates high level performance, exemplary leadership, and commitment to SLLIS. The Superintendent also will review SLLIS' financial condition, staffing needs, and other relevant factors. In addition, SLLIS' commitment to sponsor an employee is only effective while the employee remains employed by SLLIS and only in accordance with applicable law.

The H-1B visa is a non-immigrant visa, but it is one of the few visa categories recognized as dual intent, meaning an H-1B holder can have legal immigration intent to apply for and obtain the U.S. Green Card, while still being a holder of the H-1B visa. SLLIS has a set of procedures outlined in the Staff Handbook for employees wishing to move from an H-1B to the Permanent Residence Process.

### Initial Steps:

1. Some countries require employees to return to their home country for at least two years after their exchange program. The first step in switching from a J-1 to H-1B visa is to determine if the employee is subject to the two-year foreign residence requirement.
  - a. If employee is not subject, SLLIS would follow the procedures to change the employee's status from a J-1 to H-1B visa.
  - b. If employee is subject to the foreign residence requirement, and has not complied with the requirement, the employee would need to obtain a waiver. The type of waiver the person would need depends on the funding for their J-1 visa.
    - i. If the employee did not receive any government funding and they are not a Fulbright scholar, the employee should be able to apply for a No Objection Statement from their home country. After SLLIS

receives a copy of this statement, the process would then follow the procedures to change the employee's status from a J-1 to H-1B visa.

- ii. If, however the employee falls into any other category, the waivers tend to be more complex. SLLIS will work with an attorney to determine the next steps and if switching visa categories is possible.

#### General Process and Timeline:

Employee notifies Superintendent and Talent Director that they seek to begin the portfolio process to switch from a J-1 to H-1B visa. The Superintendent will inform the staff member whether SLLIS is in a position to consider sponsorship.

After 24 months of employment at SLLIS and no later than 28 months of employment,

- Staff member submits SLLIS Portfolio and application for the visa switch to Superintendent.
- Superintendent and the Talent Director review Portfolio and collect any additional documentation or information.
- Superintendent will notify the employee of their decision regarding whether switch will be sponsored.
- If the Superintendent decides to sponsor the staff member, SLLIS will begin the process to switch the employee from the J-1 visa to H-1B visa.

SLLIS does not guarantee that it will complete any visa documents or sponsorship on behalf of a staff member. SLLIS is committed to complying with all legal requirements associated with the related processes and will act in accordance with the law.

Any employee who wishes to transfer visa status to H-1B should follow the Portfolio Process and timeline detailed here.

#### Portfolio Checklist

All application submissions must include:

- A cover letter addressed to the Superintendent expressing the employee's intent.
- An up-to-date copy of the employee's resume.
- Three letters of reference.

SLLIS also requires sources of evidence for each measure below:

Measure	Sources of Evidence (provided by SLLIS)	Potential Sources of Evidence (provided by employee)
High Level of Performance	Annual Evaluation Forms	Employee must provide at least two of the following: <ul style="list-style-type: none"><li>• Student achievement data and accompanying analysis</li></ul>

		<ul style="list-style-type: none"> <li>• Student work samples and accompanying reflection</li> <li>• Lesson plan samples and accompanying reflection</li> <li>• Filmed sample lesson and accompanying reflection</li> </ul>
Exemplary Leadership	Documentation of participation in SLLIS committees and other leadership roles	Employee must provide written reflection of leadership roles and experiences at SLLIS.
Commitment to SLLIS	<ul style="list-style-type: none"> <li>• Years of service to SLLIS</li> <li>• Missouri teaching certificate or equivalent</li> <li>• Coursework completed while employee worked at SLLIS</li> <li>• Documentation of participation in SLLIS professional learning</li> </ul>	Employee must provide written reflection that demonstrates the employee's practice and how it aligns to SLLIS' mission.

