



# **Board of Directors Policy Manual**

**2021-2022**

**I Am Somebody!**

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# **BOARD GOVERNANCE**

**AMENDED AND RESTATED BYLAWS**

**OF**  
**LA SALLE CHARTER SCHOOLS, INC.**

ARTICLE I.

OFFICES

1. Principal Office. The principal office of the Corporation shall be located within the State of Missouri, as the Board of Directors shall designate from time to time.

2. Registered Office and Agent. The Corporation shall have and continuously maintain in the State of Missouri a registered office and a registered agent, whose office is identical with such registered office, as required by the Missouri NonProfit Corporation Act ("the Act"). The Board of Directors, from time to time by resolution, may change the registered agent and the address of the registered office. The registered office may be, but need not be, identical with the principal office and may be changed from time to time by the Board of Directors.

3. Additional Offices. The Corporation may also have offices and branch offices at such other places as the Board of Directors from time to time may designate or the business of the Corporation may require.

ARTICLE II

SEAL

If the Corporation has a seal, the seal of the Corporation shall be a circular impression with the name of the Corporation in the upper portion of the rim thereof, the word "MISSOURI" in the lower portion of the rim thereof, and the word "SEAL" in the center. The corporate seal, or a facsimile thereof, may be impressed or affixed or in any manner reproduced. The Board of Directors, by resolution, may change the form of the corporate seal from time to time.

ARTICLE III

MEMBERS

The Corporation shall not have members.

Article IV

BOARD OF DIRECTORS

1. General Powers. The property and affairs of the Corporation shall be controlled and managed by a Board of Directors (the "Board of Directors," and the members of the Board of Directors, the "Directors"). The Board of Directors may, by resolution, delegate to such officers or employees of the Corporation, such general and specific powers as it may deem appropriate, to the extent not prohibited by law, these Bylaws, or the Articles of Incorporation.

2. Number, Tenure and Qualifications. The number of the initial Board of Directors shall be as set forth in the Corporation's Articles of Incorporation and such Directors shall be appointed by the Incorporator. The number of Directors shall be not less than three (3).

No increase or decrease in the number of Directors shall have the effect of altering the existing term of any Director.

3. Appointment; Term of Office; Resignations.

a. Terms served by Members of the Board of Directors shall be staggered. Beginning in 2014 the terms of the expanded Board of Directors shall be as follows: the initial term of three of the Directors will expire in June, 2015; the initial term of three of the Directors will expire in June, 2016; and the initial term of four of the Directors will expire in June, 2017. After these initial terms, each term shall be for a three-year period. Any Director may succeed himself or herself, with approval of the Board of Directors, for a total of three consecutive terms only, inclusive of the initial term. Vacancies occurring on the Board of Directors, including vacancies due to an increase in the number of Directors, may be filled by the Directors then in office. The term of any Director filling a vacancy shall expire at the end of the unexpired term for which such Director is filling.

b. No Director shall serve more than three terms as a Director. Thereafter, following a one-year break, Directors may serve up to two (2) additional terms, for an aggregate total of five (5) terms.

At each annual election of Directors, the respective required number of Directors shall be elected to succeed as successors to the Directors previously serving as such Directors, to serve a term of three years beginning July 1, and until their successors are elected and qualified. Successors shall be selected by the Board of Directors. Directors shall take office on the date specified by the Board, or if no date is specified, immediately following the close of the annual meeting or other meeting at which they are elected.

4. Resignation, Removal and Vacancies. A Director may resign at any time by instrument in writing to that effect filed with the Board of Directors, Secretary or President of the Corporation other than himself or herself. Such resignation shall take effect at the time specified therein, if any, or if no time is specified therein, then upon receipt of such notice by such officer.

A Director may be removed with or without cause by the affirmative vote of two-thirds of the persons then serving as Directors at a regular or special meeting of the Board of Directors of the Corporation.

Whenever any vacancies shall occur among the Directors, the remaining Directors shall constitute the Directors of the Corporation until such vacancy is filled or until the number of Directors is changed. The remaining Directors may, by a vote of a majority of their number, fill any vacancy for the unexpired term at any duly called meeting of the Board.

5. Voting, Quorum and Adjournments. The presence of a majority of the Directors shall

constitute a quorum. Voting by Directors shall be conducted in accordance with the applicable provisions of Section 610.010, *et seq.*, as amended, of the Missouri Revised Statutes (“the Sunshine Law”). Each Director who is entitled to cast a vote in accordance with Section 610.010, *et seq.*, as amended, of the Missouri Revised Statutes, shall be entitled to cast one vote on each matter. At any meeting of Directors all questions and business shall be determined by the affirmative vote of not less than a majority of the Directors present, except as the Articles of Incorporation, the Bylaws, or law may require the affirmative vote of a greater number of Directors. If a quorum shall not be present at any such meeting, the Directors present shall have the power, successively, to adjourn the meeting, without notice other than announcement at such meeting, to a specified date. At any such adjourned meeting at which a quorum shall

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be present any business may be transacted which could have been transacted at the original meeting.

6. Annual Meeting. The annual meeting of the Board of Directors shall be held during the month of June of each year on such date and at such place as may be fixed by the Board of Directors, or, if it fails to do so. by the President. The annual meeting shall be held for the purpose of electing officers and transacting any other business.

7. Regular Meetings. Regular meetings of the Directors shall be held monthly, as necessary, at such time and place as is determined by the Chairperson and set forth in the Notice of Meeting.

8. Special Meetings. Any meeting which is not a regular meeting, or the annual meeting is a special meeting. Special meetings of the Directors may be held at any time upon call by the Chairperson or by any two Directors.

9. Notice and Waivers of Notice. Notice of Board meetings shall comply with the laws governing meetings of governmental bodies as set forth in Section 610.010, *et seq.*, as amended, of the Missouri Revised Statutes (“the Sunshine Act”). Notice of the date, time, place and purpose (tentative agenda) of any meeting shall be given to each Director at least twenty-four hours prior to the meeting, unless for good cause it is impossible or impractical to provide such notice.

Unless otherwise limited in the notice thereof, any business may be transacted at any annual or regular meeting.

Any Director may waive notice of any meeting and notice shall be deemed to have been waived by attendance at such meeting without protest of the lack of proper notice.

10. Compensation. The Directors shall not receive salaries, fees or compensation for their service as Directors or their attendance at any meeting of Directors or committee meeting of members. A Director may be reimbursed for his or her actual expenses reasonably incurred in attending meetings and in rendering services to the corporation in the administration of its affairs.

11. Interest in Transactions. No contract or transaction between the Corporation and one or more of its Directors or officers, or between the Corporation and any other Corporation, partnership, association, or other organization in voidable solely for this reason, or solely because the Director or officer is present at or participates in the meeting of the Board of

Directors or committee thereof which authorizes the contract or transaction, or solely because his/her or their votes are counted for such purpose, if: (a) the material facts as to his relationship or interest and as to the contract or transaction are disclosed or are known to the Board of Directors or committee, and the Board of Directors or committee in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested Directors, even though the disinterested Directors be less than a quorum; or (b) the contract or transaction is fair as to the Corporation as of the time it is authorized or approved by the Board of Directors or a committee thereof. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or a committee which authorizes the contract or transaction.

12. Meetings by Telephone or Video Conference. When authorized under the Sunshine Law, a Director may attend and participate in meetings of the Board by means of telephone conference or via other communications equipment such as video conference whereby all persons participating in the meeting can hear each other, and participation in a meeting in such manner shall be deemed presence in person at the meeting for all purposes.

## ARTICLE V

### COMMITTEES

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1. General. The Board of Directors may appoint two or more persons to constitute one or more committees of the Corporation. Every committee established shall have at least one Director as a member. The resolution establishing each such committee shall specify a designation by which it shall be known and shall fix its powers and authority. The Board of Directors may delegate to any such committee any of the authority of the Board of Directors except that no such committee shall have the authority to: authorize distributions to Directors, officers, agents or employees except in exchange for something or some act of equal value received; approve any dissolution, merger or sale, pledge or transfer of all or substantially all of the Corporation's assets; elect, appoint or remove Directors or fill vacancies on the Board of Directors or on any committee; or adopt, amend or repeal the Articles or Bylaws.

Each such committee shall serve at the pleasure of the Board of Directors, shall act only in the intervals between meetings of the Board of Directors, and shall be subject to the control and direction of the Board of Directors. All actions by any such committee shall be subject to revision and alterations by the Board of Directors.

Any such committee may act at a meeting by a majority of its members. All Board-appointed committees shall comply with the Missouri Sunshine Law.

The Board of Directors may also designate other committees (whose members need not be Directors) that do not have or exercise the authority of the Board of Directors in the Management of the Corporation.

2. Executive Committee. The Executive Committee shall consist of the Chairperson, the Vice Chairperson, the Secretary, and the Treasurer. The Chairperson or any two other members of

the Executive Committee may call a meeting of the Executive Committee. The Chairperson or other person calling the meeting shall give or cause to be given written notice in accordance with the Sunshine Law to each member of the Executive Committee of the date, time, place, and purpose of the meeting at least twenty-four hours prior to the meeting, unless for good cause it is impossible or impractical to provide such notice. A majority of the Executive Committee shall constitute a quorum. For the transaction of business at any meeting thereof. The Executive Committee shall act only in the intervals between meetings of the Board of Directors and shall, except to the extent otherwise provided herein or determined by the Board of Directors, have all authority of the Board of Directors other than the authority to fill vacancies on the Board of Directors. Subject to the aforesaid exceptions, any person dealing with the Corporation shall be entitled to rely upon any act or authorization of an act by the Executive Committee to the same extent as an act or authorization of the Board of Directors. The Executive Committee shall keep full and complete records of all meetings and actions, which shall be reported to and open to inspection by the Board of Directors. At each meeting of the Executive Committee, all questions and business shall be determined by a majority vote of those present. Members of the Executive Committee may attend and participate in committee meetings as set forth in these Bylaws.

3. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the Board of Directors of the Corporation and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member shall cease to qualify as a member thereof.

4. Chairman. One member of each committee shall be appointed chairman by the Board of Directors. Such person shall be a Director.

5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the manner as provided in the case of the original appointments.

## ARTICLE VI

### OFFICERS

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1. Officers. The officers of the Corporation shall consist of a Chairperson, a Vice Chairperson, a Secretary and a Treasurer. The Board of Directors may appoint such other officers and assistants as may be necessary. Any two or more offices may be held by the same person, except the offices of Chairperson and Secretary. The Chairperson of the Corporation shall also serve as the Chairperson of the Board of Directors.

2. Election of Officers. The officers of the Corporation shall normally be elected by the Board of Directors at the annual meeting of the Board of Directors and shall hold office until the next annual meeting of the Board of Directors and until their successors are elected and qualified. An officer may resign at any time by delivering notice thereof to the Board of Directors, the Chairperson or Secretary. The Board of Directors may remove any officer at any time, with or without cause, by a vote of a majority of Directors at a meeting where a quorum is present. The Board of Directors may fill any vacancy in any office occurring from whatever cause.

3. Delegation of Power. In case of absence of any officer of the Corporation or for any other reason that the Board of Directors may deem sufficient, the Board may delegate the powers or duties of such officer to any other officer or to any Director for the time being.

ARTICLE VII

DUTIES OF OFFICERS

1. Chairperson. The Chairperson shall preside at all meetings of the Board of Directors and shall sign all contracts, notes, deeds or other papers requiring the Chairperson's signature and shall have such other duties as may from time to time be required of the Chairperson by the Board of Directors.

2. Vice Chairperson. The Vice Chairperson shall have the powers of the Chairperson during the absence or incapacity of the Chairperson or when there is a vacancy in the office of Chairperson, and shall have such other powers and duties as may be prescribed by the Directors.

3. Secretary. The Secretary shall keep minutes of all the proceedings of the Board of Directors, make proper record of the same and furnish copies of such minutes to the Chairperson prior to the next meeting of the Board of Directors, shut all bonds, contracts, notes, deeds and other papers executed by the Corporation requiring such signature, give notice of meetings of Directors, keep such books as may be required by the Board of Directors and perform such other and further duties may from time to time be required by the Board of Directors.

4. Treasurer. The Treasurer shall have general supervision of all finances. The Treasurer shall receive and have charge of all money, bills, notes, deeds, leases, mortgages, insurance policies and similar property belonging to the Corporation, and shall direct and execute any and all transactions related to such property as required by the Board of Directors. The Treasurer shall cause to be kept adequate and correct accounts of the business transactions of the Corporation and on the expiration of the term of office shall turn over to the succeeding Treasurer or to the Board of Directors all property, books, papers and money of the Corporation.

5. Assistant Officers. Assistant officers shall act as assistants to and under the direction of their superior officers and shall be vested with all of the powers or be required to perform any of the duties of their superior officers in their absence, and they shall perform such other and further duties as may, from time to time be required by the Board of Directors.

ARTICLE VIII

LIMITATION OF LIABILITY

No person shall be liable to the Corporation for any loss or damage suffered by it on account of any action taken or omitted to be taken by him/her as a Director, or officer of the Corporation, if such person performs his/her duties, including his/her duties as a member of any committee of the Board of Directors upon which he/she may serve, in good faith and in a manner he/she reasonably believes to be in the best interests of the Corporation, and with the care that an ordinarily prudent person in

a like position would use under similar circumstances. In performing his/her duties, a Director or officer is entitled to rely on information, opinions, reports or statements, including financial



statements and other financial data, that are prepared or presented by: 1) one or more Directors, officers or employees of the Corporation whom the Director or officer reasonably believes are reliable and competent in the matters prepared or presented, 2) counsel, public accountants, or other persons as to matters that the Director or officer reasonably believes are within the person's professional or expert competence, 3) a committee of the Board of Directors upon which he/she does not serve, duly established in accordance with a provision of the Articles of Incorporation or these Bylaws, as to matters within its designated authority, which committee the Director or officer reasonably believes to merit confidence.

## ARTICLE IX

### INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES

1. Indemnity. The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, other than an action by or in the right of the Corporation, by reason of the fact that he/she is or was a Director or officer of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee or agent of another corporation, domestic or foreign, non-profit or for profit, partnership joint venture, trust, or other enterprise, against expenses, including attorneys' fees, judgments, fines and amount paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Corporation and with respect to any criminal action or proceeding, he/she had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create an assumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was not unlawful.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any right of the Corporation to procure a judgment in its favor, or is or was serving at the request of the Corporation as a Director, officer, employee, or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust, or other enterprise against expenses, including attorneys' fees, actually and reasonably incurred by him/her in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the Corporation, except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Corporation unless and only to the extent that the court of proper jurisdiction in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as a court of proper jurisdiction shall deem proper.

To the extent that a Director, officer, employee, or agent has been successful on the merits

or otherwise in defense of any action, suit, or proceeding referred to above in defense of any claim, issue, or matter therein, he/she shall be indemnified against expenses, including attorneys' fees actually and reasonably incurred by him/her in connection therewith.

Any indemnification under this Article, unless ordered by a court, shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification of the Director, employee or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth above. Such determination shall be made (a) by a majority

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vote of a quorum consisting of Directors of the Corporation who were not and are not parties to or threatened with any such action, suit, or proceeding, or (b) if such a quorum is not obtainable and a majority of a quorum of disinterested Directors so directs, by written opinion of independent legal counsel other than an attorney, or a firm having associated it with an attorney, who has been retained by or who has performed services for the Corporation or any person to be indemnified within the past five years, or (c) by the court in which such action, suit or proceeding was brought. Any determination made by the disinterested Directors or by independent legal counsel as described above shall be promptly communicated to the person who threatened or brought the action or suit by or in the right of the Corporation and within ten days after receipt such notification, such person shall have the right to petition the court in which such action or suit was brought to review the reasonableness of such determination.

Expenses, including attorneys' fees, incurred in defending any action, or proceeding referred to above of this Section, may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding if and as authorized by the Directors in the specific case upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Corporation as authorized by this Article.

The indemnification provided by this Article, both as to actions in his/her official capacity and as to action in another capacity while holding such office, shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the Articles of Incorporation, these Bylaws or any agreement, vote of disinterested Directors, or otherwise and shall continue as to a person who has ceased to be a Director, officer, employee or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person ~~who is or~~ was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee, partner, trustee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him and incurred by him in any such capacity or arising out of his status as such, whether or not the Corporation would have the power to indemnify him against such liability under the provisions of this Article.

3. Severability. In the event any provision of this Article shall be held invalid by any court of competent jurisdiction such holding shall not invalidate any other provision of this Article and any other provisions of this Article shall be construed as if such invalid provision had not been

contained in this Article. In any event, the Corporation shall indemnify any person who is or was a Director or officer of the Corporation who is or was serving at the request of the Corporation who is or was serving at the request of the Corporation as a Director, officer, agent, employee, partner or trustee of another corporation, partnership, joint venture, trust or other enterprise, to the full extent permitted under Missouri law, as from time to time in effect.

ARTICLE X

AMENDMENTS

These Bylaws may be amended or repealed and new Bylaws may be adopted only by the act of a majority of the Board of Directors. Any proposed amendment shall be announced not less than thirty (30) days before the vote thereon, by reading the same at a board meeting or by written communication of the same to all board members.

ARTICLE XI

OPEN MEETINGS AND RECORDS

The Board of Directors shall ensure that it and the charter school operate in compliance with the Missouri Sunshine Law, Chapter 610, RSMo, regarding public meetings and public records.

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ARTICLE XII

EXECUTIVE DIRECTOR / HEAD ADMINISTRATOR

The Board of Directors may appoint a person or entity to exercise certain powers and perform certain duties, unless such powers or duties are prohibited by the Articles, these Bylaws, and/or law. Such person or entity shall be appointed as the Executive Director / Head Administrator.

The Executive Director / Head Administrator shall have such general powers and duties of supervision and management as are usually vested in the office of the chief administrative officer of a corporation, and such person or entity shall carry into effect all directions and resolutions of the Board.

CERTIFICATE

IN WITNESS WHEREOF, the undersigned, in their capacity as Chairperson of the Corporation certifies that these are the Amended and Restated Bylaws of said Corporation in effect as of the date below written.

\_\_\_\_\_,  
Demetrius Grooms, Chairperson

DATE           \_\_\_\_\_

### **Board Member Conduct Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations of ethical conduct by members serving on the school's board. The school's board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

## **SECTION 1. Board Authority Over Individual Authority**

**SECTION 1.1.** Authority of the board rests only with the board as a whole and not with any individual board member unless expressly provided for in the board's by-laws and/or through board resolution. As such, each member shall act accordingly.

**SECTION 1.2.** The board vests authority for management of the school in the Head of School Operations and in good faith, shall not undermine the authority of the Head of School Operations or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

**SECTION 1.3.** The board shall make reasonable efforts to keep the [school leader/other title/management organization] informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

**SECTION 1.4.** The board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

## **SECTION 2. Duties and Responsibilities**

**SECTION 2.1.** Board members agree to communicate on board related correspondence in a timely manner defined as no more than 24 hours.

**SECTION 2.2.** Board members shall reflect through action that his or first utmost concern is for the welfare of the students served by the school.

**SECTION 2.3.** Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

**SECTION 2.4.** Each board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

## **SECTION 3.0. Accountability to Stakeholders and Community Relations**

**SECTION 3.1.** Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

**SECTION 3.2.** Each board member shall be a positive ambassador for the school in the community and shall seek partnerships that enhance the school's programs, services, and resources.

**SECTION 3.3.** Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

**SECTION 3.4.** Board members shall, in a timely manner, communicate to the board or the Head of School Operations expressions of public reaction to board policies and school programs.

#### **SECTION 4. Policy Development**

**SECTION 4.1.** Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

**SECTION 4.2.** Each board member shall make policy related decisions only after full discussion at publicly held board meetings following an established policy or procedure formally adopted by the board.

