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Dear LILA Teacher,

Thank you for being an important member of the Lakes International Language Academy staff. We are excited to have you support LILA’s mission of preparing tomorrow’s critical thinkers and global citizens through language acquisition and inquiry-driven study.

Included on the following pages are important LILA procedures and policies related to Human Resources and Payroll. In addition to reviewing this handbook, one of your responsibilities as a teacher at LILA, is to review and abide by the board policies available on the LILA website.

The Human Resources and Payroll staff are available to serve as a knowledge base for your HR and Payroll issues, so you can focus on your designated role at LILA. If we can be of help to you, please feel free to contact us. Our offices are offsite, but we are available on weekdays, year round, via email, phone, or scheduled, private online video meetings.

Respectfully,

Tami Cummings - Director of Human Resources
Email: tcummings@mylila.org
Phone: 651-252-6721 or 651-464-0771 x214

Alli Williams - Payroll and Benefits Coordinator
Email: awilliams@mylila.org
Phone: 651-252-6722 or 651-464-0771 x216

Mel Cain - Human Resources Assistant
Email: mcain@mylila.org
Phone: 651-464-0771 x207
AT WILL EMPLOYMENT

At will employment means employment can be terminated by the employer at any time with or without cause.

LENGTH OF SCHOOL YEAR

**Teacher Duty Days:** The School will establish the school calendar for the coming school year, and the Teacher will perform services on those days as determined by the School, including those legal holidays on which the School is authorized to conduct school.

**Modifications in Calendar, Length of School Day:** The School reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the Teacher will perform duties on such other days as determined by the School.

**Start Time Basic Day:** Teachers are expected to be in their classrooms by 7:25 each morning.

**Additional Activities:** In addition to the basic school day, the Teacher will be expected to reasonably participate in assigned school activities beyond the Teacher’s basic day to attend to those matters requiring their attention including consultation with parents, staff meetings, school or PTO-sponsored events scheduled in the evenings, committee meetings, occasional overnight or out of town training, and other professional teaching responsibilities.

**Preparation Time:** Normally, the Teacher’s basic day will include a preparation time which will approximate forty-five (45) minutes per day. At Lower School the prep includes fifteen (15) minutes being attached to the teacher’s 30-minute lunch period and thirty (30) minutes during a specialist “prep” period. At Upper School a prep period is one open class period.

**Hybrid or Distance Learning:** Should an emergency situation, (e.g. a pandemic or a natural disaster that damages the building), require a shift in learning model, the school reserves the right to modify the schedules and activities as needed during temporary periods requiring alternate learning models.
COMPENSATION

Calculation of Teacher Salary: Terms of Employment will be provided to the Teacher outlining guaranteed salary and possible performance pay. Terms of Employment are required to be signed by the Teacher and the School Executive Director or designee.

SCHEDULE OF PAYMENT AND PAYMENT PRACTICES

Number of Payments: The Teacher’s guaranteed annual salary will be payable in 20 or 24 equal installments, determined by the Teacher at the beginning of the school year. The first payment of the Teacher’s guaranteed annual salary will be paid on August 31. The last payment of the Teacher’s guaranteed annual salary will be paid on June 15 of the following year if Teacher selects 20 equal installments; or on August 15 of the following year if 24 equal installments are chosen.

Stipends for year-long Additional Roles listed on the Teacher’s terms of employment will be paid in two equal installments, the first on the December 15 paycheck and the second on the last Monday in June. Stipends for Additional Summer or otherwise seasonal roles will be paid on the second paycheck after the role has been completed.

All of the Teacher’s earned performance pay, leave buy-back (see “Leave of Absence” section), and any other predetermined stipend pay will be paid on a separate check on the last Monday in June.

Pay Dates: Pay day will be the 15th and the last day of each month except when the 15th and/or the last day of the month fall on a weekend or holiday. In those cases, the pay day will be the workday before the weekend or holiday.

Direct Deposit: The Teacher will be asked to use direct deposit.

Payroll Deduction: Whenever a payroll deduction is necessary for absence without pay, the Teacher’s annual salary will be divided by the number of duty days in the school year and the Teacher’s pay will be reduced by that amount.

Substitute Teacher Rate of Pay: The Substitute Teacher daily rate of pay is $125. This amount is used to calculate Sick Leave and Personal Leave Buy-Back. (See “Types of Leave” section.)