## Work during Inclement Weather

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

## Caring for the SLLIS Facility

SLLIS employees are expected to model caring and respect for the physical plant. Below are some guidelines for caring for SLLIS' facility. Please bear in mind that this is a non-exhaustive list.

### Classroom

Do's	Don'ts
Create an open, welcoming environment	Use staples, hot-glue, or any heavy-duty tape for classroom walls
Report any facility concerns to the OPS	Paint your walls or furniture

team via (support@sllis.org)	
Use painter's tape, removable putty, and command strips to display classroom signage	Hang things from the ceiling
Visually check the room each afternoon to ensure it is prepped for evening cleaning	
Ensure the room is well-organized	
Keep your door open during instruction with students	

#### Designated Work Space Area

Do's	Don'ts
Be mindful to pick up all print jobs	Leave behind sensitive/confidential papers
Clean up utilized areas after use	Attempt to move printers
Report any jammed printers to support@sllis.org	Forcefully attempt to unjam a printer
Refill the paper in the copier when it runs out	Hang things from the ceiling

#### Staff Bathrooms

Do's	Don'ts
Report any issues to support@sllis.org	Flush any feminine items, personal wipes, Lysol wipes down the toilet.
Do place feminine items, personal wipes, Lysol wipes in the trash-can	

#### General Building Norms

Do's	Don'ts
Only access the building during hours provided by the Operations Director: <u>Building Hours</u>	Prop open exterior doors

Monday-Friday 6:00 am - 7:00 pm Saturday & Sunday 8:00 am - 4:00 pm	
Check to make sure exterior doors are fully closed behind you	Leave your classroom unlocked at the end of each day
Arrange for building hours outside of normal building hours	Hang things from the ceiling
Be mindful of your surroundings when walking to the parking garage	
Email <a href="mailto:support@sllis.org">support@sllis.org</a> with a plan for approval for any decorations for events or wall hangings.	

## Mandatory Reporting

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

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

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

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

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

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

1-800-392-3738

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

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

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

## Reporting Student Injury or Accident

SLLIS staff members are expected to report student injuries or accidents using the SLLIS Student Injury Report Form. All injuries should be reported. Once the form is complete a copy should be maintained in the Principal's / Administrators Office and the Nurses Office. In the case that the student requires medication, ice, or a bandage, the student's parents must be contacted via phone by a staff member. The Nurse will send home a written report to the parents via the student.

## Requesting Supplies from the Nurse

Please email the nurse at [NURSE@SLLIS.ORG](mailto:NURSE@SLLIS.ORG) to request supplies. Please allow one week to process.

- Refill adhesive bandage bags
- Nurse paper passes
- Student medications for field trips - pick up evening before field trip; notify 3-5 days before pick up. All medications must be returned to the Nurse's office upon return.
- Mini First Aid bag for Field Trip (must be returned to nurse office upon return)

## Intellectual Property

It is St. Louis Language Immersion School's policy to maintain ownership of intellectual property created through its educational or business activities, to the maximum extent possible. Except as otherwise authorized by the Superintendent and/or Board of Directors, SLLIS shall be the sole owner of all intellectual property



created through the use of SLLIS resources or facilities, supported directly or indirectly by funds administered by SLLIS, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to SLLIS.

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

## Employee Corrective Performance Action

SLLIS wishes to ensure high standards from its employees.

The Board encourages the use of progressive corrective action. However, the severity of the conduct, its impact on the workplace, colleagues and students, prior efforts to correct the conduct and any mitigating factors should dictate whether corrective performance action is issued and at what level action should begin. The Superintendent or Superintendent's Designee has the discretion to determine what degree of action is appropriate after weighing all the situational factors involved in the misconduct.

## Employee Corrective Performance Matrix

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

## Performance Improvement Plan

If employee misconduct has occurred, a Performance Improvement Plan may be issued to employees. Performance Improvement Plans will be kept in your personnel file.

## Suspension

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

## Dismissal

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

## Student Discipline

SLLIS school-based employees should familiarize themselves with the SLLIS Student Success Plan, which can be found at <https://5il.co/gswy>.