#### **SECTION 5. Board Meetings**

**SECTION 5.1.** To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than [75%] all board meetings and functions sponsored by the board.

**SECTION 5.2.** To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

**SECTION 5.3.** Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

**SECTION 5.4.** Each member shall comply with the provisions of the Open Meetings Act related to participating in executive/closed sessions.

**SECTION 5.5.** Board members shall maintain confidentiality of all discussions and other matters pertaining to board business during executive sessions of the board or related to matters or information protected by law.

**SECTION 5.6.** Each member shall in good faith make decisions related to the greater good as opposed to any particular segment or group.

**SECTION 5.7.** Each board member shall engage fully in discussion prior to casting a board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

**SECTION 5.8.** After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the board.

## **SECTION 6. Personnel**

**Section 6.1.** Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Head of School Operations.

**SECTION 6.2.** Consideration for employment of the Head of School Operations shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and shall not be made based upon race, gender or national origin or other factors prohibited by law.

**SECTION 6.3.** Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

## **SECTION 7. Financial Governance**

**SECTION 7.1.** Board members shall refrain from and guard against use of any board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

**SECTION 7.2.** Each board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

## **SECTION 8. Board Member Conduct**

**SECTION 8.1.** Each board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

**SECTION 8.2.** Members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the board or the school.

SECTION 8.4. Every member of the board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

Sunshine Law (Chapter 610) Policy

**RESOLUTION**



**WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and**

**WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and**

**WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.**

**NOW, THEREFORE, BE IT RESOLVED:**

- 1. That **Executive Director** be and hereby is appointed custodian of the records of (insert name of public governmental body) and that such custodian is located at (insert specific location, including room, street, address, city and state).**
- 2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.**
- 3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: **(Note: Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.)****
- 4. That it is the public policy of LaSalle Charter School Inc. that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.**
- 5. That LaSalle Charter School Inc hereby closes all public records to the extent authorized by law.**
- 6. That LaSalle Charter School Inc. shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.**

**Board Member Development Opportunities Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy supports the school board's commitment to continuous growth and development of its board members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

## SECTION 1. Scope of Activities

SECTION 1.1. The board regards the following as the kinds of activities and services appropriate for implementing this policy:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer-sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the board

## SECTION 2. Board Development Requirements

SECTION 2.1. Each board member shall attend at least [1 day/4 hours] of professional training annual. The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

## SECTION 3. Appropriation of Funds

SECTION 3.1. The school's board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its board members and to satisfy the provisions of this policy.

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for formulation of Governing Board agendas for official meetings of the Board...

## SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the Board Chair, in consultation with the Executive Director and the Executive Committee.

## SECTION 2. Agenda Format

SECTION 2.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Reading and acceptance of minutes from last meeting
- c) Committee reports
- d) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Open floor (optional)
- i) Adjournment

**Note:** If any of the agenda items is to be a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel, to be closed pursuant to § 610.021(3) and (13), RSMo.)

SECTION 2.2. The agenda shall include at the top the name of the board, the location of the meeting and the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

**SECTION 1. Custody of Records**

**SECTION 1.1.** All official records of the Governing Board shall be kept and safeguarded by the **[Executive Director or Director of Operations]** who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

**SECTION 2. Records Availability for Inspection**

**SECTION 2.1.** Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

**SECTION 2.2.** Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the Head of School Operations or other persons responsible for the custody of confidential files.

**SECTION 3. Records Retention**

**SECTION 3.1.** Records retention of Governing Board records shall follow the school's records retention schedule, which is compliant with state records retention mandates.

**Motion to Enter into Closed Session Policy**

The Board of adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for conducting executive (closed) session meetings.

***Example motion to enter into a closed session:***

"I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) \_\_\_\_, RSMo, for the purpose of (insert the language of the provision(s) cited)."

There must be a roll call vote to go into closed session or meeting and the vote and the basis for going into closed session must be included in the open meeting minutes.

*Please note that the public governmental body should only cite those subsections that are applicable to the material it intends to close (not a standard list of several subsections).*

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for governing board member conflicts of interest.

## Article I

### Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (LaSalle Charter Schools Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of LaSalle Charter Schools Inc. or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. As a charter school, certain special state conflicts of interest policies apply as discussed herein.

## Article II

### Definitions

#### 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which LaSalle Charter Schools Inc. has a transaction or arrangement,
- b. A compensation arrangement with LaSalle Charter Schools Inc. or with any entity or individual with which LaSalle Charter Schools Inc. has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which LaSalle Charter Schools Inc. is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III

### Procedures

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the board unless they meet the following requirements. Any board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

a. No member of the Board shall hold any other office or employment from the board while serving as a member of the board.

b. No member of the board shall have any substantial interest (see section 105.450 RSMo for a definition) in any entity employed by or contracting with the board.

c. No member of the board shall be an employee of a company that provides substantial services to the charter school.

#### 3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether LaSalle Charter Schools Inc. can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in LaSalle Charter Schools Inc.'s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### Article IV

#### Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion,



including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## Article V

### Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from LaSalle Charter Schools Inc. for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from LaSalle Charter Schools Inc. for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from LaSalle Charter Schools Inc., either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## Article VI

### Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands LaSalle Charter Schools Inc. is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## Article VII

### Periodic Reviews

To ensure LaSalle Charter Schools Inc. operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status,

periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to LaSalle Charter Schools Inc.'s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## Article VIII

### Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, LaSalle Charter Schools Inc. may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted

# **BOARD FINANCE**

## CASH MANAGEMENT POLICY

The Board of **LaSalle Charter Schools Inc.** adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### SECTION 1. Accounting for Cash Transactions

SECTION 1.1. Documentation. All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money and in what amount, which shall be signed and dated by the **Office Manager** or his or her designee who has the authority to receive cash on behalf of LaSalle Charter Schools Inc...

SECTION 1.2. Depositing Cash. The **Director of Operations** shall be responsible for depositing cash in LaSalle Charter Schools Inc. bank account. **The Director of Operations** will only be responsible for depositing the cash into the bank account, and will be segregated from the duty of receiving the cash on behalf of the school. Deposits shall be made weekly at a minimum. All undeposited cash shall be kept in a secured location on school premises with limited access. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.

SECTION 1.3. Expenditures. All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash will not be used to make purchases except from petty cash, as described below. School checks shall not be made payable to "Cash".

SECTION 1.4. Segregation of Duties. The **Executive Director** of LaSalle Charter Schools shall ensure that appropriate segregation of duties exists with regard to the handling of all money transactions including reconciliation.

SECTION 1.5. Petty Cash. Petty cash shall be maintained in a locked box in the School leader's office in an amount not to exceed **\$ 100.00**. All disbursements from petty cash shall be documented in writing, indicating the date, amount disbursed, the identity of the individual receiving the funds, and the reason for the disbursement. Receipts from purchases made with petty cash shall be remitted to the School leader's office as soon as practicable. Petty cash funds shall not be used to cash checks.

## **ANNUAL OPERATING BUDGET POLICY**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **SECTION 1. Budget Process**

SECTION 1.1. The Head of School Operations will ensure that LaSalle Middle Schools follows a budgeting process that is consistent with the requirements of federal and Missouri statutes, State Board of Education Rules and Regulations and any other applicable laws or rules.

SECTION 1.2. Each year the **Director of Operations** is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.

SECTION 1.3. Needs Analysis. Each year before the annual operating budget is drafted the **Director of Operations** shall ensure that a needs assessment of LaSalle Middle School is drafted and finalized by a budget committee consisting of the **CFO, the school's leader and other individuals as designated by the board.** The needs assessment shall inform the drafting of the annual budget.

SECTION 1.4. Adoption. The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws by June 30, according to statutory provisions, and before the expenditure of any funds. By law the approved estimated expenditures for each fund cannot exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

SECTION 1.5. Minutes. The Secretary or **Treasurer** of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

SECTION 1.6. Post-Adoption. After the beginning of the fiscal year, the **School Leader and Director of Operations** shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

### **SECTION 2. Fiscal Compliance**

The **Director of Operations** shall ensure that LaSalle Middle School complies with all state and federal laws and rules concerning the budget and related processes of the school.

## **SCHOOL ACCOUNTING SYSTEM POLICY**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **SECTION 1. Fiscal Year**

The LaSalle Charter Schools Inc. adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

### **SECTION 2. Financial Accounting**

The LaSalle Charter Schools Inc. adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

**SECTION 2.1. Accounting records.** The school shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

**SECTION 2.2. Internal controls.** The school shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The school shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

**SECTION 2.3. Source documentation.** Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.

**SECTION 2.4. Budget control.** The school shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

### **SECTION 2.5. Account Code Structure**

All charter schools must use the account code structure as described in the Missouri Department of Education's Chart of Accounts.

## **POLICY REGARDING AUDIT AND FINANCIAL STATEMENTS**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **SECTION 1. Annual Audit.**

**SECTION 1.1. Annual Audit.** Annually, the books and accounts of the School will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The **Director of Operations** shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

**SECTION 1.2. Board Action.** Once the Board of LaSalle Charter Schools Inc. receives the final report, it must vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

**SECTION 1.3. Submission to Sponsor.** The **Director of Operations** shall ensure that a copy of the annual audit report is timely filed with the Sponsor. The audit report should include a certificate signed by the Chair of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

**SECTION 2. Annual Financial Statement.** The **Director of Operations** shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure;
- and c. the balance in the fund at the close of the fiscal year.

**SECTION 2.1.** The **Director of Operations** shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadlines.

## PAYROLL POLICY

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1.1. Accurate & Timely Payroll. The **Director of Operations** shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

SECTION 1.2. School employees shall be paid:

- a. In United States currency;
- b. By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United State currency; or
- c. By the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

SECTION 2. Paydays.

- a. Exempt Employees. The paydays for exempt employees shall be on **the tenth and twenty-fifth.**
- b. Non-exempt Employees. The paydays for non-exempt employees shall be on **tenth and twenty-fifth.**

SECTION 3. Withholding of Wages. **The Director of Operations** shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules.

- a. The school is ordered to do so by a court of competent jurisdiction;
- b. The is authorized to do so by state or federal law; **or**
- c. The school has written authorization from the employee to deduct part of the wages for a lawful purpose.

SECTION 4. Teachers Retirement System. As prescribed by Statute, all teachers at LaSalle Charter Schools Inc. shall be members of the Public Schools Retirement System and subject to its requirements. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulations.



## FEDERAL FISCAL COMPLIANCE POLICY

The governing body (“Board”) of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### SECTION 1. Fiscal Requirements under Title I, Title II and Title IV of NCLB

SECTION 1.1. Supplement not Supplant. LaSalle Charter Schools Inc. shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

SECTION 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the **Director of Operations**. The documentation must clearly demonstrate the supplementary nature of federal funds.

SECTION 2. Federal Grant Allowable Expenditures. Prior to expending funds, the **Director of Operations** shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable. The **Director of Operations** shall ensure that all grant funds are expended in accordance with the Circular or other applicable federal law or rule.

### SECTION 3.

Standards for Documentation of Personnel Expenses (2 C.F.R. § 200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015),

**Time and Effort:** Records are required for all employees, including teachers, paraprofessionals, administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as match for a federal program.

**Semi-Annual Certification:** Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually.

**Monthly Personnel Activity Report (PAR):** Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

#### SECTION 4. Charter Schools Program (CSP), NCLB Title V, Part B

SECTION 4.1. Compliance. If LaSalle Charter Schools Inc. receives CSP grants, the **Director of Operations** shall ensure that LaSalle Charter Schools Inc. ) shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

SECTION 4.2. Fiscal Control. The **Director of Operations** shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

SECTION 4.3. Procurement. When using CSP funds to enter into a contract for equipment or services the **Director of Operations** shall comply with the applicable federal procurement standards.

#### SECTION 5. Use of Federal Grant Funds for Procurement

SECTION 5.1. Open and Free Competition. The **Director of Operations** shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to LaSalle Charter School Inc. considering price, quality, and other relevant factors deemed appropriate by LaSalle Charter School Inc.

SECTION 5.2. Conflicts of Interest. Pursuant to the Conflict of Interest Board Policy, no employee, officer, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

#### SECTION 5.3.

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;

- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- f. Procurement documents shall be made available, upon request, to appropriate government officials.

SECTION 5.4. Record Documentation. The **Director of Operations** shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The (insert title) shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

#### SECTION 6. Travel Costs.

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

## **POLICY REGARDING CAPITAL ASSETS ACCOUNTING**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.1. Definition of Capital Asset. A capital asset is an asset that is tangible in nature; has a life that exceeds one year; of significant value (\$5,000 per unit or a lower amount designated by the board of directors); and reasonably identified and controlled through a physical inventory system. Examples include: land, buildings, machinery, and furniture.

SECTION 1.2. Documentation. The **Director of Operations** shall ensure that La Salle Charter Schools, Inc. maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory. The **Director of Operations** will ensure that a physical inventory of capital assets takes place once every two years.

SECTION 1.4. Annual Audit. The annual financial audit required by shall include an exhibit in the audit report identifying all capital assets and the ownership interest of local, state, and federal parties.

## **POLICY REGARDING STATE TAX SOURCES**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

**Section 1.1. Acceptance.** All state funds will be accepted for the operation of the School as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

**Section 1.2. Reporting.** The Director of Operations or Business Manager is responsible for filing all required reports and forms to obtain state funds to which the School is entitled to receive according to developed rules and regulations.

## **POLICY REGARDING STATE AND FEDERAL PROJECTS**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

**Section 1.1. Authority to Operate.** With Board approval, the School may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds.

The Executive Director shall be the designated School official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable the School to verify program compliance and success. The Executive Director shall keep the Board fully informed.

## **POLICY REGARDING BORROWED FUNDS**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.1. Authority. State law authorizes the Board to borrow funds in anticipation of the collection of revenue in order to insure continuity in the operations of the School. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within guidelines as established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

## **POLICY REGARDING BONDED INDEBTEDNESS**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.1. Authority. The Board may issue bonds for any School expenditures as prescribed in state law.



## **Borrowed Funds Model Policy**

The Board of La Salle Charter Schools adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### Section 1. Borrowing Funds

State law authorizes the Board to borrow funds in anticipation of the collection of revenue in order to insure continuity in the operations of the School. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within guidelines as established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

## **RESOLUTION DESIGNATING FINANCIAL INSTITUTION**

**WHEREAS**, on **June 22, 2022**, LaSalle Charter Schools Inc. issued a request for proposals for a financial institution; and

**WHEREAS**, **2** proposals were received from interested financial institutions; and

**WHEREAS**, the board of LaSalle Charter Schools Inc. reviewed and evaluated all proposals and determined that **First Bank** submitted a proposal that was most suited to the school's financial needs.

**NOW THEREFORE, BE IT RESOLVED BY** The Board of LaSalle Charter Schools Inc. that it will enter into agreements with **First Bank** for banking services including (checking etc.).

**THIS RESOLUTION IS HEREBY ADOPTED THIS **22nd DAY OF June, 2022****

Demetrius Grooms  
Board Chair

## **BANK PROCEDURES POLICY**

The Board of LaSalle Charter Schools Inc. adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **SECTION 1. Bank Accounts**

SECTION 1.1. The **Director of Operations** of LaSalle Charter Schools Inc. has the authority to open a business checking account and a business operating account on behalf of LaSalle Charter Schools Inc. to be used to hold the school's assets.

SECTION 1.2. The **Director of Operations** has the authority to enter into an agreement with a bank or other Federally insured financial institution once the Board has adopted a formal resolution at a board meeting held in accordance with its bylaws designating the bank for the school to use for its financial transactions. Once the resolution has been adopted, the **Director of Operations** has the authority to enter into an agreement with the selected financial institution. This agreement should be signed by **Executive Director** and Board **Treasurer**.

### **SECTION 2. Checks**

SECTION 2.1. Any authorized check drafted on the school's designated bank account over **\$5000.00** shall require two signers from the Board. The following officers are authorized to sign checks from the bank account on behalf of the school: **Board Treasurer and Executive Director**.

Each check must be completed in its entirety before it is signed by either party.

SECTION 2.2. Checks Received. Checks received shall be endorsed "for deposit only" and deposits should be made daily by someone other than the person who prepared the deposit.

SECTION 2.3. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A check request form must be completed by the requestor and approved with a signature by the (insert title). The check request form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. The check request shall then be submitted to the **Office Manager** for processing. All check request forms shall be maintained by the Director of Operations.

SECTION 2.4. Checks payable to cash for any reason are prohibited.

### **SECTION 3. Mail Procedures**

SECTION 3.1. A non-accounting staff person should receive the mail, open it and list all checks on a daily collection report or in a pre-numbered receipt book. This report or receipt should identify the date, name of organization or person submitting payment, amount of payment and description of what the payment is for.

SECTION 3.2. An account staff member should receive the checks and daily collection report or receipt book from the person opening the mail.

#### SECTION 4. Bank Reconciliations

SECTION 4.1. There will be segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.

SECTION 4.2. **Director of Operations or designee** is responsible for bank reconciliations a minimum of once monthly. Bank statements should be delivered to **Director of Operations** unopened. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

#### SECTION 5. CREDIT CARD PROCEDURES

It is the policy of LaSalle Charter School Inc. that credit card use shall be limited and only the following employees or board members are authorized to use credit cards: (insert titles). The LaSalle Charter Schools Inc. will not use debit cards, and credit cards shall only be used by the following employees **Executive Director, Principal, and/or the Director of Operations** for school business expenditures only. It may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security. Credit card transactions in the range of **\$2500.00 to \$5000.00** must receive prior board approval and credit card transactions exceeding **\$5000.00** are prohibited

Employees issued a credit card must receive prior, documented approval from the **Director of Operations** or designee before the use of the credit card. Each credit card transaction by any user must be accompanied by the original receipts documenting each transaction.

#### SECTION 6. TRANSFER OF INFORMATION

If the individual serving as the **Director of Operation** ends his or her term with the Board/employment with LaSalle Charter Schools Inc. or is terminated by the school or otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information. The school will change the passwords and other security information once the individual serving as the **Director of Operations** ends his or her employment with the school.