Miscellaneous Rate of Pay: The miscellaneous rate of pay is $28 per hour. This amount is paid for services rendered outside the Teacher’s terms of employment.

Tutoring Rates of Pay: The tutoring rates of pay are $20 for a half hour, $28 for 45 minutes, and $35 for one hour of tutoring. Employees on employer-sponsored visas are required to be paid through payroll for tutoring services.

Summer Information Booth Pay: From time to time, LILA participates in local events (Marketfest, Arts in the Park, etc.) to promote our programs in Forest Lake and surrounding communities. The rate of pay is $100 per event for the single individual charged with collecting and preparing materials ahead of the event date, transporting the booth and all contents to the event, booth set-up and tear-down, as well as...
working the booth through the event. The rate of pay is $50 for additional scheduled participants required only for the hours of the event.

Compensatory Time: The Teacher who has lost preparation time due to a specialist’s absence, or other reason predetermined by the Building Instructional Leader, will be reimbursed at the miscellaneous rate of pay.

- **Requesting Compensation**: The Teacher must complete an online Google Form which is then approved by the School Principal for payment. The form is located in the HR Resources drive.
- **Payment**: Requests for payment will be paid at the miscellaneous rate of pay on the next regular payday following the teacher’s completion of Google Form.
- **Banked Compensatory Time**: Compensatory time has been discontinued as of the 2022 fiscal year. Teachers who previously banked compensatory time per LILA’s previous practice, and have accrued a day or more of Compensatory Leave that has been added to Absence Management, (Aesop), may still use their earned and credited leave (See Using Earned Compensatory Leave). Teachers who have earned and banked compensatory minutes, that do not equal either a half or full day, will have their remaining minutes paid to them on the September 15, 2021 payroll at the miscellaneous rate of pay.
- **Using Earned Compensatory Leave**: Approval of compensatory leave requested through Absence Management (Aesop) is dependent on availability of suitable substitutes. At least five (5) days’ advance notice is required. Leave will not be granted during the first five (5) days and last five (5) days of any school year unless approved by the School Principal. Leaves contiguous to school breaks must have prior approval by the School Principal.
INSURANCE AND BENEFITS

MEDICAL INSURANCE

Single Coverage: The School will pay $225.00 of the monthly premium for single medical-hospitalization insurance for the full-time Teacher employed by the School who qualifies for and is enrolled in the plan.

Family/Dependent Coverage: The School will pay $262.62 of the monthly premium for family medical-hospitalization insurance for the full-time Teacher employed by the School who qualifies for and is enrolled in the plan.

LILA 105 Account (75% / 25%): For the Teacher electing medical coverage, the School will pay 75% of the first $4,000 of the deductible or out-of-pocket expenses. The School will pay up to $3,000 for a single plan and up to $5,250 for a family plan from this account. The employee will pay up to $1,000 for a single plan and up to $1,750 for a family plan towards deductible or out-of-pocket expenses.

LILA 105 Account (100%): For the Teacher electing medical coverage, once the LILA 105 Account (75%/25%) has been used, 100% of the remaining insurance deductible will be paid from the LILA 105 Account (100%).

Nice Health Care: The employee electing medical coverage is provided free, unlimited, 24/7/365 access to convenient video visits or in-home care for many common health concerns. NICE is available, free-of-charge, for the employee as well as for anyone residing in the employee’s home, regardless of whether or not they are covered under the rest of the employee’s health insurance plan. There is no cost to the employee and Nice can also provide many frequently used prescription drugs.

Wellbeats Virtual Fitness: This is an online fitness program that offers classes, workout plans and fitness assessments anytime, anywhere. You can access 400+ classes on a personal device. Login to your account at PreferredOne.com and click the Wellbeats button then enter information found on your PreferredOne ID card.

Other Value Added Services: Visit preferredone.com and access MyAccount for additional information on additional services such as Health Risk Assessments, Healthy Mom and Baby, Chronic and Rare Condition Care, and more!

Resources for Enrolled Participants:
- Summary of Benefits and Coverages or Requests for Additional/Replacement Cards can be made at preferredone.com
- Unlimited and free primary care can be accessed at nice.healthcare/schedule or text “startnice.free” to 612-806-0144.
- Account balances can be viewed at AHR.net (American Health Resources)
- Pharmacy claims can be reimbursed at reimburseme@ahr.net.