Only the Principal and Assistant Principal have the authority to give an out of school suspension to a student.

Pursuant to Missouri H.R. 4247 seclusion and restraint are only to be used as a last resort when the student's behavior is an immediate danger to the student and/or others AND when other interventions have been unsuccessful. Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

In addition, SLLIS staff should always use professional language when dealing with students who are engaging in misconduct.

## Anti-Bullying Policy for Students

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

develop emotionally into responsible, caring individuals.

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

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

Bullying is prohibited:

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

## Employee Response to Address Bullying

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

- (1) intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- (2) report the incident of bullying or retaliation to your supervisor as soon as

practicable, but within 24 hours, on the SLLIS Bullying Complaint Form; and,

(3) cooperate fully in any investigation of the incident and in implementing any safety plan established by the Director/Designee.

## Consequences for Employees and Contractors

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

## Staff and Students Relations Policy

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child will be disciplined or terminated when the district determines such action is necessary to protect students.

### Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. SLLIS may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the school.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.

4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in Operations policy 3590 or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the school encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.

3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without an educational purpose previously approved by a supervisor.
11. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
12. Giving gifts that are not related to an educational purpose to individual students.
13. Frequently pulling a student from another class or activity to be with the staff member.

### Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the school or the staff member uses their own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The school's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members will only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. unless there are

extraordinary circumstances. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses, school-sponsored webpages, video conferences or social networking sites), when available. If school-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using school-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With supervisor permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered school sponsored and must be professional and conform to all school policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a school-sponsored form of communication is not available, and if the communication is related to the class or activity. The school will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with school students upon request.
3. Staff use of any electronic communication is subject to the school's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the school are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The school discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic

communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate.

## Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the school may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

## Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, Talent Director or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in SLLIS' anti-discrimination and anti-harassment policies will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the principal, Talent Director/counselor or staff member's supervisor. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy to the district's nondiscrimination compliance officer. Staff members will be subject to disciplinary action for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

## Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting



requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

## Whistleblowing

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

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

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

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

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

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Employees and volunteers must recognize that SLLIS may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## Employee Separation

Employees are encouraged to notify the Superintendent or designee in writing as soon as they decide not to return or not to accept another contract with the school. Resignations become effective at the end of the school year in which they are submitted unless the school is notified otherwise. Resignations will be submitted to the Board for notification or approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. Employees without employment contracts include, but are not limited to, those who sign a letter of intent agreement to serve in a support position for the duration of a school year, provide an added-duty service to the school, provide a one-time service to the school, etc. The resignation is considered accepted once it is received by the superintendent or designee. The school requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made. If an employee does not provide the requested amount of notice prior to his or her departure, the school may share with prospective employers that the employee resigned without adequate notice.

In general, professional staff members including, but not limited to, teachers and certain administrators, have a binding contract with the school once the employee and the Board have executed a contract in accordance with law.

Instructional employees and administrators who intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than the final day signed contracts are due the following school year. Any such resignation is considered accepted once it is approved by the Board.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. The Board will consider each resignation on an individual basis. An employee may not be released from a contract unless a suitable replacement, as determined at the sole discretion of the Board, is found.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district. In addition, the school may share with potential employers seeking information about the employee the fact that the employee broke a contract with the school and abandoned their position.

If a potential public school employer requests a reference regarding a former employee whose job involved contact with children, the school will, in accordance with state law, notify the potential public school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination (whether through a separation agreement or otherwise) as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the Missouri Children's Division's Child Abuse and Neglect Review Board. In addition, school is required to disclose, to any public school that contacts St. Louis Language Immersion School about a former employee, information regarding any violation of school's policies by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board of Directors.

If a potential public school employer contacts St. Louis Language Immersion School for a reference for any former employee about whom the Children's Division has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, school will provide the results of the Children's Division investigation to the potential public school employer, regardless of whether the employee's job involved contact with children.