## **HUMAN RESOURCES**

**Family and Medical Leave Act (FMLA) Request Form**  
To be completed by employee and returned to the School Leader

La Salle Charter Schools, Inc  
1106 N Jefferson Ave  
St. Louis, MO, 63106

Employee Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dated of Notification \_\_\_\_\_

**Reason for Leave:**

- Adoption of a Child
- Placement of a Foster Child
- Birth of a Child
- Serious Health Condition of Employee
- Serious Health Condition of Spouse, Child, or Parent
- Qualifying exigency arising out of the fact that your  Spouse  Son/Daughter  Parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves
- You are the  Spouse  Son/Daughter  Parent  Next of kin of a covered service member with a serious injury or illness

**Type of Leave Requested:**

- Continuous
- Intermittent: Please explain: \_\_\_\_\_
- Reduced Hours: Please explain: \_\_\_\_\_

**Length of Request for Leave:**

Date leave to start: \_\_\_\_\_  
Date of anticipated return to work: \_\_\_\_\_

**Other Pertinent Information:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of (School Leader or other job title)**

\_\_\_\_\_  
**Date**

**Family and Medical Leave Act (FMLA)**  
**Certification By Employee's Health Care Provider for Employee's Serious Illness**  
 To be completed by employee's health care provider and returned to the [School Leader]

Employee's Name			
<p>Description of serious health condition (see attached description of "serious health condition" under FMLA.) Does the patient's condition qualify under any of the categories described? If so, please check the applicable category. In all instances the information on the form must relate only to the serious health condition for which the current need for leave exists.</p> <p> <input type="checkbox"/> Hospital Care  <input type="checkbox"/> Absence Plus treatment  <input type="checkbox"/> Pregnancy  <input type="checkbox"/> Chronic Conditions Requiring Treatments  <input type="checkbox"/> Permanent/Long-term Conditions Requiring Supervision  <input type="checkbox"/> Multiple Treatments (Non-Chronic Conditions)         </p>			
<p>Describe the medical facts and/or treatment that meet the criteria of the serious health condition checked above (medical diagnosis/prognosis is not required):</p>			
Date Condition Commenced:			
Probable Duration of Condition:			
Probable Duration of Present Incapacity (if different):			
<p>Will the employee require leave on an intermittent or reduced schedule basis for planned medical treatment (e.g., follow-up treatment) of the employee's serious health condition, including pregnancy?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>			
<p>If so, please provide an estimate of the dates and duration of such treatment and any period(s) of recovery:</p>			
Dates:			
Duration Per Episode:	Hour(s) or	Day(s):	
<p>Will the employee require leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity (e.g. flare ups?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>			
<p>If so, please provide an estimate of the frequency and duration of such episodes of incapacity (e.g., 3 times per 1 month lasting 1-2 days):</p>			
Frequency;	Times Per	Week(s)	Months(s)
Duration Per Episode:		Hours(s)	Day(s)
<p>Is the employee able to perform the essential functions of employee's position?  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If no, describe the physical restrictions placed on the employee, including the duration of such restrictions:</p>			

Health Care Provider's Name (please print):	
Health Care Provider's Signature:	
Date:	
Specialty/Type of Practice:	
Address:	
Phone Number:	
Fax Number:	



## **EMPLOYMENT POLICIES**

### **Equal Employment Opportunity**

The School offers equal employment opportunities to all persons without regard to race, color, religion, sex, pregnancy, national origin, ancestry, disability (including physical disability and mental disability), age, sexual orientation, familial status, or any other characteristic in accordance with applicable federal, state and local Equal Employment Opportunity laws. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all school facilities, participation in all school-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at La Salle will be based on merit, qualifications, and abilities. La Salle wishes to emphasize to all employees our belief in equal employment opportunity. The cooperation and participation of each employee is essential to the achievement of our objective.

Employees have the right to be treated with dignity. Confidentiality will be maintained except in instances only when the disclosure may be required under legislative, regulatory, or court pronouncements. Employees will not routinely be relieved of assignments or restricted from work for reasons of health unless a condition exists which would warrant such action. Each such situation will be evaluated on an individual basis, taking into consideration an employee's health and job responsibilities.

Any employee who believes he or she has been the victim of employment discrimination based on any of these factors should report the matter immediately to La Salle's Head of School Operations unless this person is the alleged discriminator. In this case the report should be made directly to the Board Chair/designee. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. All allegations of discrimination are taken seriously and will be investigated. Individuals who intentionally make false reports of discrimination may be disciplined, up to and including termination of employment.

### **Anti-Harassment Statement**

#### **Introduction**

It is the goal of La Salle to promote an environment that is free from harassment, including and not limited to harassment based on race, color, religion, sex, pregnancy, national origin, ancestry, disability (including physical disability and mental disability), age, sexual orientation, familial status, genetic information, or any characteristic in accordance with applicable federal, state and local Equal Employment Opportunity laws. Harassment based on any characteristic

protected by the law which occurs on the premises or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by La Salle. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Because La Salle takes allegations of harassment seriously, we will respond promptly to complaints of harassment, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment based on any characteristic protected by the law, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

La Salle also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one or more of the above-stated characteristics.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Under these definitions, direct or implied requests by a supervisor or other employee for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, or employment constitutes sexual harassment.

Sexual harassment involves other sexually-oriented or gender-based conduct, whether it is intended or not, that is unwelcome and has the effect of creating an

environment that is hostile, offensive, intimidating, or humiliating to male or female employees, including volunteers, may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

If an employee becomes aware of, or experiences, behavior prohibited under the harassment policy, the employee should immediately report it to his or her supervisor. In the event that the supervisor is the person engaging in behavior prohibited under the harassment policy, the employee should report it to the Director of Operations or the Executive Director.

Individuals who intentionally make false reports of harassment may be disciplined, up to and including termination of employment.

## **HARRASSMENT POLICY**

The Board of LaSalle Charter School Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the provisions related to unlawful harassment.

### **SECTION 1. Unlawful Harassment**

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

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

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

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

### **SECTION 2. Reporting**

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

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

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

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

### **SECTION 3. Protection Against Retaliation**

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

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

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

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

### **SECTION 4. Liability for Harassment**

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

### **SECTION 5. Additional Enforcement Information**

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

## **Responding to Agency Complaints of Harassment**

Once the EEOC or the state agency receives a complaint of harassment, the agency conducts an investigation into the complaint. As part of that investigation, the agency allows the employer to respond to the allegations of the complaint in the form of a position statement. The following are some guidelines for attorneys and human resources personnel to follow when responding to an agency complaint and formulating a position statement:

1. Read the Complaint or Charge Carefully:
  - Check the date of the alleged harassment with the date the complaint/charge was filed.
  - Determine if the employer is covered by the statute.
  - Check for fatal flaws in the charge/complaint.
2. Think Through Your Response and What You Need:
  - Decide which persons need to be interviewed.
  - Decide what documents would be helpful.
  - Decide what data would be helpful.
3. Obtain Information:
  - Interview managers or supervisors involved in the decision.
  - Interview employees whenever appropriate.
4. Evaluate the Charge or Complaint:
  - Does the school have a harassment policy in place that is distributed to all employees?
  - Can the school establish that the complainant did not take advantage of school procedures for reporting harassment?
5. Consider Settlement:
  - Both federal and state agencies welcome pre-investigation settlement.
  - Consider having a separate settlement agreement in addition to standard agency settlement agreement.
6. Prepare Your Position Statement:
  - Prepare a thorough explanation of what happened.
7. Know the Law:
  - Know what the standards are for establishing harassment.
  - Did the school have knowledge of the harassment?
  - What are the school's defenses?
  - What will the Agency look for?
  - Is there written documentation regarding the incident?
  - What relevant school policies are applicable?
  - Did the school have a harassment policy, and was it followed?
8. Consider Obtaining Extensions of Time:
  - Be aware that agencies frequently will grant additional time for an employer to respond to the charge/complaint.
9. The EEOC Investigation:
  - The EEOC may dismiss the charges once it receives the school's response.
  - The next step may be a request for additional information or for interviews.
  - The EEOC will dismiss the charge if there is no evidence of harassment.

- If the EEOC makes a cause determination, it will invite the employer to engage in settlement discussions prior to any litigation.

### **Harassment Investigation Checklist**

1. Decide upon the order in which investigation interviews will be conducted.
  - Complainant
  - Alleged harasser
  - Coworkers and other witnesses
  - Supervisors of the complainant and alleged harasser
  - Second interview with the alleged harasser to discuss any factual questions as a result of the investigation
2. Interview each witness separately in an office or room where the discussion will not be overheard by other witnesses, the alleged harasser, or any other unauthorized persons.
3. Two uninvolved managers should participate in the interview process. At least one of the investigating managers should be thoroughly familiar with harassment law and the School's harassment policies and procedures. One manager should be designated as the interviewer, and the other should act primarily as a witness and take notes of the discussion.
4. Before beginning the interview, explain the purpose of the interview by referring generally to recent complaints about the relationship between the complainant and the alleged harasser. Do not necessarily discuss the issue of unlawful harassment, so that you do not taint the witness' recollection of the events.
  - Emphasize that the School takes these charges very seriously and that the School is investigating these charges by interviewing all potential witnesses in compliance with School policy.
  - Explain that upon completion of the investigation, the School will attempt to determine what occurred, and will take appropriate action based on its determination.
  - Both the complainant and the alleged harasser should be advised that each will be apprised of the results of the investigation and any action taken.
  - Instruct each witness interviewed not to discuss the matters covered during the interview with any co-employee or the alleged harasser.
  - Explain to the witness that confidentiality is necessary to protect the integrity of the investigation and to ensure that the School receives trustworthy information in an atmosphere free from coercion.
  - Explain to the witness that School policy prohibits retaliation against anyone who complains of harassment or participates in an investigation, and that any acts of retaliation should be reported immediately
5. During the interviews:
  - Avoid leading questions.
  - Ask open ended, nonjudgmental questions. Use investigation interview forms where appropriate.
  - Explain to all witnesses that retaliation will not be tolerated.
  - Avoid the appearance of impropriety or favoritism in conducting interviews.
  - Observe and record all physical and verbal reactions of witnesses.
  - Do not record conclusions regarding credibility.
  - Avoid judgmental statements or furthering of myths or stereotypes.

- Explore the effect of alleged harassment on the complainant and any others affected (*i.e.*, psychological, emotional, physical and financial).
6. Review the complainant's and the alleged harasser's personnel files.
  7. Discuss investigation results and proposed action with the investigation team. This discussion should be limited to those with a need to know the results of the investigation, such as the complainant's supervisor, the alleged harasser's supervisor, and senior Human Resources department staff.
  8. Consider credibility determinations. Factors include memory, perception, truthfulness, corroboration or lack of it, bias of witnesses, consistency, plausibility of accounts and prior misconduct.
  9. Review all evidence collected.
  10. Make a decision.
  11. Consider appropriate remedial action: consider a verbal warning, written warning, denial of bonus or pay raise, suspension, demotion, termination or some combination. Also consider providing harassment training to the harasser and to all employees.
  12. Consider the following factors in determining the appropriate remedial action:
    - credibility of the complainant, alleged harasser and other witnesses;
    - prior conduct, if any (*e.g.*, the alleged harasser);
    - prior discipline of the alleged harasser;
    - level of harassment, including the type and frequency of conduct;
    - alleged harasser's knowledge of school rules of conduct;
    - prior disciplinary "precedent" for identical, similar or analogous misconduct; and
    - public and employee relations issues.
  13. Review the harassment investigation and findings.
    - Was the school harassment policy adequate?
    - Were the employees aware of the terms of the harassment policy?
    - Was the harassment complaint procedure adequate?
    - Did the investigator uncover other issues which need to be addressed?
  14. Implement changes to the harassment policies and procedures where appropriate.



## DRUG FREE WORKPLACE POLICY

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

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

### TAKEN FROM EMPLOYEE HANDBOOK

La Salle encourages employees to serve as role models to its students. The School also maintains a strong commitment to its employees to provide a safe workplace and to promote employee health. Consistent with the spirit and intent of this commitment, La Salle has established this policy regarding drug and alcohol abuse. Quite simply, La Salle's goal is to maintain a school and work environment that is free from the effects of alcohol and drug abuse.

Drug and alcohol use is highly detrimental to the safety and productivity of students and employees at La Salle. While La Salle has no intention of intruding into the private lives of its employees, La Salle does expect employees to report for work in condition to perform their duties. La Salle recognizes that employees' off-the-job, as well as on-the-job, involvement with alcohol and drugs can have an impact on the workplace, La Salle students, and on the School's ability to accomplish its goal of being an alcohol and drug-free environment.

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

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

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

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

1. The dangers of drug and alcohol abuse in the workplace.

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

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

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

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

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

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

## PERSONNEL EVALUATIONS POLICY

The Board of LaSalle Charter School Inc. adopts the following policy, effective on the date of adoption by the Board.

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

### Introduction:

#### Taken from Employee Handbook

All employees are subject to a job performance review. La Salle Charter School Inc. conducts these performance evaluations in order to review an employee's work performance. Such work performance includes, but is not limited to, quality of work, knowledge, skill, ability, attitude, work habits, and attendance.

Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

### SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The Head of School Operations shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the Head of School Operations on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the Executive Director on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.4. The Head of School Operations shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary related to the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

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

## **STAFF COMPLAINTS AND GRIEVANCES POLICY**

(A model grievance procedure can be found at the following link:

[http://dese.mo.gov/sites/default/files/Model Grievance Procedure and Forms.pdf](http://dese.mo.gov/sites/default/files/Model_Grievance_Procedure_and_Forms.pdf))

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

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

### **SECTION 1. Intent of the Policy**

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

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

### **SECTION 2. Definitions**

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

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

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

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

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

**SECTION 2.6.** Complaint File - A file maintained by the Head of School Operations containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

**SECTION 2.7.** Board - The Governing Board of LaSalle Charter Schools Inc.

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

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

**SECTION 3.1** This complaint and grievance procedure is applicable to any claim by any employee or applicant of LaSalle Charter Schools Inc. who is affected in his or her

employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of with which the school is required to comply.

**SECTION 3.2** The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be received by the charter school's office via certified mail at the following address 1106 N. Jefferson, St. Louis, MO 63106.

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

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

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

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

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

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

**SECTION 4.8.** The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the Head of School Operations either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt

requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Governing Board.

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

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

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

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

## **SECTION 5. Prohibited Reprisal Provision**

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

## **SECTION 6. Collection of Information**

**SECTION 6.1.** Nothing in this policy shall be construed to limit any other fact finder or

## **PERSONAL AND SICK LEAVE POLICY**

The Board of LaSalle Charter Schools Inc. adopts the following policy, effective on the date of adoption by the Board.

This policy will summarize the leave policy for all personnel.

### SECTION 1. Sick Leave

SECTION 1.1. Full-time employees **40 or more hours per week** of the school shall be eligible for up to 7 days of paid time off to be used to fulfill personal obligations or in the event of sick leave. Employees paid on a part-time, seasonal, or temporary basis are not eligible for leave benefits.

SECTION 1.2. Employees working less than 40 hours per week will earn a pro-rated share of sick leave.

SECTION 1.4. Teachers earn sick leave during their ten-month work year. An employee must be at work or on paid leave 13 days within a month to earn sick leave.

SECTION 1.5. Should an employee not complete a contract, all sick leave days used but unearned will be deducted from the last salary payment. An employee who is absent due to sick leave after tendering resignation will have a resignation effective date as of the last day actively at work unless a physician's statement of disability is provided.

SECTION 1.6. Certified employees who are absent from work may remain on the requisition as long as the teacher is in-state pay status. However, that person will receive full pay for the remainder of unused sick leave. An employee will not be on payroll thereafter unless actually present.

SECTION 1.7. Upon the approval of the (School leader or other title), an employee may utilize sick leave for the following reasons:

- absence due to illness or injury;
- absence due to exposure to contagious disease necessitated to protect the health of others who might be endangered by his attendance on duty;
- absence due to an illness or death in the employee's immediate family. Immediate family includes spouse, children, mother, father, brothers, sisters, grandparents, in-law equivalent of the above and any relative residing in the employee's home.

SECTION 1.9. Employees absent for other than approved reasons, or absent after sick leave has been exhausted, shall be deducted at their daily rate of pay for each day's absence not covered by leave or unapproved.

SECTION 1.10. When an employee terminates employment with (charter school name) and immediately retires, he/she will be compensated for unused sick leave hours up to the maximum of (1,000) hours.

SECTION 1.10.1. Retirement requires at least (xxx days) notification and budget adjustments for accumulated and unused sick leave must be approved by the Governing Board.

SECTION 1.10.2. This payment will be made one month after the employee received his/her final check or in the next payroll cycle following board resolution for budget adjustment, whichever



comes sooner.

## SECTION 2. Personal Leave

SECTION 2.1. Per fiscal year, an employee may use up to a maximum of (three) days of any accumulated sick leave for personal or professional reasons if prior approval of their absence is given by the (School leader or other title).

SECTION 2.2. No grant of approval for an absence permitted under this policy section shall be conditioned upon disclosure of the specific purpose for which such absence is sought, nor shall any such grant of approval be withheld or denied because of the failure or refusal of the employee to disclose the specific purpose for which an absence is sought, provided that the employee may be requested to state whether the absence is sought under the category of "personal" or "professional" absence.

## SECTION 3. Adoption Leave

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

## SECTION 4. Vacation for 12 Month Employees

SECTION 4.1. Vacation schedule applies for all twelve month employees. Service refers to continuous (charter school name) service.

SECTION 4.2. Annual employees will accumulate vacation on a monthly basis, with the number of days earned calculated by using the total vacation days earned per year divided by twelve. An employee must be at work or on paid leave 13 days within a month to earn vacation leave.

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

SECTION 4.2.2. Earned vacation for 12 month employees shall be calculated as follows):

1 - 5 years service	(12) days
6 -10 years service	(15) days
11 -15 years service	(18) days
16 -20 years service	(21) days
over 20 years service	(24) days

SECTION 4.3. Vacation leave that is unused may not be carried over to the next (fiscal/school)

year.

SECTION 4.4. All vacation leave is subject to approval by the (School leader or other title).

SECTION 4.5. At the time of termination, employees will receive pay for earned vacation up to 24 earned days. This may be added to longevity at retirement.

SECTION 4.6. Earned vacation (may/may not) be used in order to extend sick leave.

SECTION 4.7. Holidays for (charter school) twelve month employees:

No. of Working Days Holidays

- (1) New Year's Day
- (1) Martin Luther King's Birthday
- (1) Spring Holidays
- (1) Memorial Day
- (1) Independence Day
- (1) Labor Day
- (2) Thanksgiving
- (7) Winter Holidays (subject to vary yearly)

SECTION 4.8. The Board (will/will not) grant extended leaves of absence. (All extended leaves of absence will be without pay, and extended leave will be for not more than (12) months unless approved by the (School leader or other title). In order to qualify for extended leave, an employee must have completed at least (three) full years of service with (charter school name.)

**Extended leaves of absence may be granted for the following reasons:**

- Continuing Education
- Health Issues
- Child-Care Reasons
- To run for political office

SECTION 4.8.1. (If an employee is elected to office, extended leave may be granted that will be sufficient to allow the person to serve one full term if such service would interfere with the employee's responsibility to the Board.)

SECTION 4.8.2. (The employee shall be entitled to return to active employment upon written request for reassignment and contingent upon a vacancy in the field in which he/she was employed when the leave was granted. Such an employee shall be given preference equal to that given to any other applicant returning from a period of extended leave.)

SECTION 4.8.3. (An employee who does not use his/her leave for the purpose requested shall forfeit all rights and privileges provided for under the policy. He/she shall be considered as having resigned from (charter school name), effective as of the beginning date of the approved leave.)

## COMMUNICABLE DISEASES POLICY

### SECTION 1. Purpose of Policy

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

### SECTION 2. Definitions.

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

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

### SECTION 3. Protections

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

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

### SECTION 4. Prevention of Transmission

SECTION 4.1. Each year, the Head of School Operations shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

SECTION 4.1.1. Education and policy review shall include procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

### SECTION 5. Identification of Potential Risks

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

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

SECTION 5.1. Once the student's or employee's medical condition has been determined, the Head of School Operations shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Governing

Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

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

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

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

## **SECTION 6. Privacy Rights**

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

## **Employee Information Sharing Model Policy**

The Board of La Salle Charter Schools, Inc. adopts the following policy, effective on the date of adoption by the Board.

Section 1. The School Leader or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

### Section 2. Information Sharing Section

2.1. The School shall provide information about a former employee to another public school upon request.

Section 2.2. The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School by the former employee if such violated related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3. All current and potential employees shall be given notice of this policy upon its adoptions.

## **Missouri Victims' Economic Security And Safety Act Model Policy**

The Board of La Salle Charter Schools, Inc. adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), [SCHOOL] offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

### Section 1. Definitions

1. "Domestic violence" means abuse or stalking committed by a family or household member.
2. "Family" or "household member" means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
3. "Sexual violence" means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.
4. "Workweek" means an individual employee's standard workweek.

Section 2. Eligible Employees Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests that are adverse to the employee as it relates to the domestic or sexual violence.