Eligibility: See the Medical and Dental Eligibility section below.
DENTAL INSURANCE

Single, Single +1, or Family Coverage: The School will pay $30 of the monthly premium for dental insurance. Two plan options are offered, Option 1 covers up to $2000 worth of eligible dental expenses but has a smaller provider network. Option 2 covers up to $1000 worth of eligible dental expenses and has a larger provider network.

Eligibility: See Medical and Dental Eligibility section below.

MEDICAL AND DENTAL ELIGIBILITY

Full-time Teachers who provide services for the full school year and full school day will be eligible for medical and dental benefits. In determining eligibility, the extent and duration of employment as anticipated at the time of commencement of employment will govern the Teacher's eligibility.

Part-time Teachers employed less than full time, but at least .75 FTE, will be eligible for medical and dental benefits. The School will pay the same amount of premium paid for a full-time Teacher. Part-time Teachers employed fewer than a .75 FTE will not be eligible for medical or dental benefits.

LIFE INSURANCE

Life Insurance and Accidental Death & Dismemberment: The School will purchase a group term life insurance policy, with a benefit amount of $50,000, and an Accidental Death & Dismemberment policy for the Teacher who works a .5 FTE or more and is eligible to be enrolled in the plan.

LONG TERM DISABILITY INSURANCE

Long-Term Disability (LTD): The Teacher may receive 60% of their earnings up to a maximum monthly benefit of $8,086 in the event of a qualifying disability claim. Benefits may begin after 60 days. The teacher pays the cost of the LTD premium and is required to enroll in this plan if eligible (works 750 hours or more). Because the Teacher pays the cost of the premium, the benefits are not taxed when received in the event of a long term disability. (Untaxed benefits at 60% of earnings is approximately the same take-home pay as a teacher’s regular, taxed earnings.) The monthly premium cost of the LTD is .0029 times the Teacher’s monthly salary.

INSURANCE BENEFITS FOR LONG-TERM SUBSTITUTES

Long-term Substitute Insurance Eligibility: The long-term Substitute employed for the full school day and with anticipated employment of at least 90 duty days per year will be eligible for all insurance benefits as outlined in this Article. The Substitute Teacher with anticipated employment of less than 90 duty days per year will not be eligible for any insurance benefits provided in this Article.
INSURANCE OBLIGATION, DURATION, AND CONTINUED COVERAGE

Obligation of the School: The School and Teacher agree that any description of insurance benefits contained in this handbook are intended to be informational only and the eligibility of the Teacher for benefits will be governed by the terms of the insurance policy purchased by the School. It is further understood that the School’s only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contribution: The Teacher is eligible for School contribution as provided in this handbook as long as the Teacher is employed by the School. Upon termination of employment, all School participation and contributions will cease on the last day of the month in which the Teacher’s employment ends.

Continued Coverage: The Teacher will be eligible to continue participation in the School group medical hospitalization, medical HRA, and dental, if permitted by COBRA and by the terms of the policy with the insurance carrier, by paying the entire premium for such insurance. COBRA administration and payments will be handled through COBRA Help and American Health Resources. A 2% administration fee will be added to all premium payments while on COBRA to be paid by the enrollee.
TYPES OF LEAVE

Personal Leave:
- At the beginning of every school year, the full-time Teacher will be credited with 2 personal leave days to be used at the discretion of the Teacher.
- The full-time Teacher who begins employment after January 1st, will be credited with 1 personal leave day.
- The teacher scheduled less than full time, but at least half time will be credited with an amount prorated and rounded to the nearest half day.
- The Teacher’s unused personal leave days will roll over to the next school year. The maximum rollover amount of unused personal leave is 5 personal leave days.
- Personal leave will not be paid out when employment with LILA is terminated either by employee or employer.

Personal Leave Limitations:
- no more than 5% percent of the teaching staff will be approved for personal leave and/or compensatory leave on a given day;
- requests for personal leave will be made in writing to the Executive Director or designee at least 5 days in advance except in emergencies;
- approval of personal leave is contingent upon the availability of substitutes;
- personal leave will not be granted during the first 5 days and last 5 days of the school year unless mutually agreed upon by both parties;
- personal leave may not be used during scheduled School in-service days listed on the school calendar unless pre-approved by the Executive Director or designee;
- personal leave may not be used the day before or after breaks in the school calendar without prior Executive Director or designee approval;
- personal leave days must be taken in half or whole day increments.