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts nonrenewed, or been notified that their contracts with the school will not be renewed or that the school is pursuing termination, even if the process has not been completed.

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

## Exit Interview

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

## Employee Corrective Performance Matrix Addendum

Corrective Performance Category	Description	Action
<i>Attendance</i>		
Absence without leave	Absenteeism for 3 consecutive days without seeking leave	5
Tardiness	Consistent or patterned record of tardiness	1, 2, 3, 4, 5
Absenteeism	Consistent or patterned record of absenteeism	1, 2, 3, 4, 5

Absence without approval	Absence without proper approval from supervisor	1, 2, 3, 4, 5
<i>Drug and Alcohol Policy Violations</i>		
Refusal to submit to drug/alcohol testing	Refusal to submit to drug/alcohol tests after reasonable suspicion directive	5
Drug/alcohol possession	Possession of drugs or alcohol at SLLIS	5
Drug/alcohol violation	Use or being under the influence of drugs or alcohol at SLLIS	5
<i>Fairness</i>		
Discrimination- Age	Absenteeism for 3 consecutive days without seeking leave	5
Discrimination- Race	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination- Color	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination- Sex	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination- National Origin	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination- Disability	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination- Sexual Orientation	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination- Religion	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Discrimination-Other	Violations of Non-Discrimination Policy	1, 2, 3, 4, 5
Retaliation	Retaliation against an employee or student that makes a good faith complaint	1, 2, 3, 4, 5
<i>Honesty, Integrity, Ethics</i>		
Criminal conduct involving minors	Any criminal conviction related to child abuse/neglect	5
Criminal conduct	Any criminal conviction	4, 5
Fraud- employment records/inquiries	Making an intentional false representation in an employment record or inquiry	1, 2, 3, 4, 5
Fraud-other	Any other type of misrepresentation	1, 2, 3, 4, 5
Misuse of SLLIS property	Using SLLIS property for purposes other than SLLIS business (except incidental use)	1, 2, 3, 4, 5
Misuse of SLLIS technology	Any violations of the Acceptable Usage of SLLIS Network Policy	1, 2, 3, 4, 5
Public integrity- enrollment of students	Intentional Violations of Student Enrollment Policies	1, 2, 3, 4, 5
Theft- financial including payroll	Theft of money including wages	5
Theft- non-monetary	Theft of any property at SLLIS (includes colleagues' and students' property)	5
General ethics		1, 2, 3, 4, 5
Test cheating	Any allegation of test cheating	4, 5
Inappropriate verbal comments to students	Making inappropriate verbal comments to students	4, 5
Falsification of documents	Deliberate falsification of documents: Employment application (degree, license, length of experience, etc.), grades or other curriculum materials, etc.	4, 5

Corrective Performance Category	Description	Action
<i>Performance</i>		
Unsatisfactory performance		5
Failure to perform duties	Failure to perform duties (grade books, lesson plans etc.)	1, 2, 3, 4, 5
Negligence and/or incompetence- students	Failure to act in the manner of a reasonably prudent educator in supervision of students (e.g., leaving student on bus; leaving classroom unsupervised etc.)	1, 2, 3, 4, 5
Negligence and/or incompetence- other	Any negligently or incompetently performed act in connection with duties (release of student SSNs)	1, 2, 3, 4, 5
Insubordination	Refusal to carry out a directive from a supervisor	1, 2, 3, 4, 5