### Section 3. Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
2. To obtain victim services from a victim services organization for the employee or their family or household member.
3. To obtain psychological or other counseling for the employee or their family or household member.
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.
5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence

## **Immigration Law Compliance**

La Salle is committed to employing only individuals authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship, ancestry, or national origin.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to complete the form.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate supervisor

## **Disability Accommodation**

La Salle is committed to complying fully with applicable law regarding individuals with disabilities, and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

La Salle is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

If an employee's disability is interfering with his or her ability to perform the essential functions of his or her job, then La Salle will interact with him or her to determine if a reasonable accommodation exists that would allow the employee to perform the essential functions of his or her job. If so, then La Salle will provide the employee a reasonable accommodation, unless it would impose an undue hardship on La Salle.



## **5 GROUP HEALTH AND RELATED BENEFITS**

### **6.1 Benefits Summaries and Eligibility**

La Salle provides paid employees with certain benefits which may change from time to time. Employees should refer to the Summary Plan Description, available from the Head of School Operations or designee, for more details about La Salle's benefits.

### **6.2 Benefit Election**

The School's benefit plans provide valuable protection against the financial impact of healthcare costs by paying for a broad range of services. Eligible regular full-time employees may enroll in the plan, effective beginning on their hire date. Additional information and enrollment forms may be obtained from the Head of School Operations or designee. An employee who does not wish to be covered by any of the School's medical or dental insurance plans must sign a statement to that effect, which will be included in his or her personnel file. An employee's annual salary will not be affected if she/he opts out of employer provided benefits.

Should an employee elect to participate in one of the School's insurance plans, the school will provide up to \$500/month total for medical insurance, dental insurance, vision insurance and/or a flexible spending account (not to exceed \$1000/year). Additional coverage for the employee's family, if above the \$500 allotment or additional coverage over and above the benefit credit may be subscribed to at the employee's expense. The additional premium cost will be deducted from his or her regular paycheck. If there are specific questions regarding the School's health insurance plans, please refer to the plan documents and summary plan descriptions. Employees should carefully review the plan documents and descriptions to determine what their coverage and expenses will be under the plan.

Employees have the option to choose medical insurance, dental insurance, vision insurance, and to participate in a Flexible Spending Account.

### **6.3 Benefits Continuation Coverage**

If an employee or other participant in the health insurance plan loses coverage, he or she may be eligible to continue that coverage for a certain period of time. Under continuation coverage, the employee or beneficiary pays the full cost of coverage at La Salle's group rate. La Salle provides each eligible employee with a written notice describing rights granted under continuation coverage when the employee becomes eligible for coverage under La Salle's health insurance plan. The notice contains important information about the employee's rights and obligations.

#### **6.4 Worker's Compensation**

Pursuant to state law, all regular employees are covered by workers' compensation insurance for job-related illnesses or injuries from the date of employment. An injured employee may be required to seek medical attention. The total cost of this insurance is paid by La Salle. Coverage applies to all related medical expenses and may provide for partial payment of the employee's lost wages for all approved claims. An employee who suffers an accident, injury, or illness at work must report the incident to the Head of School Operations immediately. The Head of School Operations may be required to complete an accident investigation report. All claims of work-related injury or illness will be investigated. An employee who makes a fraudulent claim will be discharged.

#### **6.5 Unemployment Compensation**

Former employees of La Salle Charter Schools, Inc. may be eligible for unemployment compensation through the State of Missouri.

#### **6.6 Educational Accommodation**

La Salle believes that education leads to self-improvement and recognizes that the skills and knowledge of its employees are critical to the success of the organization. In that vein, La Salle encourages higher education and is willing to allow employees who wish to pursue additional education an accommodation to attend classes that may occur during normal working hours. Employees must submit a written request of accommodation to their Supervisor prior to enrollment to ensure that coverage of duties can be made.

Approval will be made based on a number of factors including: seniority, timely submission of request and the number of other requests made for the same time frame. Every request will be reviewed promptly; however, there is no guarantee of accommodation should the request interfere with School operations.

#### **6.7 Public Schools Retirement System**

All full-time employees must contribute 5% of their salary to the public school retirement system. There is no "opt-out" option. Employees are considered full time after 25 hours.

Employees are vested for the amount they contribute after 5 years with the school system.

## **7 TIME-OFF BENEFITS**

### **7.1 Holiday Policy**

La Salle will grant holiday time off to all active full-time employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Fourth of July (July 4<sup>th</sup>)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- December 24 & December 25
- Business Days between December 26-December 31

The actual holiday schedule may vary from year-to-year, but will be made available to employees with the academic year calendar in the summer prior to the start of the school year.

La Salle will grant paid holiday time off to all full time employees. Part-time employees are not eligible for holiday pay. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A federal holiday that falls on a Saturday will be observed on the preceding Friday. A federal holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation), the employee will be eligible for holiday pay.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

### **7.2 Vacation Time**

Vacation time off with pay is available to employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation days must be taken in increments of half or full days.

#### **Faculty Members**

Vacation days are based on school-scheduled vacations, and generally occur during summer and the following months: December, April, and July. The actual vacation schedule may vary from year to year, but will be posted

in advance. In general, faculty members can expect to have 6 to 8 weeks of vacation per calendar year. That vacation includes summer break, winter break, and all federal and school holidays. Faculty members' ability to take vacation on days school is in session is very limited. La Salle will consider such requests and exercise its discretion in deciding whether to grant those requests.

### **Director-Level Employees**

All full time director-level employees are entitled to 6 days of paid vacation time per six month period, each six-month period covering a school term. Employees are encouraged to take their vacation time throughout the year. Director-level employees are expected to work year-round and should schedule vacations as in line with the needs of the school. Scheduling of vacation must be arranged with and approved by the employee's direct supervisor.

### **Administrative Staff**

All full time direct-level employees are entitled to 6 days of paid vacation time per six month period, each six-month period covering a school term. Scheduling of vacation must be arranged with and approved by the employee's direct supervisor.

### **Part-Time Employees**

All part-time employees are entitled to 4 days of paid vacation time per six month period, each six-month period covering a school term. Scheduling of vacation must be arranged with and approved by the employee's direct supervisor.

Vacation requests must be approved in advance by the direct supervisor. However, the employee's choice must not conflict with the proper functioning of the employee's department.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the year (for faculty members) or by the end of the six-month period (for non-faculty members),, employees may not carry unused time forward to the next year or six-month period. La Salle does not pay an employee for unused vacation at the end of his or her employment.

### **7.3 Sick/Personal Time Off**

La Salle provides all full-time employees 7 days and all part-time employees 5 days of paid time off to be used to fulfill personal obligations or in the event of illness. In the event of illness, a doctor's note may be required. To request paid time off, an employee must submit an Absence Request Form at least two weeks in advance to her/his supervisor, if the employee has that much notice. Otherwise, the employee must submit an Absence Request Form as soon as practicable, even if that means submitting it after sick or personal time off.

In the event of absence, an employee must submit an Absence Request Form after returning to work to her/his supervisor. The Head of School Operations or designee will log and monitor personal time off.

### **7.4 Personal Leave of Absence**

La Salle provides leaves of absence without pay to regular full-time employees who wish to take time off from work duties to fulfill personal obligations.

Eligible employees may request personal leave only after having completed 365 calendar days of service and have no outstanding disciplinary actions in the previous 6 months. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from the Head of School Operations.

Personal leave may be granted for a period of up to 30 calendar days every 1 year. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Employees are not entitled to these personal leaves of absence, and La Salle will decide whether to grant requests for them. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by La Salle until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by La Salle according to the applicable plans.

When a personal leave ends, reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, La Salle cannot guarantee reinstatement.

If an employee fails to report to work promptly at the expiration of the approved leave period, La Salle will assume the employee has resigned.

## **7.5 Bereavement Leave**

Employees will be granted a paid leave of absence, not to exceed three (3) days with pay, in the event of a death in the employee's immediate family, which La Salle considers as a spouse, significant other, parent, grandparent, sibling, or child. Bereavement leave does not affect personal time off allowances. Employees taking any bereavement leave should notify their supervisor as soon as possible so that arrangement can be made to cover the employee's responsibilities.

## **7.6 Jury Duty**

If an employee is summoned to serve on jury duty, that employee must notify his or her supervisor immediately. The employee must present a statement of jury service. This document is issued by the court. If an employee is excused from jury duty during regularly scheduled working hours, the School expects the employee to return to his or her job for the remainder of the workday. La Salle will not terminate, discipline, or take any adverse action against employees who respond to a jury summons.

## **7.7 Religious Leave**

If you need additional leave or leave on certain days or at certain times because of your religious beliefs or religious practices, please see the Head of School Operations. La Salle will accommodate your situation if it reasonably can.

## **7.8 Witness Duty**

La Salle encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by La Salle, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than La Salle. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to

accommodate the employee's absence. The employee is expected to report for work whenever the court or subpoena permits.

## **7.9 Military Leaves**

La Salle complies with all applicable federal and state laws regarding military leaves, including USERRA.

## **7.10 Temporary Medical Leave**

La Salle grants an eligible employee up to 12 workweeks of medical leave ("Temporary Medical Leave") during a rolling 12-month period measured backward from the date he or she uses any Temporary Medical Leave.

The first six weeks of Temporary Medical Leave per 12-month period will be paid, at the employee's regular rate of pay. For the next six weeks, an employee will be required to exhaust any benefits under any short-term disability policy, then remaining sick leave time, and then remaining vacation time, concurrently with Temporary Medical Leave. Therefore, the second six weeks of the 12-week maximum leave per 12-month period may be paid, unpaid, or a combination of paid/unpaid leave depending on the circumstances. For example, if an eligible employee has 1 week of sick time and 1 week of accrued vacation when her 12 weeks of Temporary Medical Leave starts, she will be paid full wages for weeks 1-6, full wages for week 7 (based on sick time), full wages for week 8 (based on vacation), and no wages for weeks 9-12.

### I. Eligibility

To qualify to take medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for La Salle for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. If there has been a lapse of employment with the employer of seven or more years, other than military leave, the prior service will not be included in calculating the employee's eligibility for leave.
2. The employee must have worked at least 1,250 hours during the previous 12-month period immediately before leave. Time spent on paid or unpaid leave will not be counted in determining the 1,250 hours eligibility test for an employee under Temporary Medical Leave.
3. The employee must be taking leave for one of the following reasons listed below:

- A. The birth of the employee's child or to care for the employee's child within the first 12 months after birth;
- B. The placement of a child with the employee through adoption or foster care provided leave is taken within 12 months following the placement.
- C. For a serious health condition that makes the employee unable to perform the functions of his or her position;

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- ◆ any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or

- ◆ Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

1. A serious health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

- ◆ treatment two or more times by or under the supervision of a health care provider within 30 days; or

- ◆ one treatment by a health care provider with a continuing regimen of treatment; or

- ◆ In either situation, the first treatment must be in person and within seven days of incapacity.

2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or



- treatment may not  
terminal cancer).  
required, rather than  
restorative  
result in a period of  
(e.g.,  
cancer).
3. A chronic serious health condition that
    - a. requires visits for treatment by a health care provider at least twice a year;
    - b. continues over an extended period of time (including reoccurring episodes of a condition); and
    - c. may cause episodic incapacity rather than continuing period of incapacity.
  4. A permanent or long-term condition for which be effective (e.g., Alzheimer's, a severe stroke, Only supervision by a health care provider is active treatment; or
  5. Any absences to receive multiple treatments for surgery or for a condition which would likely incapacity of more than three days if not treated chemotherapy or radiation treatments for

All leave granted under this policy, including intermittent and/or reduced leave, will be applied against the 12-week maximum.

## II. Leave Requirements:

1. Birth of a Child/Pre-Natal Care: If the employee requires leave for pre-natal care, the amount of leave taken for each pre-natal medical visit will be calculated on a pro-rata basis as set forth in the intermittent leave section below. For example, a four-hour pre-natal care visit equals one-half day of expired leave. The total amount of leave taken for pre-natal care will be deducted from the 12 weeks of leave eligibility. The total leave time must not exceed 12 weeks.
2. Placement of an adopted or foster child: An employee is eligible for Temporary Medical Leave for placement of an adopted or foster child. The total leave time including sick time and paid vacation time must not exceed twelve weeks. The leave must be taken within one year of the placement of the child with the employee.

3. For the employee's own care, provided the employee suffers from a serious health condition which renders the employee unable to perform an essential function of his/her position. An employee with a serious health condition is eligible for Temporary Medical Leave. The employee must simultaneously exhaust any paid-time allowed the employee under the company's Short-Term Disability Policy, if available. The total leave time, including sick leave, vacation time, and time allowed under La Salle's Short-Term Disability Policy, must not exceed twelve weeks.

4. Intermittent Leave: As an alternative to consecutive weeks of leave for the employee's care and recuperation from a serious illness, an employee may request intermittent leave or a reduced leave schedule. La Salle may require an employee electing intermittent leave for scheduled treatments to transfer temporarily to an alternative position, for which the employee is qualified, with equivalent pay and benefits. The employee must provide La Salle with a written schedule the employee is requesting to work. The amount of leave taken as intermittent leave shall be calculated on a pro-rata basis.

For the birth, adoption or foster care of a child, La Salle and the employee must mutually agree to the schedule before the employee may take leave intermittently or a work reduced schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

### III. Request For Leave/Certification of Serious Health Condition of Employee

1. Eligible employees are required to provide at least thirty days advance notice of the need for leave when foreseeable. When an unforeseen event occurs that requires leave under this policy, notice must be given as soon as practicable, ordinarily not later than five working days before the leave is to begin. Such request should be in writing. An employee who fails to give appropriate advanced notice as outlined above may be subject to disciplinary action and leave delayed or declined.

2. An employee who requires leave must submit within fifteen calendar days the prescribed medical certification form signed by the appropriate health care provider. These forms are available from the Head of School Operations. Failure of the employee to submit the prescribed form within fifteen days after the request may result in a delay of leave until the certification is submitted and if the certification is not provided, the leave is not Temporary Medical-qualifying.

La Salle may ask for a second and in some circumstances a third opinion. The employee will be provisionally entitled to leave and benefits under this policy pending the second and/or third opinion.

3. Intermittent leave requests or requests for a reduced leave schedule are subject to the same procedures as stated in Paragraphs 1 and 2 above and shall

require a health care provider's certification of medical necessity and a schedule of leave must be submitted on the prescribed form. If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and duration of treatment, as well as statement of medical necessity for taking intermittent leave or working a reduced schedule. The employee must, however, make a reasonable effort to schedule medical treatment so as not to disrupt La Salle's business operations.

#### IV. Benefits and Return from Leave

Health Care/Dental Benefits: An employee is entitled to continued health care benefits during unpaid time off under this Temporary Medical Leave policy. La Salle will pay its percentage of the premium for the employee's and dependents' health care coverage. The employee will be requested to reimburse La Salle for his or her designated portion of the single-coverage premium and premium for dependent coverage. During Temporary Medical Leave, an employee is not allowed to continue to participate in La Salle's health care plan as an actively-working employee. Rather, the employee and the employee's spouse and dependents (if applicable) will be entitled to continue to participate in the health insurance plan through Missouri's equivalent of COBRA, and La Salle will continue to subsidize the health insurance premiums as if the employee were actively working.

If an employee fails to return to work for at least thirty days after expiration of the leave, La Salle reserves its right to recover all premiums paid, if any.

V. Requests for Temporary Medical forms and certifications are to be made to the Head of School Operations.

#### VI. Restoration

A. An employee returning from a Temporary Medical Leave must timely present a certification from his or her health care provider that the employee is able to resume work. Restoration will be denied until the certification is presented. An employee returning from leave under this policy, who has complied with its terms, generally will be restored to the same (or equivalent) position the employee held before leave. A returning employee does not, however, have a greater right to restoration or other benefits than if the employee had been continuously employed during the leave period. A La Salle employee should notify the Head of School Operations of his or her intent to return to work at least two days before the anticipated date of return.

B. An employee who is in the highest-paid 10% of La Salle's workforce (a "key employee") may be denied restoration of his or her position if such denial is necessary to prevent "substantial and grievous economic injury" to La Salle. At

the time a “key employee” requests leave, La Salle will notify the employee that restoration may not be possible. La Salle will also notify the employee of the denial of restoration following completion of the leave period should La Salle determine that providing reinstatement to the employee would cause La Salle “substantial and economic injury.”

C. An employee who has exhausted his or her Temporary Medical maximum time and fails to return to work, shall be considered to have resigned with notice, and his or her employment will have ended unless he or she applies for, and has been granted, leave under some other company policy.

## VII. Special Rules for Faculty Members

If an employee who is a faculty member takes Temporary Medical Leave, La Salle, in its discretion, may require that employee to take leave of a particular duration, to transfer temporarily to an alternative position, or to delay the taking of leave.

### **7.12 Breastfeeding and Lactation**

As part of our family-friendly policies and benefits, La Salle supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to 12 months, any employee who is breastfeeding her own child or an adopted child will be provided reasonable unpaid break time to express breast milk for her newborn. The employee and her immediate supervisor will agree on the times for these breaks. La Salle will designate a room (besides a restroom) for this purpose where she can express her milk in private.

## **COMPENSATION POLICIES**

### **Payroll and Paydays**

#### **Paychecks**

Employees of La Salle are paid according to the schedule set forth by the School. Contact the Head of School Operations for more information.

#### **Pay Deductions and Setoffs**

The law requires that La Salle make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. La Salle also must deduct Social Security taxes on each employee's earnings. La Salle matches the amount of Social Security taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of any voluntary programs offered by the employer.

Pay setoffs are pay deductions taken by La Salle, usually to help pay off a debt or obligation to La Salle or others and will be made where applicable in compliance with federal and state law.

If an employee has questions concerning deductions or how they were calculated, the Head of School Operations/designee can assist in answering questions.

### **Salary Administration**

The salary administration program at La Salle was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, La Salle is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. La Salle periodically reviews its salary administration program and restructures it as necessary.

Teacher pay scale is determined by the Head of School Operations and the Board. If a teacher earns certification, a Master's degree, or gains additional hours that may lead to a change on the salary scale, he or she must submit documentation of this change before July 1 of the following school year. For example, if a teacher receives a degree in December, she/he must submit an official transcript showing the earned degree before July 1 of the following year. Teaching certification,

additional credit hours, and Master's degree must be aligned with the teacher's work, in terms of subject area and grade level. Certification must be awarded by the state of Missouri.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices.

### **Pay Advances**

La Salle does not provide pay advances on unearned wages to employees.

### **Compensation**

It is the practice and policy of La Salle to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

### **Pay Check Review**

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Each employee is asked to review her/his pay check received. If the employee believes a mistake has occurred, or if there are any questions, he/she should use the reporting procedure outlined below.

### **Non-exempt Employees**

If an employee is classified as a non-exempt employee, he/she must maintain a record of the total hours worked each day. Employees should record hours according to the La Salle procedure, as determined by the Head of School Operations/designee. The time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Employees are prohibited from performing any "off-the-clock" work." "Off-the-clock" work means work performed but not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge. "Off-the-clock" work includes performing work during a lunch break or other unpaid break. During a lunch break or other unpaid break, a non-exempt employee is completely relieved of duties and should not perform any work. If an employee does perform work during an unpaid break, the employee should notify his or her supervisor that same day so La Salle can ensure the employee is paid for all time worked.

It is a violation of school policy for any employee to falsify or alter his or her or another employee's time. It is also a serious violation of school policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs an employee to: 1) incorrectly or falsely under- or over-report hours worked; or 2) alter another employee's time

records to inaccurately or falsely report that employee's hours worked, the employee should report it immediately to a supervisor.

### **Exempt Employees**

If an employee is classified as an exempt, salaried employee, he/she will receive a set salary which is intended to compensate the employee for any hours worked. This salary will be established at the time of hire or at the beginning of each year (July 1). The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, an employee's salary is subject to certain deductions. For example, an employee's salary may be reduced for the following reasons:

- Full day absences for unexcused personal reasons,
- Full day absences for sickness or disability, if the employee has exhausted all personal time or disability time, or has not yet accrued enough leave time.
- Full day disciplinary suspensions for infractions of written policies and procedures.
- To offset amounts received as payment for jury duty pay or other pay.
- The first or last week of employment in the event the employee works less than a full week.