Personal Leave Buy Back:
- The School will buy back any amount of earned, unused personal leave days from the Teacher.
- The School will pay the Teacher the substitute teacher’s rate of pay for each day the School buys back.
- During the last week of school, payroll will provide the buy-back form to the Teacher.
- The Teacher will print out their personal leave balance from the absence management system (Aesop), attach it to their buy-back form, and return it to payroll by the last Teacher workday of the school year.
- Payment for personal leave buy back will be paid on the last paycheck in June.
- Any unused personal leave days not sold back to the School or credited to the accrual balance, will annually be added to the Teacher’s accumulated sick leave.

Sick Leave:
- The full-time Teacher will be credited fourteen (14) sick leave days each school year. The Teacher scheduled less than full time, but at least half time will be credited with an amount prorated and rounded to the nearest half day. The Teacher using leaves greater than sixty (60) days will not accrue sick leave while on leave.
The Teacher may use their sick leave ahead of actually earning it, up to the total number of days of sick leave carried over from past years, in addition to the fourteen (14) days added to the current school year. However, the Teacher who uses their sick leave that has been credited to their account but before it is actually accrued, then terminates employment at LILA, must refund pay received for sick leave that has not been accrued.

The Teacher new to LILA must report to work at least one (1) day to be able to use any sick leave.

Sick leave may be used for absences due to an illness of or injury to the employee’s child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, grandparent-in-law, or stepparent, for reasonable periods of time as the employee’s attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee’s own illness or injury.

Sick leave may be used for safety leave, as defined in MN Statute 181.9413 (b).

Sick leave days unused at the end of the school year will roll over to the next year. The maximum roll over amount will be seventy-five (75) days.

Sick leave days over seventy-five (75) will be paid at 50% of the substitute teacher’s rate of pay, on the paycheck on the last Monday in June.

In the event of concern regarding abuse of sick leave, the School may require that the Teacher furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

The School reserves the right to require an examination and/or consultation by a qualified physician, selected by the teacher from a list of three physicians supplied by the School, as a condition of payment of sick leave under this section, the expense of such exam and/or consultation to be borne by the School.

Sick leave will not be paid out when employment with LILA is terminated either by employee or employer.

**Sick Leave Buy Back:**

- The School will buy back up to seven (7) unused sick leave days from the Teacher at the end of the school year based on the number of sick leave days used during the school year.
- The School will pay the Teacher the substitute teacher’s rate of pay ($125) for each day the School buys back.

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<th>Sick Leave Used</th>
<th>Possible Buy-Back Amount</th>
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<td>0 Days</td>
<td>7 Days = $875.00</td>
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<tr>
<td>1 Day</td>
<td>6 Days = $750.00</td>
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<tr>
<td>2 Days</td>
<td>5 Days = $625.00</td>
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<td>3 Days</td>
<td>4 Days = $500.00</td>
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<tr>
<td>4 Days</td>
<td>3 Days = $375.00</td>
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<tr>
<td>5 Days</td>
<td>2 Days = $250.00</td>
</tr>
<tr>
<td>6 Days</td>
<td>1 Day = $125.00</td>
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During the last week of school, payroll will provide the buy-back form to the Teacher. The Teacher will print out their sick leave balance from the absence management system (Aesop), attach it to their buy-back form, and return it to payroll by the last Teacher workday of the school year.

- Payment for sick-leave buy back will be paid on the paycheck on the last Monday in June.
- The Teacher may utilize available sick leave subject to the provisions of this section and the “Child Care Leave” section for periods of disability relating to pregnancy, childbirth, or adoption.

**Child Care Leave:**

Regular full-time and part-time employees who have been employed by the school at least half-time during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid leave for the purpose of maternity, paternity, adoption, or care of a preschool child provided such parent is caring for the child on a full-time basis.

The Teacher will be granted a child care leave of absence according to the procedures outlined in this section and the Family and Medical Leave policy #212.