Professional judgment	Failure to apply knowledge, skills and experience, in a way that is also informed by professional standards and/or knowledge, laws and ethical principles.	1, 2, 3, 4, 5
<i>Physical Integrity</i>		
Corporal punishment (no physical contact)	Humiliation, isolated timeouts, forcing into physical positions that cause undue discomfort or pain	4, 5
Corporal punishment (physical contact)	Physical punishment of students (spanking, slapping, pushing, pinching, etc)	4, 5
Corporal punishment (use of object)	Paddling, use of any object to punish a student	4, 5
Physical abuse- students	Abusive physical contact with students (fighting, punching)	5
Verbal abuse- students	Excessive or inappropriate verbal abuse of students	4, 5
Sexual abuse- students	Any actual or invitation of physical contact with or to a student for sexual gratification	5
Battery- students	Physical altercations with non-students	4, 5
Assault- non-students	Threats of physical violence to non-students	4, 5
Inappropriate physical contact with a student (grabbing,./ pushing/pinching etc..).	Contact with a student (grabbing, pushing, slapping, pinching, hitting etc..) that is inappropriate by nature	4, 5
<i>Policy Compliance (including rules, policies, and procedures)</i>		
Policy non-compliance- students	Failure to follow Board policies concerning Students (e.g., student records, student travel, Mandated Reporting, etc.)	1, 2, 3, 4, 5
Policy non-compliance- finance/purchasing	Failure to follow Board policies concerning finance and purchasing	1, 2, 3, 4, 5
Policy non-compliance- personnel	Failure to follow Board policies concerning Personnel	1, 2, 3, 4, 5
Policy dress code	Failure to adhere to the dress code	1, 2, 3, 4, 5

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

This matrix sets forth a recommended progression of corrective performance for type of misconduct. The Board encourages the use of progressive corrective action. However, the severity of the conduct, its impact on the workplace, colleagues and students, prior efforts to correct the conduct and any mitigating factors should dictate whether corrective performance action is issued and at what level action should begin. The Superintendent or Superintendent's Designee has the discretion to determine what degree of action is appropriate after weighing all the situational factors involved in the misconduct.

Key	Level	Description
1	Verbal Warning	Employee is issued a verbal warning. An email follow up may occur documentation the verbal warning.
2	Warning 1	Employee receives a written warning which will be discussed with the employee during a formal meeting. Employee will be given the option to provide comments on the document, and the written warning document will be placed in the employee's personnel file.
3	Warning 2	Employee receives a second written warning which will be discussed with the employee during a formal meeting. Employee will be given the option to provide comments on the document, and the written warning document will be placed in the employee's personnel file.
4	Final Warning	Employee receives a final written warning which will be discussed with the employee during a formal meeting. Employee will be given the option to provide comments on the document, and the written warning document will be placed in the employee's personnel file.
5	Dismissal	Employee will be dismissed automatically from employment at SLLIS.

## Compensation Addendum

### Compensation Philosophy

SLLIS is committed to attracting and retaining a diverse staff. We honor the experiences, perspectives, and unique identities of everyone. Critical to our mission is creating a just, equitable and inclusive school, St. Louis community, and world. As such, we strive to maintain a compensation system free from inequities while uplifting the unique experiences of our staff.

We use a total rewards system thereby ensuring our compensation and benefits program takes a holistic approach. The compensation system at SLLIS is transparent, equitable, sustainable, and competitive in relation to the local educational market in which we serve. It offers fair and predictable compensation to ensure SLLIS is retaining top talent.

### Salary Scale Placement

Scale 1: Including, but not limited to: teachers and other select instructional staff

- Placed on the board approved salary schedule based on the highest degree obtained and the number of full-time years of experience in a similar position.
- Staff may bring in a maximum of 10 years of experience for placement on the salary scale.
- The instructional coach is placed on the board approved salary schedule based on the highest degree they have obtained and the number of full-time years of experience in school-based teaching and administrative roles. The instructional coach salary also receives an added factor of 30% to the base salary in the final salary calculation.