An employee's salary may also be reduced for certain types of deduction such as the employee portion of health, dental, or life insurance premiums; state, federal, or local taxes, social security or contributions to a pension plan.

Salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness or military leave in any day in which work has been performed.
- Any other deductions prohibited by state or federal law.
- Please note, it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off from an employee's leave bank for full or partial day absences for personal reasons, or for sickness or disability if the employer has a sickness or disability policy that provides for wage replacement benefits.

If there are any questions with respect to La Salle's policy, please contact the immediate supervisor or Head of School Operations.

### **To Report Concerns or Obtain More Information**

If an employee has questions about deductions from pay, he/she should contact the immediate supervisor. If an employee believes he/she has been subject to any

improper deductions, he/she should immediately report the matter to the supervisor or the Head of School Operations or designee.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, we will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action up to and including discharge.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is 1½ times the employee's regular rate of pay during the workweek. Overtime compensation is paid to all non-exempt employees for all time worked over 40 hours in a workweek. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.



## **Return of School Property and Repayment of Debt**

Employees are responsible for all La Salle property, materials, or written information issued to them or in their possession or control. In the event of termination, employees are responsible for repaying any outstanding debt owed to La Salle.

All La Salle property must be returned by employees on or before their last day of work. La Salle may also take all action deemed appropriate to recover or protect its property.

## **Exit Interview**

When an employee separates from the School, a member of the administration may conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the School.

## **Security Inspections**

La Salle wishes to maintain a work and learning environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, La Salle prohibits the possession, transfer, sale, or use of such materials on its premises. La Salle requires the cooperation of all employees in administering this policy.

While on La Salle's premises, employees have no expectation of privacy in their belongings or in workplace areas which include, but are not limited to, offices, cubicles, work locations including classrooms, School provided or designated parking areas, desks, computers, lockers, rest or eating areas, or vehicles engaged in School operations, and any personal belongings on or in any of the above.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of La Salle. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of La Salle at any time, either with or without prior notice.

La Salle likewise discourages theft or unauthorized possession of the property of employees, visitors, and students. To facilitate enforcement of this policy, La Salle or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto La Salle's premises.

## **Progressive Discipline**

The purpose of this policy is to state La Salle's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

La Salle's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with La Salle is based on mutual consent and both the employee and La Salle have the right to terminate employment at will, with or without cause or advance notice, La Salle may use progressive discipline at its sole discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

La Salle recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment, without going through the usual progressive discipline steps. The offenses and discipline described in this policy notwithstanding, La Salle may, in its discretion, choose to skip one or more of the steps in the process.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and La Salle.

## **Unacceptable Behavior**

All employees are required to meet acceptable performance standards and comply with School policies at all times. Violations of School rules, policies, safety measures or accepted standards of conduct will result in disciplinary action. Listed below are some of La Salle's expectations of conduct for all employees. Since it is not possible to anticipate and establish a rule for every possible situation, the list described below is non-exclusive, and La Salle may discipline or discharge employees for misconduct of any kind, whether or not listed below. Also, the form of discipline -- be it counseling, warning, suspension or termination -- will be determined on an individual case-by-case basis. The severity of the offense, as well as the employee's prior disciplinary record, will be factors in determining the level of disciplinary action taken. Where the conduct is not of a severe nature and La Salle determines that corrective action may correct the behavior, disciplinary action short of termination may be implemented. In each case, La Salle will respond to the situation in the best interest of employees, students and the School. The School retains the sole discretion to determine both when discipline is warranted and the level of such discipline.

1. Violation of any of the policies contained in this Handbook.
2. Deliberate verbal and/or physical misconduct towards a student or employee.
3. Insubordination or refusal to comply with instructions from a Supervisor.
4. Destruction, defacement or removal of School property or that of another employee.
5. Disclosure of confidential information.
6. Smoking in unauthorized areas.
7. Use of foul or abusive language, fighting, or gambling on School property (including parking lots).
8. Violation of La Salle's solicitation and distribution policy.
9. Use of La Salle equipment, supplies, or facilities for personal business, without prior authorization.
10. Possession of firearms, explosives, or weapons of any kind on School property (including parking lots).
11. Any act intended to deceive a student or the School.
12. Sleeping during work time.
13. Falsification of any personnel, student, or School records, including providing false information on the application of employment or resume, either personally or through an accomplice.
14. Harassment or unlawful discrimination.
15. Failure to report an accident or follow safety and security procedures and

rules.

16. Excessive absenteeism or tardiness.
17. Theft or misappropriation of La Salle product, money or property.
18. Failure to comply with reasonable rules of La Salle, as implemented by the School from time to time.
19. Conviction of a felony in a state or federal court while an employee of the School.
20. Unauthorized use or operation of School equipment or vehicles.
21. Leaving School premises during working hours without authorization.

## **Smoking Policy**

La Salle prohibits smoking and the use of smokeless tobacco in all enclosed workplaces. In addition, La Salle's no smoking policy intends to provide a safe and healthy work environment for all employees and students. No person shall smoke in any room under the control of the School which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference rooms, waiting rooms, School vehicles (owned or leased), and hallways. The workplace smoking policy applies equally to all employees, students, and visitors.

## **Alcohol and Substance Abuse**

### **Purpose**

La Salle encourages employees to serve as role models to its students. The School also maintains a strong commitment to its employees to provide a safe workplace and to promote employee health. Consistent with the spirit and intent of this commitment, La Salle has established this policy regarding drug and alcohol abuse. Quite simply, La Salle's goal is to maintain a school and work environment that is free from the effects of alcohol and drug abuse.

Drug and alcohol use is highly detrimental to the safety and productivity of students and employees at La Salle. While La Salle has no intention of intruding into the private lives of its employees, La Salle does expect employees to report for work in condition to perform their duties. La Salle recognizes that employees' off-the-job, as well as on-the-job, involvement with alcohol and drugs can have an impact on the workplace, La Salle students, and on the School's ability to accomplish its goal of being an alcohol and drug-free environment.

### **Policy**

La Salle complies with all applicable drug-free workplace laws, including the federal Drug Free Workplace Act of 1988.

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

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

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 School leader of their conviction. Notification must be made by the employee to the School leader within five (5) days of the conviction. Within ten (10) days, the School leader will provide notice of such violation to the appropriate government agency.

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

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

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

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

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

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



## **Social Networking and Blogging**

In general, La Salle views websites, web logs and other information published on mediums accessible by the public by its employees positively, and it respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify as a La Salle employee or to discuss matters related to La Salle, please bear in mind that although the information published will generally be viewed as a medium of personal expression, some readers may nonetheless view the employee as a de facto spokesperson for La Salle. In light of this possibility the following guidelines must be followed:

- Using school equipment, including computers and electronic systems, for social networking and publishing web logs is prohibited except under the unusual circumstance that use is for academic or business purposes.
- The employee must make it clear to readers that the views expressed by the employee are the employee's alone and do not represent the views of La Salle.
- If an employee blogs or otherwise publishes information about La Salle products or services, the employee must clearly and conspicuously disclose the relationship with La Salle to readers.
- An employee assumes full responsibility and liability for her or his public statements.
- An employee is not permitted to disclose confidential or proprietary information. He or she must at all times abide by all non-disclosure and confidentiality policies.
- School policies governing the use of corporate logos and other branding and identity apply, and only individuals officially designated have the authority to speak on the School's behalf. Therefore, employees are not permitted to use any School logo or graphics without first obtaining permission.
- An employee is prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing La Salle, and/or your supervisors, co-workers, customers, students and/or other educational institutions.
- Employees must always comply with all other employment policies, including the Harassment Policy.

Since the information an employee publishes is accessible by the general public, La Salle expects comments will be truthful and respectful to La Salle, its employees, customers, partners, affiliates and others (including our competitors) as La Salle itself endeavors to be. If an employee wants to criticize individual employees, she or he should consider discussing the criticism personally before making it public. La Salle will not tolerate statements about it or its employees that are defamatory, obscene, threatening or harassing.

Please be aware that La Salle may request, in its sole and absolute discretion, that an employee temporarily confine a personal website, web log or other

commentary to topics unrelated to the School if it believes this is necessary or advisable to ensure compliance with laws or regulations.

Failure to comply with these requests may lead to discipline up to and including termination, and if appropriate, La Salle will pursue all available legal remedies.

### **Social and Professional Networking Sites**

La Salle recognizes that as technology advances, social and professional networking sites will continue to afford its employees new and innovative methods of performing their job duties. Employees are encouraged to utilize social and professional networking sites responsibly to accomplish the goals of La Salle.

No employee should conduct La Salle business on a personal account on a social networking site e.g., Facebook, MySpace, Twitter. All La Salle business on social networking sites must be conducted through a professional account that is created and used exclusively for business purposes only. Postings on the professional account should be related to La Salle's business and must not include any personal opinions, pictures, or viewpoints.

Professional networking sites such as LinkedIn encourage professional growth and relationship building. An employee should be sure to make it clear to the "audience" that the views expressed are the employee's alone and that they do not necessarily reflect the views of La Salle Middle School.

## **Personal Appearance and Dress Code**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image La Salle presents to students and visitors.

During business hours or when representing La Salle, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress in “business casual” attire.

Specifically for women, business casual attire includes: business suits or pant suits, jackets, sweaters, pressed slacks, khakis, blouses, skirts or dresses that are no more than 2 inches above the knee, flats, heels, or dress sandals, slip-ons or boots. For men, business casual attire includes sports coats, collared business or sport shirts, “golf” type knit shirts with collars, sweaters, pressed slacks and khakis. On Star Event days, men are expected to wear a tie. Shoes must be worn at all times. Hats should not be worn in the building, unless for religious reasons.

On “dress down” days when staff members are invited to participate, employees may wear jeans and casual shirts (t-shirts) that do not contain offensive words, terms, logos, pictures or slogans.

Inappropriate or unacceptable clothing at ANYTIME (normal work day and “dress down” days) include:

- Clothing that reveals too much cleavage, the back or the stomach
- tight-fitting clothing
- halter tops or tube tops
- flip flops
- leggings, stirrup pants, spandex, work-out clothes, sweatpants or similar garments
- short/mini-skirts (skirts must be no more than 2 inches above the knee)

Employees should consult the Executive Director with questions as to what constitutes appropriate appearance. Reasonable accommodation may be made to a person with a disability.

Employees are expected to use good judgment to ensure their attire is appropriate for all activities (including meetings) that they will be involved in that day.

## **Workplace Bullying and Gossip Policy**

La Salle defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives that La Salle will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. As in sexual harassment, it is the effect of the behavior upon the individual which is important. La Salle considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting.)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications

- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do their work (e.g., overloading, under-loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.)
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

Malicious personal gossip will not be tolerated. Attacking other employees whether out of dislike for an individual or for personal gain can create animosity, tension and organizational dissension.

Violators of this policy are subject to disciplinary action, up to and including termination.

## **Information Requests Regarding Current or Former La Salle Employees**

All requests for information about current, retired, or terminated employees must be in writing and must be referred to the Executive Director/designee.

## **Workplace Injuries or Illness**

An employee must report all injuries, regardless of severity, to the Executive Director who is responsible for making a good faith determination of the extent of an employee's illness or injury at work. Assistance should be summoned at once if the illness or injury appears to be other than minor.

La Salle maintains limited emergency medical supplies in the Administrative Assistant's office and in each classroom. These first aid kits are adequate for attending to minor injuries

## Interactions with Students

Employees should be careful and conscious of their interactions with students; an employee's conduct must be professional in nature at all times. Interactions which are specifically prohibited include those listed in the sexual and other unlawful harassment section of this manual (Section 3.5) and any undesired physical contact with students, including but not limited to, forceful actions, inappropriate touching, or any interactions that are sexual in nature. Any employee who witnesses a faculty, volunteer or staff member's misconduct, harassment, or abuse has the responsibility to report the situation immediately to the Head of School Operations.

As mandated reporters, all school personnel must report to the Missouri Department of Social Services if they have reasonable cause to suspect that a child known to them in their professional capacity is suffering physical or emotional injury as a result of abuse, including sexual abuse, or from neglect, including malnutrition.

- Missouri law requires that a mandated reporter immediately make the child abuse/neglect report him/herself rather than delegating that responsibility to a supervisor.
- A staff member is still encouraged to consult with his/her supervisor in addition to contacting the DSS (Department of Social Services) hotline (1-800-392-3738).
- State law mandates is that the staff member who has reasonable cause to suspect abuse/neglect must make the call to DSS him/herself in a timely fashion.
- Administrators may neither inhibit a staff member who is a mandated reporter from suspect abuse/neglect nor retaliate in any way against the reporter for having placed a hotline call under such circumstances. Administrators must provide communication capability and time for a staff member to contact the DSS hotline.
- Missouri law mandates that an internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DSS Hotline or Law Enforcement.
- The school may investigate the allegation only after the hotline report has been made. It is a best practice to wait until after DSS has conducted any interviews they desire before doing so ourselves.



## **Attendance and Punctuality**

As members of the La Salle faculty and staff, it is very important that employees demonstrate dependability in attendance. Lateness and absenteeism place an extra burden on other employees and greatly impact La Salle's ability to serve its students.

The following are guidelines regarding attendance and punctuality:

- As soon as employees realize that they will be absent or tardy, they must notify their supervisor, explain their absence or tardiness, and state when they expect to return. Employees must notify their supervisor each day of their absence unless otherwise agreed by both the employee and the supervisor.
- Absences, with or without documentation, that cause disruption to the normal operation of La Salle, or excessive absence or tardiness, including tardiness in returning from lunch or breaks, will be the basis for disciplinary action, up to and including termination.

Where appropriate, La Salle may attempt to work with employees who have demonstrated attendance and tardiness problems by providing counseling or other disciplinary actions up to and including termination. Legitimate absences that qualify for leave will not result in disciplinary action.

Faculty members should call the Head of School Operations by 6:30 a.m. in the event of an unexpected absence. If the Head of School Operations is not available, a message should be left on his or her voice mail with a telephone number where the employee can be reached.

All administrative staff, in the event of an unexpected absence, should contact their supervisor according to departmental directive.

If an employee fails to report to work as scheduled for three (3) consecutive days without notice to his/her supervisor on a daily basis, La Salle will consider the employee to have abandoned his or her job and will consider the employee to have resigned.

## **Personnel Hiring and Recruitment Policy**

The Board of Directors will approve through formal resolution or through an approved budget all positions for employment.

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

Public notice will be provided for no less than two weeks prior to hiring of a position. The Executive Director or the Board of Directors may elect to hire a qualified internal candidate in lieu of or in addition to publicly posting the position.

## **Access to Personnel Files**

La Salle maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of La Salle, and access to the information they contain is restricted. Generally, only supervisors and management personnel of La Salle who have a legitimate reason to review information in a file are allowed to do so.

No part of the personnel file may be removed from La Salle without the School's express authorization.

## **Employee Background Check**

La Salle is committed to providing a safe environment for students to learn. As part of this effort and per state law, La Salle requires criminal background checks and child abuse registry check of all employees as well as volunteers and others in accordance with this policy.

Those participating in a volunteer capacity who will be working with or participating in educational activities with a student must also undergo a thorough background check. The Executive Director /designee is authorized to identify the volunteer positions in the school that require background checks. The Head of School Operations/designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

If a criminal background check indicates anything that would make the person unfit for employment, such as violence or abuse toward children or adults, the Executive Director or designee is warranted in either denying employment or terminating employment.

## **Non-Fraternization Policy**

The purpose of this policy is to eliminate the potential for sexual harassment and discrimination based on relationships between individuals in a supervisory relationship to each other and to remove the appearance of any favoritism and/or discrimination resulting from such relationships. All La Salle employees are expected to conduct themselves in an appropriate professional manner at all times in the workplace. This code of conduct is necessary to establish and maintain an effective and pleasant working atmosphere.

La Salle strongly believes that clear boundaries between personal and business interactions are crucial for the effective operation of our business. While it is an individual's choice to date a colleague, it is La Salle's policy that each person involved in a romantic or intimate relationship with a co-worker must abide by the same standards of conduct that are expected of all personnel. Further, the individuals involved in such a relationship must take the steps necessary to avoid circumstances that may create an appearance that a conflict of interest or breach of confidentiality may occur, or that an unfair advantage may be obtained, from the overlap of personal and professional relationships.

La Salle prohibits employees from dating anyone within La Salle with whom they have a supervisory and/or other influential relationship in any aspect of his or her employment. Such relationships are disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest, compromise the appearance of La Salle's commitment to meritocracy or its ability to enforce its policies, and lead to charges of favoritism, discrimination and claims of sexual harassment.

Consequently, any employee who is involved in a romantic or intimate relationship with another employee should disclose to La Salle the existence of such relationship if one participant holds supervisory authority with respect to, or otherwise is in a position to influence, directly or indirectly, the status or career progression of the other participant. Disclosure may be made to the Head of School Operations, who has responsibility for the administration of this policy.

If such a relationship arises, La Salle will consider carefully and take any action that it deems appropriate to address the concerns described above. For either or both of the individuals involved in a relationship, action may include a change in assignments or responsibilities, a transfer of location within the School to diminish or eliminate the supervisory relationship and workplace contact that may exist, or separation from the School. Failure to accept or abide by such actions directed by the School may lead to disciplinary action up to and including termination. Anyone uncertain about whether to take action regarding a personal relationship is invited to seek guidance in confidence from the Executive Director.

## **EMPLOYEE DEFINITION AND STATUS**

It is the intent of La Salle to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Employment at La Salle is at-will. As such, there is no guarantee of employment for any specified period of time, and the right to terminate the employment relationship is at all times retained by both the employee and La Salle.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by management.

**REGULAR FULL-TIME** employees are those who are not in a temporary status and who are regularly scheduled to work La Salle's full-time schedule. Under the terms and conditions of the Fair Labor Standards Act, a regular full-time employee is one who works forty (40) or more hours per week.

**PART-TIME** employees are those who are not in a temporary status and who work continuously for a specified number of hours per week which is less than a regular schedule of forty (40) or more hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance).

**Faculty Members.** Employees who work as teachers are considered Faculty Members.

**Director-Level Employees.** Those employees who perform executive services for La Salle.

**Administrative Staff.** All other employees who do not satisfy the definition of Faculty Members or Director-Level Employees.

## **Change of Personal Data**

In order to maintain the accuracy of each employee's personnel records and for purposes of administering the School benefits and contact lists, employees should promptly notify the Executive Director of any change of address, telephone number, marital status, or number of dependents. Individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. This information is also necessary to keep employees' insurance and federal and state income tax deductions updated.

## **Nature of Employment**

Employment with La Salle is at-will, meaning it is entered into voluntarily, and both you and La Salle are free to end the employment relationship at any time, for any lawful reason, and with or without cause or advance notice so long as there is no violation of applicable federal or state law.

This handbook is not a contract and does not establish a contractual relationship between the school and its employees. In fact, you should understand that no representative of La Salle, other than the Head of School Operations, has any authority to enter into any contract for employment for any specified period of time or to make any contract of employment and that any such contract must be in writing, dated, and signed by the parties to the contract. The provisions of the handbook have been developed at the sole discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at La Salle's sole discretion, as described in Section 1.4 below.

These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of La Salle Charter Schools, Inc.



## **Employment of Relatives**

La Salle is committed to hiring the individual best qualified to fill a position. La Salle encourages employees to refer qualified individuals to the School for employment. Employees may recommend their relatives for employment by the School. However, La Salle must also avoid the natural conflicts that can arise when members of the same family are employed or someone with whom there is a conflicting relationship. A conflicting relationship is defined as any relationship, in which loyalty to another individual may impair objective decision making, or result, even inadvertently, in an unauthorized exchange of confidential information, or cause conflicts which may negatively impact the business or morale of the School.