**Duration and Types of Leave:**

- **Paid Leave** - For the addition of a child to the teacher’s family, through birth or adoption, the Teacher can use up to 35 days of accrued sick, personal, and/or compensatory leave for days they would have normally worked, during the 12 week leave of absence.
  - *Sick, personal, and compensatory leave balances must be exhausted before unpaid leave will be granted.*
- **Unpaid Leave** - Any leave taken during the 12 week leave of absence not covered by paid leave will be unpaid.
- **Intermittent or Reduced Schedule Leave** - When medically necessary, intermittent or reduced schedule leaves may be granted at the discretion of the School Executive Director or designee. If no medical necessity is determined for intermittent or reduced schedule leave, absences will be consecutive days following the qualifying event and all absence days will be taken within the same school year.
- **Both Parents Work at LILA** - In two-parent families, both parents work at LILA and both are eligible for leave, the two parents are entitled to only 12 weeks of leave combined.

**Requests for Child Care Leave:**

All requests are to be made in writing to the School Executive Director or designee.

- The pregnant Teacher will submit a leave request no later than the end of the sixth month of pregnancy.
- The non-birthing Teacher will submit a leave request no later than 90 days in advance of the commencement of the leave.
- Teachers requesting leave for adoption, will submit their leave request as soon as practicable.
- Teachers requesting leave for care of a preschool child under FMLA, will submit their leave request as soon as practicable under the circumstances.
- The Teacher will include the following in the submitted leave request: commencement date, return date, and amounts of sick, personal, and unpaid leave days to be used during leave.
Approval of Requested Child Care Leave: The effective beginning date of such leave and its duration will be determined by the School Executive Director or designee after reviewing each case on its individual merits, taking into consideration the following:

- the continuity of the instructional program for the students. Child care leave dates should normally coincide with the start of the school year or the beginning of a marking period;
- the desires of the Teacher;
- the specific employment duties of the Teacher;
- the health and welfare of the Teacher or unborn child;
- the recommendation of the Teacher's physician;
- any other relevant criteria.

Bereavement Leave:
- In the case of death in the immediate family (“immediate family” will mean the Teacher’s spouse, child, parent, brother or sister) up to 5 days will be allowed per death without deduction in pay.
- In the case of death in the close family (“close family” will mean the Teacher’s aunt, uncle, mother-in-law, father-in-law and grandparents) up to 2 days will be allowed per death without deduction in pay.
- In the case of any relative not listed elsewhere or a close friend, 1 day will be allowed per death without deduction in pay.
- Days granted under this Section will not be deducted from sick leave. The particular amount of leave permitted under this section will be at the discretion of the School Executive Director or designee depending upon the circumstances surrounding the death.

Jury Duty Leave:
- The Teacher who serves on jury duty will be granted the day or days necessary, as stipulated by the court, to discharge this responsibility without any salary deduction or loss of basic leave allowance.

Unpaid Leave:
- Unpaid leave may be granted only after all personal leave is exhausted.
- Unpaid leave will be calculated based on the teacher’s daily rate and a deduction of salary will be made through payroll.

Leave Benefits For Long-term Substitutes:
- The long-term Substitute employed for the full school day and with anticipated employment of at least 90 duty days per year will be eligible for sick, bereavement, jury duty, and personal leave benefits as outlined in this section.
- The substitute Teacher with anticipated employment of less than 90 duty days per year will not be eligible for any leave benefits provided by the School.
LILA EMPLOYEE CHILDCARE DISCOUNT

The LILA employee childcare discount has been approved by the school board and is in effect as of September 15, 2014.

All LILA employees scheduled to work 30 or more hours per week, will receive a 50% discount rate on their childcare tuition during the times they are scheduled to work. Employees scheduled to work at least 20 hours per week, but less than 30 hours per week will receive a 25% discount rate on their childcare tuition during the months they are scheduled to work.

The maximum discount per account will be for 50% off full time tuition for one of the enrolled children. Families with two or more children will receive the 50% discount for only one child’s tuition.

All registration, late payment, or returned check fees will be charged at the standard rate - no discounts.

Summer Tuition:

- Twelve (12) month employees will receive the Explorer Club employee discount during the summer.
- Nine (9) month employees will not receive the childcare discount in the summer, unless employed and working in the district during the summer months.

The total discount amount will be reflected on your check stub under non-wage taxable income as well as on your W-2 tax form.

Children of Employees During Work Hours:

- Children in 1st grade and younger may not be left in classrooms or parent’s office space unsupervised for longer than fifteen minutes.
- Students in 1st grade or younger must be supervised by a third party (adult) during meetings.
- Children may not attend meetings.
- Children 2nd grade or older may be unsupervised in their parent’s work space if they are able to do so independently. They must be supervised by a third party (adult) if they are unable to stay in the parent’s space independently.
- Inservice days - Children are not allowed to be at school during inservice days.