Scale 2: Including, but not limited to: psychologist, occupational therapist, speech and language pathologist, physical therapist, social worker, counselor, and other similar positions

- Placed on the board approved salary schedule based on the highest degree obtained and the number of full-time years of experience in a similar position.
- Staff may bring in a maximum of 10 years of experience for placement on the salary scale.
- Placement in the Specialist Degree or Certificate column requires staff member to have a master's degree plus an advanced certification or degree including, but not limited to one of the following:
  - BCP: Board Certification in Pediatrics
  - Speech Therapy Board Certified Specialists (BCS)
  - Board Certified Specialist in School Psychology
  - Certified School Social Work Specialist (C-SSWS)

- Board Certified Behavior Analyst (BCBA)
- Education Specialist Degree (EdS)

Scales 3: Including, but not limited to: paraprofessionals, receptionists, long term substitutes, and other similar positions

- Placed on the board approved salary schedule based on the number of full-time years of experience in a similar position.
- Staff may bring in a maximum of 10 years of experience for placement on the salary scale.

Scale 4: Including, but not limited to: instructional administrators, directors, managers, administrative support staff and other similar positions.

- Placed on the board approved salary schedule based on the following:
  - Tier Placement: Number of years of experience in a similar role
  - Band Placement: number of years at SLLIS, total education-based or other professional experience, education attained related to position, certification held
  - Teaching experience will be considered for staff level administrative positions at a rate of 1 year of teacher experience equals ½ year of experience for salary scale placement consideration.
  - School-based administrative experience will be considered for director roles at a rate of 1 year of administrative experience equals ½ year of experience for salary scale placement consideration.
  - School-based administrative experience will be considered for instructional administrative roles at a rate of 1 year of administrative experience equals 1 year of experience for salary scale placement consideration.
  - Experience in a previous role similar to the role held at SLLIS will be considered at a rate of 1 year of experience equals 1 year of experience for salary scale placement consideration.

## Step Placement

In order to receive credit for previous years of experience, the following conditions must be met regarding the previous position:

- Full-time position (0.75 FTE or above). No part-time positions are considered for placement on the salary scale.
- 10-month employees must have worked at least 130 days in the position to receive credit for one full school year. 12-month employees must have worked at least 180 days in the position to receive credit for one full school year.
- Substitute teaching, student teaching, college-level teaching, or serving as a teacher's aide or assistant does not qualify as acceptable teaching experience.
- Experience must have been at an accredited PreK-12 school as approved by DESE-tutoring centers, contract agencies, universities or college experience do not qualify.

Employment as a teacher in a country outside the United States will be reviewed in accordance with the same public teaching guidelines referenced above. Only education-related degrees will be considered for placement on the salary scale.

Upon hire, SLLIS will consider up to 10 years of previous experience in a similar role when placing staff members on the salary scale.

## Salary Placement Changes

Staff who have completed the requirements to move to another column on the salary scale (i.e., BA to MA or MA to MA+30) are responsible for providing notification to the Talent Director prior to signing their contract for the following year.

Any credits or degrees obtained from outside the United States, must be submitted to the Talent Director with a transcript evaluation showing the US equivalent degree or courses and the transcripts and/or translation document must be in English.

No lane changes for teachers will be made during the school year unless the staff member has previously notified and obtained authorization from the Superintendent regarding an anticipated graduate degree or additional graduate credit hours.

## Annual Step Increases

Annual step increases are made according to the salary scale and are contingent upon funding and School Board approval.

10-month employees must have worked a minimum of 6 months and 12-month employees must have worked a minimum of 7 months in the previous school year to be eligible for a step increase.

## Certification Stipends:

All non-administrative staff are eligible for a \$1,000 stipend on top of base salary for holding the following high-need certifications:

- a. Early Childhood Special Education (Birth to Grade 3) and/or Mild/Moderate Cross Categorical Special Education (Grades K-12) (stipend given for one of the two and not both)
- b. Counselor (Grades K–12)
- c. Special Reading (Grades K–12)
- d. Elementary Mathematics Specialist (Grades 1-6)
- e. Principal and/or School Leader (K-8, 7-12, K-12)

The certification must be active when a staff member's contract or letter of intent is signed and must also be active on the first day of the school year when receiving the stipend. In order to



continue receiving the stipend, the certification must remain active. Staff members may receive the stipend for each certification held.