Employment of relatives or those in conflicting relationships in various positions, which could compromise internal controls, will require the approval of the Head of School Operations.

If an active employee becomes related to another employee under their direct or indirect supervision, or a conflicting relationship develops, one of the individuals should be transferred to any other open position where the conflict no longer exists. If a reassignment or transfer is not practical or possible, one of the individuals may be required to resign after a reasonable period.

Employees involved in any type of relationship as outlined above will be expected to conduct themselves in a professional manner while on the job. This includes following all policies regarding, without limitation, harassment, employee privacy and general working rules. This applies both during an existing relationship and afterwards, if that relationship ends.

## **Employee Relations**

La Salle believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Head of School Operations.

La Salle is committed to responding effectively to employee concerns.

## **Change of Personal Data**

In order to maintain the accuracy of each employee's personnel records and for purposes of administering the School benefits and contact lists, employees should promptly notify the Executive Director of any change of address, telephone number, marital status, or number of dependents. Individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. This information is also necessary to keep employees' insurance and federal and state income tax deductions updated.

## **JUDICIAL, MILITARY DUTY, AND RELIGIOUS LEAVE POLICY**

### **SECTION 1. Purpose of Policy**

**SECTION 1.1.** The purpose of the policy of the Board of LaSalle Charter School Inc. is to outline employee's rights regarding leave for judicial, military, and religious reasons.

### **SECTION 2. Types of Leave**

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

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

**SECTION 2.2. Military Duty Leave -** All LaSalle Charter School Inc. employees will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed.

**SECTION 2.3. Religious Leave -** Leave for religious holidays may be granted to eligible employees. Leave for religious holidays may not exceed three days per work year. The leave should be made up by the employee at a time mutually agreed upon by the employee and the Head of School.

### **SECTION 3. Notice**

**SECTION 3.1.** Employees shall provide in writing the Executive Director with a minimum of (two weeks) notice, or in the case of judicial duty, as soon as practicable. Notification should include the reason for the request for leave, the date(s) if known, and a copy of any supporting documentation such as a jury summons.

# **SCHOOL OPERATIONS**

## **Civil Rights, Title IX, Section 504 Policy**

The Board of LaSalle Charter School Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

The School assures that it will comply with:

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

The School shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The School may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators.

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

## **Title IX Sexual Harassment Model Policy**

The Board of La Salle Charter Schools, Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### Section 1. Definitions

Section 1.1 The following definitions are applicable to this policy:

**Actual knowledge:** notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school, or any employee of the school. The actual knowledge standard is not met when the only official of the school with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures.

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Deliberate indifference:** a response to a sexual harassment claim that is clearly unreasonable in light of the known circumstances.

**Education program or activity:** locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

**Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual harassment:** conduct on the basis of sex that satisfies one or more of the following:

An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

"Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

**Supportive measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where not formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or

activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. These measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security or monitoring of certain areas of the campus, and other similar measures. The school must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining confidentiality could not impair the ability of the recipient to provide supportive measures.

## Section 2. Designation of Title IX Coordinator

Section 2.1. [School name] shall designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX. This employee shall be referred to as the Title IX Coordinator.

Section 2.2. The Title IX Coordinator's information shall be prominently displayed on the school's website and in each handbook made available to students, parents or legal guardians of students, applicants for admission and employment, and employees

## Section 3. Notification

Section 3.1. The school shall provide notification to applicants for admission and employment, students, parents or legal guardians of students, and employees of the following: The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator. That the school does not discriminate in education programs and activities on the basis of sex, and that the school is required by Title IX not to discriminate. The school does not discriminate in admission and employment, and that inquiries about the application of Title IX may be directed to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the federal Department of Education, or both individuals. The school's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the recipient will respond.

## Section 4. Response to Sexual Harassment

Section 4.1. If the school has actual knowledge of sexual harassment the school must respond promptly in a manner that is not deliberately indifferent.

Section 4.2. The school's response must treat complainants and respondents equitably by offering supportive measures to a complainant, and by following the grievance process as defined in Section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Section 4.3. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Section 4.4. The school may remove a respondent from the school's education program or activity on an emergency basis, provided the school undertakes an individualized safety and risk



analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. 148 DB04/0804900.0008/13969760.2

Section 4.5. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process. This training shall also include how to use any technology at a live hearing, issues of relevance of questions and evidence, and issues of relevance to create an investigative report that fairly summarizes the relevant evidence. This training must be posted on the school's website.

Section 4.6. The school may place an employee on administrative leave during the pendency of a grievance process that complies with

## Section 5. Section 5. Grievance Process for Formal Complaints of Sexual Harassment

Section 5.1. The school's treatment of a complainant or respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Section 5.2. All provisions of the grievance process outlined in this policy must be applied equally to complainants and respondents.

### Section 5.3. Grievance Process Requirements

Section 5.3.1 The grievance process must treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent.

Section 5.3.2. The grievance process must be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures are imposed on a respondent.

Section 5.3.3. Remedies must be designed to restore or preserve equal access to the school's education program or activity.

Section 5.3.4. All relevant evidence, including both inculpatory and exculpatory evidence, must be evaluated.

Section 5.3.5. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Section 5.3.6. The Title IX coordinator, any individual designated as an investigator, decisionmaker or any individual designated to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Section 5.3.7. The school shall select an unbiased individual to serve as the decision-maker. This individual shall not be the Title IX coordinator or the investigator.

Section 5.4. Notice of Allegations. Upon receipt of a formal complaint, the school must provide the following written notice of the known parties: Recipient's grievance process, including an informal resolution process. Allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known.

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- The parties may have an advisor of their choice, who may be, but is not required to be an attorney.
- The parties may inspect and review evidence.

Any provision in the school's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Section 5.4.1 If the school decides to investigate any allegations not provided in the original notice as outlined in

Section 5.4, the school must provide notice of the additional allegations to the parties whose identities are known.

#### Section 5.5. Investigation of a Formal Complaint

Section 5.5.1. During an investigation, the school must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the school and not the parties.

Section 5.5.2. The school must obtain consent of a party to use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in the profession's or paraprofessional's capacity or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party.

Section 5.5.3. The school must provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.

Section 5.5.4. The parties may not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

Section 5.5.5. Parties must be provided the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any relevant meeting or proceeding by the advisor of their choice, who may be an attorney. The school may not limit who may be an advisor, however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions are applied equally.

Section 5.5.6. The school must provide any party with written notice of the date, time, location, participants, and purpose of all hearing, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Section 5.5.7. The school must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the school must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The school must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Section 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if so provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

#### Section 5.6. Hearings.

The school may choose to provide a hearing. Regardless of whether a hearing is provided, the school must, after the investigative report is sent to both parties, provide an opportunity before a decision is reached, for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Section 5.6.1. With or without a hearing, questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Section 5.7. Determination Regarding Responsibility. The decision-maker, who is someone other than the Title IX coordinator or the investigator, must issue a written determination regarding responsibility.

Section 5.7.1. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods use to gather other evidence, and hearings held.
- Findings of fact supporting the determination.

- Conclusions regarding the application of the school's code of conduct to the facts.
- Statement of and rational for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided by the school to the complainant.
- The school's procedures and permissible bases for the complainant and respondent to appeal.

Section 5.7.2. The written determination must be provided to the parties simultaneously.

Section 5.7.3. The determination regarding responsibility becomes final either on the date the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Section 5.8. Remedies. The Title IX coordinator is responsible for effective implementation of any remedies.

Section 5.9. Appeals.

- The school must offer both parties an appeal from a determination regarding responsibility and from a school's dismissal of a formal complaint or any allegations on the following bases:
  - Procedural irregularity that affected the outcome of the matter.
  - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.
  - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - The school may offer an appeal equally to both parties on additional bases.

Section 5.9.1. The school must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

Section 5.9.2. The school must ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding the responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Section 5.9.3. Both parties must be given a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome

Section 5.9.4. The school must issue a written decision describing the result of the appeal and the rationale for the result

5.9.5. The school must provide the written decision simultaneously to both parties.

Section 5.10. Consolidation. The school may consolidate formal complaint as to allegations of sexual harassment against more than one respondent, or more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## Section 5.11. Dismissal.

After an investigation, if it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, the conduct did not occur in the school's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint with regard to that conduct for the purposes of sexual harassment under Title IX. This dismissal does not preclude action under another provision of the school's code of conduct.

Section 5.11.1. A complaint or any allegations therein, may be dismissed at any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; if the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Section 5.11.2. Upon dismissal of a complaint or any allegation therein, the school shall promptly send written notification of the dismissal and the reason(s) therefor simultaneously to the parties.

## Section 6. Informal Resolution Process

Section 6.1. The school may not require as a condition enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Section 6.2. The school may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

Section 6.3. At any time prior to the determination regarding responsibility, the school may facilitate an informal resolution process that does not involve a full investigation.

The school may do this if the parties are provided a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be share.

The parties must provide their voluntary, written consent to the informal resolution process

The school does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## Section 7. Recordkeeping

Section 7.1. The school must maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity
- Any appeal and the result of that appeal.
- All training materials.

Section 7.2. For each response under Section 4, the school must create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The school must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school's education program or activity. If the school does not provide supportive measures, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Section 8. Retaliation. No individual may be intimidated, threatened, coerced, or discriminated against for the purpose of interfering with any right or privilege secured by Title IX because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The school must keep confidential the identity of all parties.

Section 8.1. The exercise of rights protected under the First Amendment does not constitute retaliation.

Section 8.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **Official School Year And School Day**

The Board of La Salle Charter Schools, Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

The Board will annually adopt a school calendar that provides for 1,044 hours of pupil attendance. The calendar shall also include thirty-six make-up hours for possible loss of attendance due to inclement weather. Hours, in excess of the state required minimum, may be recommended by the School Leader and approved by the Board.

The length of the school day shall be 7 hours per day.

The School shall be required to make up the first 36 hours of school lost or canceled due to inclement weather and half the number of hours lost or cancelled in excess of the 36 make-up hours if the make-up of the hours is necessary to ensure the students attend a minimum of 1,044 hours for the school year.

The School is exempt from the requirement to make-up school lost or cancelled due to inclement weather when the school has made up the required thirty-six hours (see above) and half the number of additional lost or cancelled hours (with a cap of forty-eight hours), resulting in no more than sixty total make-up hours.

The School shall be exempt from making up, up to 36 hours of school, lost or cancelled to due to exceptional or emergency circumstances<sup>80</sup> if the School has an alternative methods of instruction plan approved by the department of elementary and secondary education.

## **Alternative Methods of Instruction Plan Model Policy**

The Board of La Salle Charter Schools, Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **Section 1. Alternative Methods of Instruction Plan Approval**

**Section 1.1.** The School shall submit to the department of elementary and secondary education an application requesting approval of an alternative methods of instruction plan.

**Section 1.2** The application submitted to the department of elementary and secondary education shall describe:

**Section 1.2.1.** The manner in which the school intends to strengthen and reinforce instructional content while supporting student learning outside the classroom environment

**Section 1.2.2.** The process the school intends to use to communicate to students and parents the decision to implement alternative methods of instruction on any day of a closure

**Section 1.2.3.** The manner in which the school intends to communicate the purpose and expectations for a day in which alternative methods of instruction will be implemented to students and parents

**Section 1.2.4.** The assignments and materials to be used within the school for days in which alternative methods of instruction will be implemented to effectively facilitate teaching and support learning for the benefit of the students.

**Section 1.2.5.** The manner in which student attendance will be determined for a day in which alternative methods of instruction will be implemented. The method chosen shall be linked to completion of lessons and activities.

**Section 1.2.6.** The instructional methods, which shall include instruction through electronic means and instruction through other means for students who have no access to internet services or a computer.

**Section 1.2.7.** Instructional plans for students with individualized education programs.

**Section 1.2.8.** The role and responsibility of certified personnel to be available to communicate with students.



## Section 2. Alternative Methods of Instruction Plan Implementation

Section 2.1. If school is closed due to exceptional or emergency circumstances, the school may use its Alternative Methods of Instruction Plan for up to thirty-six hours in a school year.

Section 2.2. The school shall notify students and parents on each day of the closure whether the alternative methods of instruction plan is to be implemented for that day. If the plan is to be implemented on any day of the closure, the school shall ensure that each student receives assignments for that day in hard copy form or receives instruction through virtual learning or another method of instruction.

## **School Calendar Model Policy**

The Board of \_\_\_\_\_ (School) adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Approval of Annual Calendar**

**SECTION 1.1.** The School Leader or his/her designee shall submit for approval by the Governing Board a calendar for the upcoming school year no later than [month] of each preceding year. The calendar shall specify the dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable laws and regulations.

**SECTION 1.2.** No later than the last regularly scheduled board meeting in [month], the Governing Board shall officially adopt the upcoming school year calendar.

**SECTION 1.3.** Information pertaining to dissemination and publishing of the adopted calendar shall be published on the School's website and via other communication channels no later than July 1st.

### **SECTION 2. Authorization to Revise the Annual Calendar**

**SECTION 2.1.** The Governing Board, upon recommendation by the School Leader or his/her designee has the authority to make changes to the official school calendar through a duly adopted board

## **Fiscal Year**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

The fiscal year for the School shall be [July 1 – June 30.]

## **School Annual Report Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

School officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be available to all School patrons, and to each member of the General Assembly representing a legislative LEA that contains a portion of the School's attendance area.

## **Title I**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

### **Reporting Requirements**

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

## **Equal Educational Opportunity Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

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

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

## **Students of Legal Age Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

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

## **Student Educational Records Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

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

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

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

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



## **Health Information Records Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

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

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

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1. School Safety Plan:** The School will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

### **SECTION 2. Emergency Suspension of School Operations or Activities**

**SECTION 2.1.** The school [may/shall] abide by school closures for LaSalle Charter Schools Inc..

**SECTION 2.2.** The Governing Board further authorizes the Head of School Operations or other authorized school leader to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

**SECTION 2.3.** The Executive Director or other authorized school leader shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

**SECTION 2.4.** School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The school leader or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

**SECTION 2.5.** At the Executive Director or other authorized school leader's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The school leader or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

## **Communicable Diseases Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the School leader or its designee has determined, based upon medical evidence, that the student:

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

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

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

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

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

**Distribution of Medicine Policy**  
**Refer to statutory reference below.**

**Please see statutory requirement regarding student self-administration of medicine:  
<http://www.moga.mo.gov/statutes/C100-199/1670000627.HTM>**

The LaSalle Charter Schools Inc. Governing Board of LaSalle Middle School adopts the following policy effective on that date that the policy is adopted by the Board.

**SECTION 1. General Policy Provisions**

**SECTION 1.1.** If the LaSalle Charter School Inc. middle school employs a school nurse, the nurse (or another employee designated by the Head of School Operations or other authorized school leader) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

**SECTION 1.1.1.** Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.

**SECTION 1.1.2.** The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.

**SECTION 1.1.3.** The school nurse or other designated employee shall keep a written report of medication taken by the student.

**SECTION 1.2.** The School reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the Head of School Operations or other authorized school leader) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

## Immunizations Policy

Please see the following link for required immunizations:  
<http://health.mo.gov/living/wellness/immunizations/pdf/1415schoolrequirements.pdf>

The LaSalle Charter Schools Inc. Governing Board of LaSalle Middle Schools adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. All students attending LaSalle Charter Schools Inc. are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with School immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

SECTION 2. The School Leader shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending the School, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

## **Student Group Use of Facilities Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date of adoption by the Board.

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

## **Student and Classroom Observations Policy**

### **\*Note Family Educational Rights and Privacy Act Requirement**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1.1. While the School acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the School to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional must be submitted in writing to the Head of School Operations or other authorized school leader for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. The Head of School Operations or other school leader must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the Head of School Operations or other authorized school leader.

SECTION 1.5. Upon request, the Head of School Operations or other authorized school leader may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Head of School Operations or other authorized school leader an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the

session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.



**School Attendance Policy**  
**Sections 1 and 2 Required**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1.** The LaSalle Charter Schools Inc. Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the Executive Director. Individual petitions for any deviation from full-time attendance shall be considered by the Head of School Operations on the merits of the individual student's application and in compliance with state law and regulations.

**SECTION 2.** Students may attend the School on a part-time basis as provided by state law and regulations of the Board.

**SECTION 3.** In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

**SECTION 4.** Attendance Rules.

**SECTION 4.1.** Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

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

**SECTION 4.2.** Unexcused absences are all failures to attend school other than those specifically listed above.

**SECTION 4.3.** If a student is absent from school, the student must bring an excuse from home the day the student returns.

**SECTION 4.4.** When the student is absent, the school will attempt to contact the parent to determine the cause of absence. However, the written excuse must be brought, whether or not a contact is made by phone. The Head of Schools or designee for absentee calls will maintain an accurate phone log.

**SECTION 4.5.** All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

**SECTION 4.6.** In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

**SECTION 4.7.** For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

## **Transportation Policy**

The LaSalle Charter Schools Inc. Governing Board of LaSalle Middle Schools adopts the following policy effective on that date that the policy is adopted by the Board.

The Governing Board of the LaSalle Charter Schools Inc. is committed to safe transportation of all students to and from school and events and hereby adopts the following policy effective on the date of adoption.

### **SECTION 1. Car Riders**

**SECTION 1.1. The School's primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.**

SECTION 1.2. To ensure the safety of all students, staff, and visitors, the Head of School Operations or authorized school leader shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

SECTION 1.3. Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Head of School Operations or other authorized school leader. The Head of School Operations or other authorized school leader is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the School's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

### **SECTION 2. Busing**

SECTION 2.1. When available, students may be transported to and from school in vehicles owned by LaSalle Charter Schools Inc. or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students (including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency).

SECTION 2.2. For fieldtrips and other off-site events where transportation is provided, LaSalle Middle School shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 2.3. For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

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

SECTION 2.4. Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

SECTION 2.5. Students or children under the age of 18 who are not enrolled at LaSalle Middle School shall not be permitted to ride in vehicles provided by School.

SECTION 3. Walking and Biking.

SECTION 3.1. The Governing Board of LaSalle Charter Schools Inc. recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, LaSalle Middle School prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within 1 mile of the school are not present.

SECTION 3.2. LaSalle Middle School will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

## **Eye Protection Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

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

(1) Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;

(2) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

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

## **Solicitations of Staff and Students Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Approval of Solicitation**

**SECTION 1.1.** The LaSalle Charter Schools Inc. Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the school leader or other authorized school leader. Solicitation within the school must have prior approval of the school leader or other authorized school leader.

**SECTION 1.2.** Prior to each school year the Board shall approve an annual Fundraising Plan.

**SECTION 1.3.** No fund-raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Executive Director or other authorized school leader. Charitable organizations' solicitations must be approved annually.

**SECTION 1.4.** Door-to-door collection shall be prohibited for all students.

## **Procurement Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date of adoption by the Board.

Any procurement of goods and services up to [dollar amount] shall be made by Head of School Operations. Any procurement of goods and services exceeding [dollar amount] shall require the release of a request for proposal (RFP) and governing board approval. All purchases shall be in the best interest of the School, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

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

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

## **Use of Phone and Mail Systems**

Employees may be required to reimburse La Salle for any charges resulting from their personal use of the telephone.

The use of La Salle-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Employees should check voicemail and email at least once per day when on site and respond to voicemails and emails in a timely manner (within 24 hours whenever possible).

Use of La Salle's phones for personal use should be very limited and not interfere with an employee's job responsibilities.

Use of personal cell phones should also be very limited, unless the employee is on an approved break, and should not interfere with an employee's job responsibilities.



## **Computer and E-Mail Usage**

Computers, computer files, the email system, and software furnished to employees are La Salle property intended for academic and business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

La Salle strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, La Salle prohibits the use of computers and the email system in ways that are disruptive, offensive to others, harmful to morale, or illegal.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

La Salle purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, La Salle does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. La Salle prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Head of School Operations or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **Internet Usage**

Internet access is provided by La Salle to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of La Salle and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of La Salle. As such, La Salle reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, age, sex, religious or political beliefs, national origin, ancestry, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, illegal or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Abuse of the Internet access provided by La Salle in violation of law or La Salle policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person

- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Employees should generally limit their email and internet use to work purposes. Texting, using the internet, and otherwise using personal cell phones or smart phones for personal use is prohibited unless the employee is on a break.

### **Workplace Monitoring**

Computers furnished to employees are the property of La Salle. As such, computer usage and files, including e-mail usage and related files, may be monitored or accessed.

Because La Salle is sensitive to the legitimate privacy rights of employees, every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

## **Confidential Information**

La Salle maintains the confidential nature of its students and benefactor information, including names, contacts, reports, lists, agreements, plans, ideas, data, records, and other information relating to the School or its students and benefactors. Such information is the property of the School, and it is the obligation of all employees to take every effort to preserve the confidentiality of this information and not to disclose or reveal this information to any other person, business, or organization except through normal channels and with appropriate authorization.

Faculty members at La Salle School will be exposed to sensitive information. Sensitive information includes student records, medical information, and other personally identifiable sources of information. Such personally identifiable information should only be viewed or received by school employees. Requests for students' personally identifiable information should be made in writing by the requesting party (e.g., other schools). If there is any question as to the legitimacy of a request for students' personally identifiable information, it should be forwarded to the Head of School Operations. Employees or volunteers who release personally identifiable information in violation of this policy may be subject to discipline, including, but not be limited to, termination.

Employees shall maintain the confidentiality of all records, papers, and documents maintained by an employee relating to the School and all such records, papers and documents shall remain the property of the School and shall be delivered by the employee to the School upon their termination. Any improper transfer of material or disclosure of information constitutes a violation of this policy, even if it is not readily apparent that the employee has gained personally from the transfer or disclosure. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

## **Press Policy**

It is not uncommon for members of the media to contact La Salle for information regarding the School. If confronted with this situation, employees should follow these guidelines.

- Staff members should refrain from speaking to the media on the School's behalf, unless the Executive Director has been notified and approved the media request.
- Before seeking the approval of the Executive Director, the staff member must first verify the authenticity of the request by asking for the reporter's name and the organization that they represent.
- If a staff member is uncomfortable with a media request, stop the conversation and refer the reporter to the Executive Director.

## **Visitors in the School**

To provide for the safety and security of employees and the facilities at La Salle, only authorized visitors are allowed in the school. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter La Salle at the main entrance and check in and out with the School Administration Manager or office staff. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on La Salle's premises, employees should refer to the Crisis Plan's "Procedures for the Unannounced Visitor."

## **Academic and Career Counseling Program Policy**

A school that is a local educational authority may establish an academic and career counseling program. This program must be established in cooperation with parents and the local community to meet the needs of the students in the community. The school may use the Missouri comprehensive school counseling program as a resource for developing their program.

## **Migrant Procedure\* – Sample**

### **Identification**

For purposes of Board policies and regulation, a child is a “migratory child” and is eligible for the Migrant Education Program (MEP) if all of the following conditions are met:

1. The child is not older than 21 years of age; and
2. The child is entitled to a free public education (through grade 12) under State law or is below the age of compulsory school attendance; and
3. The child is a migratory agricultural worker or a migratory fisher or has a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher; and
4. The child moved within the preceding 36 months in order to seek or obtain qualifying work, or to accompany or join the migratory agricultural worker or migratory fisher identified in paragraph three above, in order to seek or obtain qualifying work; and
5. The child has moved from one school to another.

Potential migrant students will be identified through a question on the school enrollment form. If it is indicated that a potential migrant student is enrolling, the school will notify the State MELL Director and request assistance with the identification of the student.

### **Services**

If a migrant student is identified by the MELL office, the school will be responsible to:

- assess the educational, health, and social needs of the identified student and develop objectives to address those needs so that migrant children meet the same challenging State academic content standards and academic achievement standards that all children are expected to meet;
- Provide advocacy to allow children and families to gain access to health, nutrition and social services;
- Review existing programs and resources to determine which can help meet the needs of migrant children and assure that the children have access to them;
- provide professional development activities for teachers to improve the quality of education for migrant children; and,
- provide opportunities for participation of migrant parents in the educational activities of their children.



## **Textbooks Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

**SECTION 1.** The term "textbook" means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

**SECTION 2.** The school shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students.

**SECTION 3.** Only textbooks filed with the state board of education pursuant to section 170.061 shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.

## **Student Fees Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit. Students shall be required to pay for materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

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

## **Volunteers and Chaperones Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1.** LaSalle Charter Schools Inc. encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

**SECTION 2.** Chaperone Duties and Responsibilities.

**SECTION 2.1.** All students must ride in school provided transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. At no time will students ride in cars unless prior approval by administration is granted in writing.

**SECTION 2.2.** School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all [school] students.

**SECTION 2.3.** Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a school staff member or administration.

**SECTION 2.4.** School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

**SECTION 2.5.** The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

**SECTION 2.6.** Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

**SECTION 2.7.** Chaperones may not bring siblings of their child who is attending the trip.

**SECTION 2.8.** Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

SECTION 2.9. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.

SECTION 2.10. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.11. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.12. Students should never be left unattended by an adult.

SECTION 2.13. Students should remain with their specific chaperone unless authorized by a [school] staff member.

SECTION 2.14. Students who become ill during the course of a field trip should be brought to a [school] staff member. Parents of the student should be promptly contacted by the [school] staff member. The School staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.15. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and school staff.

## Technology Acceptable Use Policy

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### SECTION 1. Internet Use and Safety.

The LaSalle Charter Schools Inc. recognizes that computers and the Internet have educational purpose when used properly. The School will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While the School will inform students on the appropriate use of email and Internet safety and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, the School cannot guarantee the Internet and computer environment for its students. The School does comply with the Children's Internet Protection Act (CIPA) and uses available filtering software. **Required (See Section 182.827 RSMO. if no filtering software is used the board must adopt additional policies).**

SECTION 1.1. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

### SECTION 2. Staff Responsibilities for Use of Technology

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

### SECTION 3. Student Responsibilities for Use of Technology

- Obtain parental permission before using any school computer on the Internet
- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.

- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

#### SECTION 4. Network User Responsibilities

- Use of the LEA's technology resources must be in support of education and research consistent with the educational objectives of the School.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of LEA technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the school leader or authorized school leader.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

#### SECTION 5. Unacceptable Uses Include, but are not limited to:

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

#### SECTION 6. Internet Use Agreement

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

SECTION 7. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

## **Cardiopulmonary Resuscitation Instruction Policy**

The Governing Board LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

LaSalle Charter School Inc. shall provide enrolled high school students instruction in cardiopulmonary resuscitation. Upon graduation from high school, pupils shall have received thirty minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking given any time during a pupil's four years of high school. Instruction shall be included in the school's existing health or physical education curriculum.

Students with disabilities may participate to the extent appropriate as determined by the provisions of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

## **DYSLEXIA SCREENING Policy**

**SECTION 1.** By the 2018-19 school year, LaSalle Charter Schools Inc. shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

**SECTION 2.** By the 2018-19 school year, the Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date the policy is adopted by the Board.

shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

**SECTION 3.** By the 2018-19 school year, LaSalle Charter Schools Inc. shall offer all of its teachers two hours of training on dyslexia and related disorders. LaSalle Charter Schools Inc. may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.



## **ACTIVE SHOOTER TRAINING AND DRILLS POLICY**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date the policy is adopted by the Board.

**SECTION 1.** At the discretion of the Head of School Operations, the school may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property.

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

**SECTION 2.** All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

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

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

**SECTION 3.** LaSalle Charter Schools Inc. shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.

## **Seclusion, Restraint and Corporal Punishment Policy**

The Governing Board of LaSalle Charter School Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. General Policy Provisions**

**SECTION 1.1.** The use of chemical restraint, mechanical restraint, or prone restraint, as defined by Missouri Department of Education Rule 160-5-1-.35, is prohibited in the School.

**SECTION 1.2** The use of seclusion, as defined by Missouri Department of Education Rule 160-5-1-.35, is prohibited within the School.

**SECTION 1.2.1** Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

**SECTION 1.2.2.** Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

### **SECTION 2. Physical Restraint**

Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

**SECTION 2.1.** Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

**SECTION 2.2.** Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.

**SECTION 2.3** All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

**SECTION 2.4.** Before any staff member may implement physical restraint, he or she should have completed an approved training program.

**SECTION 2.4.1** Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques

and restraint.

**SECTION 2.4.2** Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each of the provided trainings. Copies of such documentation will be made available to the Missouri Department of Education or any member of the public upon request.

**SECTION 2.5.** If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

**SECTION 2.6.** Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

**SECTION 2.7.** Whenever physical restraint is used on a student the school or program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.

**SECTION 3.** This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

**SECTION 4.** This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

**SECTION 5.** The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

**SECTION 6.** In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

**SECTION 7.** School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

## **SECTION 8. CORPORAL PUNISHMENT**

**SECTION 8.1.** For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed by or volunteering on behalf of the School shall administer corporal punishment or cause corporal punishment to be administered upon a student attending LaSalle Charter School Inc. schools.

**SECTION 8.2.** A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the School's policy on student seclusion, isolation and restraint is not a violation of this policy.

## **Weapons at School Policy**

- The LaSalle Charter Schools Inc. Governing Board adopts the following policy effective on the date that the policy is adopted by the Board.
- **SECTION 1.** The presence of firearms and weapons poses a substantial risk of serious harm to School students, staff and community members. and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.
- **SECTION 2.** Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through LaSalle Charter Schools Inc. property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

## **Discipline Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Purpose**

**SECTION 1.1.** The LaSalle Charter School Inc. discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

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

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

The LaSalle Charter Schools Inc. Board authorizes the immediate removal of a student upon a finding by Head of School Operations that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

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

### **SECTION 2. Enforcement**

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

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

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

### SECTION 3. Investigation Process

When a violation of school rules is reported or suspected, the Head of School Operations or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

### SECTION 4. Definitions of Disciplinary Methods

#### 4.1. In-School Suspension

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

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

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school

grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

#### 4.2. Out-of-School Suspension

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

Long-term suspension is defined as the removal of a student from school (or school bus) for more than ten school days but not beyond the current school semester. Only the **Student Evidentiary Hearing Committee** (defined below) or the school's governing board may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Student **Evidentiary Hearing Committee** or the school's governing board. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

In some cases (limited to one per student per academic year), the Head of Schools Operations may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

#### 4.3. Expulsion

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

A student who has been expelled may not attend any school within the LaSalle Charter Schools Inc. but may apply for readmission after six months.

#### 4.4. Alternative School

A student who is removed from his/her local school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

#### 4.5. Probation

"Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be



placed on probation by the Head of Schools Operations, a local formal hearing officer, the Student Evidentiary Hearing Committee, the Disciplinary Action Review Committee, or the school's governing board. Violation of a local school or school system rule while on probation may result in further disciplinary action, including a possible referral to the Student Evidentiary Hearing Committee.

#### 4.6. Restrictions on School Activities

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

### SECTION 5. Offenses and Consequences

#### 5.1. Reporting to Law Enforcement

It is the policy of the School to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes LaSalle Charter Schools Inc. is required to report in accordance with law.

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

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

The Head of Schools Operations shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the LEA's policy.

In addition, the Head of Schools Operations shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the school is aware is under the jurisdiction of the court.

#### 5.2. Documentation in Student's Discipline Record

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

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

#### 5.3. Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Head of Schools Operations or designee. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of any public school in the LaSalle Charter Schools Inc. unless one of the following conditions exist:

1. The student under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the School Leader of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the LaSalle Charter Schools Inc..
4. The student resides within 1,000 feet of a public school and is on the property of his or her residence.

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

#### 5.4. Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify

law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### Assault

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

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Expulsion.
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Automobile/Vehicle Misuse – Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

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

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

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

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

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

#### Drugs/Alcohol

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

First Offense: School Leader/Student conference, in-school suspension or 1-180 days out-of-school suspension.

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

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

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension.

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

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

First Offense: Expulsion.

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

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

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

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

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

False Alarms (see also "Threats or Verbal Assaults") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

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

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

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

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

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

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

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

### Sexual Harassment/Discrimination

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

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

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

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

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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



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

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### Technology Misconduct

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

First Offense:	Teacher/Student conference, temporary confiscation of device, and/or detention.
Subsequent Offense:	Teacher/Student conference, School Leader/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

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

First Offense:	Restitution. School Leader/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or netiquette rules governing student use of LEA technology.

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

**Subsequent Offense:** Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### Theft

Theft, attempted theft or knowing possession of stolen property.

**First Offense:** Return of or restitution for property. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

### Threats or Verbal Assault

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

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

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

### Tobacco

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

**First Offense:** Confiscation of tobacco product. School Leader/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation of tobacco product. Detention, in-school suspension, or 1-10 day out-of-school suspension.

### Truancy

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

First Offense: School Leader/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

### Unauthorized Entry

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

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

### Vandalism

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

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

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

### Weapons

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

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

Subsequent Offense: Expulsion.

## **Drug Free Schools Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following regulation effective on the date that the policy is adopted by the Board.

**SECTION 1.** Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the School shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

**SECTION 2.** The School shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

**SECTION 3.** The School certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The School conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **Student Records Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1.** The School will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

**SECTION 2.** The parents/guardians of students who are attending or have attended the School have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. The School has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

**SECTION 3.** All information contained in a student's educational record, except information designated as directory information by the School, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

**SECTION 4.** Upon request by military recruiters or an institution of higher learning, the School will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## School Admissions

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. LaSalle Charter Schools Inc. shall enroll only students that reside in the **School LEA or** students eligible to attend under an urban voluntary transfer program or nonresident students who transfer from an unaccredited district, provided that the charter school is an approved charter school, as defined in section 167.131, and subject to all other provisions of section 167.131.. LaSalle Charter Schools Inc. does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level. -

SECTION 2. If capacity of the LaSalle Charter Schools Inc. is insufficient to enroll all students who submit an application during the open enrollment period **(established in March of each year)**, the School will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission.

SECTION 3. Students will not be required to complete any test or measure in order to be admitted to School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 4. Registration.

SECTION 4.1. Regardless of when mailed, all applications for LaSalle Charter Schools Inc. must be physically present in the administrative office of LaSalle Charter Schools Inc. located at 1106 N. Jefferson, St. Louis MO 63106 on or before **11:59 p.m.] on March 1st**. In the event LaSalle Charter Schools Inc. is closed on **[March 1st**, all applications must be received by 11:59 p.m. the Monday immediately following **March 1st**.

SECTION 4.2. All applications must be complete. Regardless of reason, failure to have a completed application package in the office of School by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 4.3. In order to complete the registration process the following must be received by School: completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications timely received but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the school leader or other authorized school leader with a right of appeal to the Governing Board.

SECTION 4.4. LaSalle Charter Schools Inc. **STRONGLY** encourages all applicants to **HAND** deliver their application to the administrative offices of School. Any applications not present in the LaSalle Charter Schools Inc. offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

SECTION 4.5. LaSalle Charter Schools Inc. admission procedures will be published annually.

SECTION 4.6. A register of all complete applications, received in a timely manner, will be maintained in LaSalle Charter Schools Inc. office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.

SECTION 4.7. Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED STUDENTS
2. FACULTY, STAFF AND BOARD MEMBER CHILDREN: Children of full-time faculty and full-time instructional staff\*.

\*Full time instructional staff hired after the lottery date for the following school year will be given priority over Governing Board children.

3. SIBLINGS: Siblings of students currently enrolled on the date of the lottery
4. OTHERS: All other eligible students

SECTION 5. Lottery.

SECTION 5.1. When more registrants than seats in a class, grade level, or the school have been received, a public lottery shall be held.

SECTION 5.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 5.3. The lottery shall be observed and certified by a third-party individual.

SECTION 6. Wait List.

SECTION 6.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have [three] days to complete the enrollment process before the opening will be offered to the next student on the waiting list.



**SECTION 6.2.** It is the responsibility of the wait listed parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

**SECTION 6.3.** Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

**SECTION 6.4.** A school designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

**SECTION 6.5.** The parents will be given 72 Hours to contact the LaSalle Charter Schools Inc. and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list is extended the offer.

## **Grading and Reporting**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Grading.**

**SECTION 1.1.** The Governing Board shall vest responsibility in the Head of School Operations or other authorized school leader for developing a grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

**SECTION 1.2.** Teachers shall use a variety of methods to assess student progress.

### **SECTION 2. Reporting.**

**SECTION 2.1.** A report card will go home every [quarter].

**SECTION 2.2.** The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

**SECTION 2.3.** Cumulative grades shall be transferred to students' individual permanent school record and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

**SECTION 2.4.** Teachers are expected to maintain regular communications with parents by providing timely return of graded classwork and convening informative student conferences.

## **Reading Instruction Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

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

## **Human Sexuality and Sexually Transmitted Diseases Instruction**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

Pursuant to Missouri law (section 170.015):

**SECTION 1.** Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

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

messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing & Exploited Children's CyberTipline;

(8) Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even amount friends;

(9) Teach pupils about sexual harassment, sexual violence, and consent:

(a) "Consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent;

(b) "Sexual Harassment" means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate;

(c) "Sexual Violence" means causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent.

**SECTION 2.** When providing human sexuality instruction students may be separated according to gender for instructional purposes.

**SECTION 3.** The school shall notify the parent or legal guardian of each student enrolled in the school of:

(1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and

(2) The parent's right to remove the student from any part of the district's or school's human sexuality instruction.

(3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.

(4) The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

## **Course Requirements – Constitution, American History, Missouri Government, Civics Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

1. If the school offers seventh and eighth grade education the school shall offer regular courses of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions, which shall begin no later than the seventh grade and continue in high school to an extent determined by the state commissioner of education.
2. If the school offers high school education the school shall offer in grade nine, ten, eleven, or twelve a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. Each pupil who receives a high school diploma or certificate of graduation shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length. The school may waive the requirements of this subsection for any student who transfers from outside the state to a Missouri high school if the student can furnish documentation deemed acceptable by the school of the student's successful completion in any year from the ninth through the twelfth grade of a course of instruction in the institutions, branches, and functions of state government, including local governments, and of the government of the United States, and in the electoral process.
3. American history courses at the elementary and secondary levels shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.
4. No pupil shall receive a certificate of graduation unless he has satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions, and American civics. The civics portion of the examination shall consist of one hundred questions similar to the one hundred questions used by the United States Citizenship and Immigration Services administered to applicants for United States citizenship. The civics examination requirement may be waived for any student with a disability if recommended by the student's IEP committee.

## **Building Maintenance Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date of adoption by the Board.

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Governing Board shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. [The Board's Facilities Committee], in collaboration with the Head of School Operations or other authorized school leader shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The Director of Operations or other authorized school leader shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

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

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1. School Safety Plan:** The School will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

### **SECTION 2. Emergency Suspension of School Operations or Activities**

**SECTION 2.1.** The school [may/shall] abide by school closures for LaSalle Charter Schools Inc..

**SECTION 2.2.** The Governing Board further authorizes the Head of School Operations or other authorized school leader to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

**SECTION 2.3.** The Executive Director or other authorized school leader shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

**SECTION 2.4.** School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The school leader or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

**SECTION 2.5.** At the Executive Director or other authorized school leader's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The school leader or other school leader shall communicate with students and parents in a timely manner regarding the cancellation of these activities.



## **Safety**

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including suspension and/or termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should promptly notify the appropriate supervisor.