*Scale 1*

STEP	BACHELORS	MASTERS	MASTERS +30	DOCTORATE
1	\$46,966	\$48,783	\$53,027	\$57,275
2	\$47,625	\$49,607	\$53,928	\$58,197
3	\$48,295	\$50,446	\$54,844	\$59,136
4	\$48,974	\$51,300	\$55,778	\$60,090
5	\$49,664	\$52,170	\$56,728	\$61,060
6	\$50,364	\$53,055	\$57,695	\$62,047
7	\$51,074	\$53,956	\$58,679	\$63,051
8	\$51,795	\$54,873	\$59,681	\$64,072
9	\$52,527	\$55,807	\$60,702	\$65,110
10	\$53,270	\$56,757	\$61,740	\$66,166
11	\$54,024	\$57,725	\$62,798	\$67,240
12	\$54,790	\$58,710	\$63,874	\$68,332
13	\$55,567	\$59,712	\$64,970	\$69,443
14	\$56,355	\$60,733	\$66,085	\$70,572
15	\$57,155	\$61,773	\$67,221	\$71,721
16	\$57,968	\$62,830	\$68,377	\$72,889
17	\$58,792	\$63,907	\$69,553	\$74,077
18	\$59,629	\$65,004	\$70,751	\$75,286
19	\$60,479	\$66,120	\$71,971	\$76,515
20	\$61,341	\$67,256	\$73,212	\$77,764
21	\$62,216	\$68,413	\$74,476	\$79,035
22	\$63,104	\$69,590	\$75,763	\$80,328
23	\$64,006	\$70,789	\$77,073	\$81,642
24	\$64,921	\$72,009	\$78,406	\$82,979
25	\$65,850	\$73,251	\$79,763	\$84,339
26	\$66,792	\$74,515	\$81,145	\$85,722
27	\$67,749	\$75,803	\$82,552	\$87,128
28	\$68,720	\$77,113	\$83,983	\$88,558
29	\$69,706	\$78,447	\$85,441	\$90,013
30	\$70,707	\$79,805	\$86,925	\$91,492

*Scale 2*

STEP	BACHELORS	BACHELORS +15	MASTERS	MASTERS +15	SPECIALIST DEGREE OR CERTIFICATE	DOCTORATE
1	\$44,900	\$46,800	\$49,350	\$51,500	\$54,250	\$57,000
2	\$46,023	\$47,970	\$50,584	\$52,788	\$55,606	\$58,425
3	\$ 47,173	\$49,169	\$51,848	\$54,107	\$56,996	\$59,886
4	\$ 48,352	\$50,398	\$53,145	\$55,460	\$58,421	\$61,383
5	\$49,561	\$51,658	\$54,473	\$56,846	\$59,882	\$62,917
6	\$50,800	\$52,950	\$55,835	\$58,268	\$61,379	\$64,490
7	\$52,070	\$54,274	\$57,231	\$59,724	\$62,913	\$66,103
8	\$53,372	\$55,630	\$58,662	\$61,217	\$64,486	\$67,755
9	\$54,706	\$57,021	\$60,128	\$62,748	\$66,098	\$69,449
10	\$56,074	\$58,447	\$61,631	\$64,316	\$67,751	\$71,185
11	\$57,476	\$59,908	\$63,172	\$65,924	\$69,445	\$72,965
12	\$58,913	\$61,406	\$64,751	\$67,572	\$71,181	\$74,789
13	\$60,386	\$62,941	\$66,370	\$69,262	\$72,960	\$76,659
14	\$61,895	\$64,514	\$68,030	\$70,993	\$74,784	\$78,575
15	\$63,443	\$66,127	\$69,730	\$72,768	\$76,654	\$80,540
16	\$65,029	\$67,780	\$71,474	\$74,587	\$78,570	\$82,553
17	\$66,654	\$69,475	\$73,260	\$76,452	\$80,534	\$84,617
18	\$68,321	\$71,212	\$75,092	\$78,363	\$82,548	\$86,732
19	\$70,029	\$72,992	\$76,969	\$80,322	\$84,611	\$88,901
20	\$71,779	\$74,817	\$78,893	\$82,330	\$86,727	\$91,123