La Salle will not take any negative action against an employee for reporting an on-the-job injury or illness, receiving medical attention for an on-the-job injury or illness, filing a worker compensation claim for benefits, or exercising any right under the Missouri Workers' Compensation Law.

## **Non-Disclosure**

The protection of confidential business information and that of our students is vital to the interests and the success of La Salle. Such confidential information includes, but is not limited to, the following examples:

- Computer Programs and Codes
- Student Lists
- Confidential Health Related Information
- Financial Information
- Pending Projects and Proposals
- Parent Contact Information

## **Braille Instruction Policy**

The Governing Board of LaSalle Charter Public Schools adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. For the purpose of this section, student is defined as: any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

Section 2. A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

Section 3. Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

Section 4. The student's individualized education plan shall specify:

(a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;

(b) The date on which braille instruction will commence;

(c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and

The duration of each session.

## **Academic and Career Counseling Program Policy**

A school that is a local educational authority may establish an academic and career counseling program. This program must be established in cooperation with parents and the local community to meet the needs of the students in the community. The school may use the Missouri comprehensive school counseling program as a resource for developing their program.

## **Local Educational Agency Title I.A Parental Involvement Policy and School Title I.A Parental Involvement Policy**

*In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA) (parental involvement policy).*

### **I. LOCAL EDUCATIONAL AGENCY POLICY.**

**In General:** A local educational agency may receive Title I, Part A funds only if such agency implements programs, activities, and procedures for the involvement of parents in programs assisted under Title I, Part A consistent with the provisions below. Such activities shall be planned and implemented with meaningful consultation with parents of participating children.

**Written Policy:** Each local educational agency that receives funds under Title I, Part A shall develop jointly with, agree upon with, and distribute to, parents of participating children a written parent involvement policy that is incorporated into the local educational agency's plan developed under section 1112, establishes the expectations for parent involvement, and describes how the local educational agency will:

- involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116;
- provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- build the schools' and parents' capacity for strong parental involvement as described in Building Capacity for Involvement (in II, below).
- coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs;
- conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies described in this section; and
- involve parents in the activities of the schools served under Title I, Part A

## Reservation of Funds.

Each local educational agency shall reserve not less than 1 percent of such agency's allocation under Title I, Part A to carry out parental involvement, including family literacy and parenting skills, (unless 1 percent of such agency's allocation under Title I, Part A (other than funds allocated under section 1002(e)) for the fiscal year for which the determination is made is \$5,000 or less.)

Parents of children receiving services under Title I, Part A shall be involved in the decisions regarding how funds reserved as set forth above are allotted for parental involvement activities.

## II. SCHOOL PARENTAL INVOLVEMENT POLICY.

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements of Policy Involvement, Shared Responsibilities for High Student Academic Achievement, Building Capacity for Involvement and Accessibility. Such policy shall be updated periodically to meet the changing needs of parents and the school.

*Special rule.*--If the school has a parental involvement policy that applies to all parents, such school may amend that policy, if necessary, to meet the requirements of this subsection.

*Amendment.*--If the local educational agency has a school district-level parental involvement policy that applies to all parents, such agency may amend that policy, if necessary, to meet the requirements of this subsection.

*Parental comments.*--If the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

## Policy Involvement.

Each school served under Title I, Part A shall:

- (1) convene an annual meeting, at a convenient time, at the beginning of the school year, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain Title I, Part A, its requirements, and their right to be involved. The school shall have sign-in sheets for this meeting and retain such sign-in sheets, the agenda for the meeting and minutes of the meeting for audit purposes by DESE;
- (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- (3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process

for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

(4) provide parents of participating children--

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

(5) if the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

#### Shared Responsibilities for High Student Academic Achievement.

As a component of the school-level parental involvement policy, each school served under Title I, Part A shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

(1) describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress; and

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

#### Building Capacity for Involvement.

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A:

(1) shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement

standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

(2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

(3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

(4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

(5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;

(6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

(7) may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

(8) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

(9) may train parents to enhance the involvement of other parents;

(10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

(11) may adopt and implement model approaches to improving parental involvement;

(12) may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

(13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

(14) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

### III. ACCESSIBILITY.

In carrying out the parental involvement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participation of



parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

## **Missouri Course Access and Virtual School Program Policy**

The Governing Board of LaSalle Charter Public Schools adopts the following policy effective on that date that the policy is adopted by the Board.

**Section 1.** As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

**Section 2.** The school shall pay the costs associated with the course or courses if:

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and

The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves the student's enrollment, the school shall provide the reason in writing and it shall be for "good cause." The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting. The family of the student shall be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial. The family and the charter school shall also provide their reasons in writing and these documents shall be entered into the official minutes of the meeting of the governing body. The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the department of elementary and secondary education. The department of elementary and secondary education shall provide a final enrollment decision within seven calendar days. Good cause shall be defined as "a determination that doing so is not in the best educational interest of the student."

**Section 3.** The school shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents and on the school's website.

**Section 4.** The school shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. The school shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011, as

calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

Section 5. If a student is a candidate for A+ tuition reimbursement, the school shall attribute no less than ninety-five percent attendance to any such student who has completed a virtual course.

Section 6. Pursuant to rules to be promulgated by the department of elementary and secondary education, the school shall allow the following:

If a student transfers into the school while enrolled in a Missouri course access and virtual school program course or full-time virtual school, the student shall continue to be enrolled in such course or school.

When a student transfers into the school, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by the school.

Section 7. The school shall monitor student progress and success, and take into account the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. The school may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

Section 9. The school shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the department of elementary and secondary education regarding course quality

## English Language Learners (ELL) Policy

DESE and LEAs share an obligation to ensure that their English Language Learner (ELL) programs and activities comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of Federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI's prohibition on national origin discrimination requires DESE and LEAs to take "affirmative steps" to address language barriers so that ELL students may participate meaningfully in schools' educational programs.

### **Definitions:**

The term "**Limited English Proficient**," (LEP) when used with respect to an individual, means an individual —

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) who was not born in the United States or whose native language is a language other than English;
- (ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
- or
- (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
  - (iii) the opportunity to participate fully in society.

**"English for Speakers of Other Languages"** (ESOL) are programs that teach language skills to students from non-English-speaking backgrounds.

**"English Language Learners"** (ELLs) are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.

A **"migratory"** child is defined as a child who is, or whose parent or spouse is, a migratory agricultural worker (including migratory dairy workers and migratory fishers). In order to obtain temporary or seasonal employment in agricultural or fishing work during the preceding 36 months (or to accompany a parent or spouse for such a purpose), a migratory child is someone:

- (1) who has moved from one school district to another
- (2) who has moved from one administrative area to another in a state that is comprised of a single school district
- (3) who resides in a school district of more than 15,000 square miles and who migrates a distance of 20 miles or more to a temporary residence in order to engage in fishing activities.

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LaSalle Charter Schools Inc. coordinator for ELL programs is the Dean of Students.

LaSalle Charter School Inc. directs the Dean of Students to develop and implement language instruction programs that:

- (1) Identify English Language Learner (ELL) students through the use of a home language survey OR by including home language questions on the school enrollment form. The same assessment methods must be used on all students. If using an enrollment form, the questions should include at least the following:

*Do you use a language other than English?*

*Is a language other than English used at home?*

The Dean of Students will develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.

- (2) Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.
- (3) Determine the appropriate instructional environment for ELL students.

*LaSalle Charter Schools Inc. is responsible for providing an English language instruction educational program that increases the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.*

- (4) Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students.

Provide parents with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress. LaSalle Charter Schools Inc. has an obligation to ensure that their English Language Learner (ELL) programs and activities comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of Federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI's prohibition on national origin discrimination requires DESE and LEAs to take "affirmative steps" to address language barriers so

that ELL students may participate meaningfully in schools' educational programs.

## **Program for Homeless Students Policy**

The Governing Board LaSalle Charter Schools Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

LaSalle Charter Schools Inc. recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the LaSalle Charter Schools Inc. in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act) and the Missouri State Plan for Homeless Children and Youth, will give special attention to ensure that homeless children in the LEA have access to free, appropriate public education.

### **Definitions:**

A “homeless child” or “homeless youth” is one who:

A. lacks a fixed, regular, and adequate nighttime residence; and

B. includes--

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- iv. is a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions (i) to (iii) above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.

The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

### **Enrollment and Placement:**

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, LaSalle Charter Schools Inc. must make school placement determinations on the basis of the

“best interest” of the homeless child or youth. Using this standard, LaSalle Charter Schools Inc.) must

- (a) Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or
- (b) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child or youth’s best interest, LaSalle Charter Schools Inc. must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth’s parent or guardian. If LaSalle Charter Schools Inc. wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, LaSalle Charter Schools Inc. must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. LaSalle Charter Schools Inc. may, however, require contact information.

If LaSalle Charter Schools Inc. is unable to determine the grade level of the student because of missing or incomplete records, LaSalle Charter Schools Inc. shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.

Transportation:

Transportation must be provided, at the request of the parent or guardian (or in the case of the unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by LaSalle Charter Schools Inc. in which the school of origin is located, that school must provide or arrange for the child’s or youth’s transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another school, the school of origin and the school in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.



- The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.
- In general, schools may not use funds under Title I, Part A or Title V, Part A to transport homeless students to or from their school of origin.

#### Services:

Each homeless child or youth shall be provided services comparable to services offered to other students in the including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before-and-after-school care programs; and programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of this LEA to provide for the transportation of the student. This may be achieved through the transportation services of this LEA, the school of origin, or another outside agency.

#### Records:

Once LEA officials have determined that an enrolling student is homeless, the LEA's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

#### *Immunization:*

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, RSMo.

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

## Coordinator:

LaSalle Charter Schools Inc. will designate an individual to act as the LEA's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

LaSalle Charter Schools Inc. shall inform school personnel, service providers and advocates working with homeless families of the duties of the homeless coordinator.

## Resolving Grievances:

Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to LaSalle Charter Schools Inc. homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Head of School Operations or his/her designee of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the Head of School or his/her designee by filing a written appeal package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The Head of School or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Head of School Operations ) or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through the Head of School or his/her designee to the Board requesting a hearing before the Board of LaSalle Charter Schools Inc. at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. The decision of the Board is final.

Level IV - If the complainant is dissatisfied with the action taken by the board of directors of the LaSalle Charter Schools Inc., a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to

the complaint, and issue notice of his or her findings within thirty (30) days to LaSalle Charter Schools Inc. Board and the complainant. If the findings support the action taken by LaSalle Charter Schools Inc., such action will be confirmed. If the findings support the allegations of the complainant, LaSalle Charter Schools will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

## **Confidential Information**

La Salle maintains the confidential nature of its students and benefactor information, including names, contacts, reports, lists, agreements, plans, ideas, data, records, and other information relating to the School or its students and benefactors. Such information is the property of the School, and it is the obligation of all employees to take every effort to preserve the confidentiality of this information and not to disclose or reveal this information to any other person, business, or organization except through normal channels and with appropriate authorization.

Faculty members at La Salle School will be exposed to sensitive information. Sensitive information includes student records, medical information, and other personally identifiable sources of information. Such personally identifiable information should only be viewed or received by school employees. Requests for students' personally identifiable information should be made in writing by the requesting party (e.g., other schools). If there is any question as to the legitimacy of a request for students' personally identifiable information, it should be forwarded to the Head of School Operations. Employees or volunteers who release personally identifiable information in violation of this policy may be subject to discipline, including, but not be limited to, termination.

Employees shall maintain the confidentiality of all records, papers, and documents maintained by an employee relating to the School and all such records, papers and documents shall remain the property of the School and shall be delivered by the employee to the School upon their termination. Any improper transfer of material or disclosure of information constitutes a violation of this policy, even if it is not readily apparent that the employee has gained personally from the transfer or disclosure. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

## **Building Security**

All employees are responsible for the security of the School's building.

- The School requires that all doors and all exits remain locked unless monitored by a responsible adult.
- The Manager on Duty is responsible for checking that all lights are turned off, interior doors are all closed, the exterior doors are locked and the alarm to the building is set. The Manager on Duty will make sure that all employees are out of the building before locking up. Only Managers on Duty will have alarm codes, and no employee is to be in the building without a Manager on Duty. The Manager on Duty schedule will be posted in the employee breakroom monthly.

## **Changes in Policy**

This La Salle Charter Schools, Inc. (“La Salle” or “the School”) Employee Handbook (“the Handbook”) is shared and distributed solely for the information and guidance of School employees. The Handbook contains the School’s general statement on present policies, practices and benefits which currently affect employees at the School. They have been condensed: thus this Handbook is not intended to state all of the conditions of employment and principles which will guide employees in the performance of their duties. Please be aware that there may also be other specific policies or procedures related to the work in your department. The School intends to continue to operate under the foregoing policies, procedures and benefits; however, **it reserves the right to make any revisions, modifications, interpretations, or deletions as it, in its sole judgment, may deem appropriate.** While the Handbook does not constitute and should not be construed as constituting a contract of employment, it does represent the spirit with which issues and employee relations will be addressed and resolved at La Salle.

La Salle urges all employees to become familiar with this Handbook and to read it very carefully. We actively encourage open communications and welcome any comments, questions and suggestions. If at any time employees have questions or concerns regarding any La Salle policy, they should communicate those questions and concerns to the Executive Director.

The Governing Board of LaSalle Charter School Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1.** At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

**SECTION 2.** LaSalle Charter School Inc. shall meet all federal and state requirements for identifying and providing services to educationally at-risk students, including, for a school that offers high school education, the implementation of a measurable system for identifying students in their ninth-grade year, or students who transfer into the school subsequent to their ninth grade year, who are at risk of not being ready for college-level work or for entry-level career positions.

**SECTION 3.** Academic and career counseling shall take place prior to graduation so that the school may attempt to provide sufficient opportunities to the student to graduate college-ready or career-ready and on time.

**SECTION 4.** The requirements in this policy may be waived for any student with a disability if recommended by the student's IEP committee.

## **Instruction for Students with Disabilities Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on that date the policy is adopted by the Board.

It is the policy of LaSalle Charter School Inc. to provide a free appropriate public education to all public-school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

LaSalle Charter School Inc. will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B.



## **Services for Students with Disabilities**

The Governing Board of LaSalle Charter School Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

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

LaSalle Charter School Inc. will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a student has had his/her curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the Head of School Operations, Dean of Students, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

## **Reporting of Child Abuse and Neglect Model Policy**

The Governing Board of La Salle Charter Schools, Inc.] adopts the following regulation effective on the date that the policy is adopted by the Board.

### **SECTION 1. Mandatory Reporters**

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

### **Section 2. Reporting.**

Section 2.1. All mandatory reporters have a duty<sup>120</sup> to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children's Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

Section 2.2. Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

Section 2.3. Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

SECTION 2.4. An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.

## **Weapons at School Model Policy**

The Board of La Salle Charter Schools, Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1.** The presence of firearms and weapons poses a substantial risk of serious harm to School students, staff, and community members and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.

**SECTION 2.** Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through School LEA property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

## **Student Safety Model Policy**

The Board of La Salle Charter Schools, Inc. adopts the following policy effective on the date of adoption by the Board.

In addition and pursuant to the Every Student Succeeds Act of 2015, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of the right to a school transfer.

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

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

## **Strip Searches Model Policy**

The Governing Board of La Salle Charter Schools, Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

### **Section 1. Strip Searches**

**Section 1.1.** No employee or volunteer at the school shall perform a strip search of any student of the school.

**Section 1.2.** A student may be striped search by or under the authority of a commissioned law enforcement officer.

**Section 1.3.** A student may be strip searched by a school employee only if a commissioned law enforcement office is not immediately available and if the school employee reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person.

**Section 1.4.** If a student is strip searched by an employee of the school or a commissioned law enforcement officer, the school will attempt to notify the student's parent or guardian as soon as possible.

**Section 1.5.** For the purposes of this policy, strip search means the inspection of a person's anus or genitalia, including but not limited to inspections conducted visually, manually or by means of any physical instrument. A strip search shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student; give medical attention to a student; provide health services to a student; or screen a student for medical conditions.

### **Section 2. Emblem, Insignia or Garment**

**Section 2.1.** No employee of or volunteer in or board member of the school shall 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.

### **Section 3. Violation of Policy**

**Section 3.1.** Any employee of the school who violates Section 1 of this policy shall be immediately suspended without pay, pending an evidentiary hearing, when such employee is entitled by statute or contract to such hearing. If an employee is not entitled to such evidentiary hearing, the employee shall be suspended pending completion of due process or further disciplinary action.

## **Organ, Eye, and Tissue Donation Model Policy**

The Governing Board of La Salle Charter Schools, Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

### **Section 1. Presentation on Organ, Eye, and Tissue Donation**

**Section 1.1.** Any state or nationally recognized program or organization that provides unbiased information on organ, eye, and tissue donation that requests to present information on organ, eye, and tissue donation to the Board shall be allowed to give such presentation and shall be allotted no less than thirty minutes for the presentation.

**Section 1.2.** The Board shall consider the information presented and decide whether to present such information to students and parents in the school and the manner in which such information shall be presented.

### **Section 2. Student Instruction**

**Section 2.1.** No student shall be required to participate in any instruction relating to information about organ, eye, and tissue donation if the student has any sincerely held religious or emotional belief which is contrary to such instruction.

## **Physiology Textbook Model Policy**

The Governing Board of La Salle Charter Schools, Inc. adopts the following policy effective on that date that the policy is adopted by the Board.

### Section 1. Physiology Textbook

Section 1.1. The school shall use a physiology textbook that contains at one or more chapters on dental hygiene.

Section 1.2. The chapter(s) on dental hygiene shall convey the proper knowledge to students on the care, function, and relation of the teeth to the general health.

## **Parents and Student Complaints and Grievances Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

**SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.**

**SECTION 1.1.** Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

**SECTION 2. Process.** The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

**SECTION 2.1.** The levels of lowest levels of authority shall be as follows:

1. **Classroom related concerns** – teachers
  2. **School related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.) – Head of School Operations
  3. **Appeals** – Governing Board Grievance Committee
- Decisions rendered by the Governing Board shall be considered final.

**SECTION 2.2** Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

**SECTION 3.** All Appeals to the Governing Board Grievance Committee must be submitted in writing and submitted



## **Fieldtrips and Enrichment Activities Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Fieldtrips and Enrichment Activities.**

**SECTION 1.1** all field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

**SECTION 1.2.** The LaSalle Charter Schools Inc. or their designee has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities, planning information; parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The handbook is to be revised and approved annually when necessary.

**SECTION 1.3.** Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the school leader or other authorized school leader for approval.

### **SECTION 2. Board Notification.**

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

### **SECTION 3. Documentation.**

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

### **SECTION 4. Unauthorized Fieldtrips.**

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

## **Solicitations of Staff and Students Policy**

The Board of LaSalle Charter Schools Inc. adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Approval of Solicitation**

**SECTION 1.1.** The LaSalle Charter Schools Inc. Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the school leader or other authorized school leader. Solicitation within the school must have prior approval of the school leader or other authorized school leader.

**SECTION 1.2.** Prior to each school year the Board shall approve an annual Fundraising Plan.

**SECTION 1.3.** No fund-raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Executive Director or other authorized school leader. Charitable organizations' solicitations must be approved annually.

**SECTION 1.4.** Door-to-door collection shall be prohibited for all students.

## **Conflicts of Interest**

Employees must conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which La Salle wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Head of School Operations of La Salle for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of La Salle. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result La Salle's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of La Salle as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which La Salle does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving La Salle.

## **Truancy, Child Abuse, and Educational Neglect Policy**

The Governing Board of LaSalle Charter Schools Inc. adopts the following regulation effective on the date that the policy is adopted by the Board.

### **SECTION 1.**

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

### **SECTION 2. Mandate.**

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

### **SECTION 2.1**

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