*Scale 3*

STEP	PARAPROFESSIONAL	ASSISTANT TEACHER	LONG TERM SUBSTITUTE		RECEPTIONIST
	ANNUAL COMPENSATION	ANNUAL COMPENSATION	DAILY RATE	ANNUAL COMPENSATION*	ANNUAL COMPENSATION
1	\$32,568	\$37,568	\$175	\$35,000	\$32,976
2	\$33,148	\$38,148	\$178	\$35,600	\$33,519
3	\$33,738	\$38,738	\$181	\$36,200	\$34,072
4	\$34,338	\$39,338	\$184	\$36,800	\$34,635

5	\$34,949	\$39,949	\$186	\$37,200	\$35,208
6	\$35,572	\$40,572	\$189	\$37,800	\$35,792
7	\$36,205	\$41,205	\$193	\$38,600	\$36,386
8	\$36,849	\$41,849	\$196	\$39,200	\$36,991
9	\$37,505	\$42,505	\$199	\$39,800	\$37,607
10	\$38,173	\$43,173	\$202	\$40,400	\$38,234
11	\$38,852	\$43,852	\$205	\$41,000	\$38,873
12	\$39,544	\$44,544	\$209	\$41,800	\$39,512
13	\$40,248	\$45,248	\$212	\$42,400	\$40,161
14	\$40,964	\$45,964	\$215	\$43,000	\$40,823
15	\$41,693	\$46,693	\$219	\$43,800	\$41,496
16	\$42,435	\$47,435	\$223	\$44,600	\$42,181
17	\$43,191	\$48,191	\$226	\$45,200	\$42,879
18	\$43,959	\$48,959	\$230	\$46,000	\$43,589
19	\$44,742	\$49,742	\$234	\$46,800	\$44,311
20	\$45,538	\$50,538	\$237	\$47,400	\$45,046
21	\$46,349	\$51,349	\$241	\$48,200	\$45,795
22	\$47,174	\$52,174	\$245	\$49,000	\$46,557
23	\$48,014	\$53,014	\$249	\$49,800	\$47,332
24	\$48,868	\$53,868	\$253	\$50,600	\$48,121
25	\$49,738	\$54,738	\$258	\$51,600	\$48,924
26	\$50,624	\$55,624	\$262	\$52,400	\$49,742
27	\$51,525	\$56,525	\$266	\$53,200	\$50,574
28	\$52,442	\$57,442	\$271	\$54,200	\$51,421
29	\$53,375	\$58,375	\$275	\$55,000	\$52,282
30	\$54,325	\$59,325	\$280	\$56,000	\$53,160
				*based on 200 work days	

*Scale 4*

Position	Tier I	Tier II	Tier III
Assistant Principal	\$77,000 - \$82,695	\$84,184 - \$90,411	\$92,038 - \$97,098
Enrollment and Assessment Manager  Executive Assistant	\$50,000 - \$53,698	\$54,665 - \$58,708	\$59,765 - \$63,051
Operations Director	\$87,000 - \$93,435	\$95,117 - \$102,153	\$103,991 - \$109,709
Principal	\$103,000 - \$110,619	\$112,610 - \$120,939	\$123,116 - \$129,885
Special Programs Director	\$113,000 - \$121,358	\$123,543 - \$132,681	\$ 135,069 - \$142,495
Talent Director	\$111,000 - \$119,210	\$121,356 - \$130,333	\$132,679 - \$139,973

Timesheet



## SLLIS TIMESHEET

Name of Employee:	Supervisor Signature:
Job Location:	
Job Description:	
Office Use Only: Pay Rate: \$	Pay Date:

	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Hours Worked:				

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Any Questions?

Ask your Administrator or the Talent Director!