Any exceptions to guidance in this section will be at the discretion of the Executive Director, principal, or program director and will be for a single occurrence; exceptions are not to be made in lieu of an employee’s arranging appropriate child care that meets the needs of their child(ren) and the school.
WORKERS COMPENSATION PROCEDURES

Steps to take after an injury to an employee:

1 - If it’s an emergency, call 911 or get the employee to an emergency care facility.

2 - For all non-emergency injuries, the employee and his or her supervisor are to call the SFM (LILA’s workers compensation insurance company) Work Injury Hotline together immediately at (855) 675-3501. If no supervisor is available, the employee can call alone. The registered nurse who answers the phone will give the injured employee a treatment recommendation, and report the injury to SFM. If the injured employee would like a copy of the claim report, visit sfmic.com and log on to CompOnline (Registration is required.)

3 - The SFM claims coordinator/nurse will help arrange for medical treatment following an injury.

Steps to take when an employee returns to work after an injury requiring medical attention:

1 - LILA supports bringing injured employees back to work, as soon as they are medically able, to a position compatible with any physical restrictions they may have.

2 - When returning to work after medical care of a work-related injury, an employee must provide a Report of Workability letter from the employee’s physician stating whether or not the employee may return to work, with or without physical restrictions. The letter is to be given to the employee’s supervisor and then submitted to the Human Resources department to be filed in the employee’s medical personnel records.

3 - The supervisor will determine if the current positions may be modified to fit the medical limitations of the injured employee. If this is not possible, temporary transitional jobs may be made available either in the employee’s department or through a temporary assignment with another department.
SCHOOL BOARD POLICIES AND PROCEDURES

The LILA Board of Directors has developed, reviewed, and approved academic plans and policies for the safe, efficient, and fair operation of the school. These documents are periodically reviewed and updated as necessary.

PLANS & PROCEDURES

- Bloodborne Pathogen Program
- Employee Right to Know Program
- 2017 Annual Report and World’s Best Workforce Report
- World's Best Workforce Plan
- World's Best Workforce Annual Meeting - MDE
- Local Literacy Plan (PDF)

POLICIES

School Board

102: Drug Free Workplace
104: Gifts to Employees
106: Speakers
108: Fixed Assets
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**Personnel**

202: Discipline of School District Employees  
204: Background Checks  
205: Employee Disability Nondiscrimination 504 Plan  
206: Employee Publications  
208: Employee Right to Know - Hazardous Substances  
210: Equal Employment Opportunity  
212: Family and Medical Leave  
214: Mandated Reporting of Child Neglect or Physical or Sexual Abuse  
216: Multicultural, Gender-Fair, Disability  
218: Public and Private Data  
220: Purchasing Guide  
222: Subpoena of a School Employee  
224: Expense Reimbursement  
226: Employee Policies  
228: Credit Card User  
230: Whistleblower Protection  
232: Conflict of Interest  
234: Employee Computer Use  
236: Anti-Nepotism  
238: Federal Procurement  
240: National Emergency Sick Leave Donation  
242: Employee Health Insurance  

**Students**

302: Anti-Bullying  
304: Chemical Use and Abuse  
306: Student Disability Nondiscrimination Under Section 504  
308: Student Discipline  
310: Equal Educational Opportunity  
312: Harassment and Violence  
314: Hazing Prohibition  
316: Internet Acceptable Use and Safety  
318: Interrogation of Students by Non-School Personnel
320: Weapons
322: Search of Student Lockers
324: Smoke and Tobacco Free Environment
326: Students and Employees with Infectious Diseases
328: Transportation of Pupils
330: Use of Student Data
332: Student Attendance
334: Pledge of Allegiance
336: Inclusive Education Plan
338: Wellness
340: Field Trips
342: Student Participation in Academic Competitions
344: Administering Medication
346: After-School Dismissal
348: Student Organizations
350: Graduation Requirements
352: Credit for Learning Credit for Learning
354: Service Animal Policy
356: Academic Recognition Policy
358: Dress Code Policy

Instruction

402: Controversial Issues

Community

502: School Visitors
504: Distribution of Non-School Literature
506: Community Use of Facilities
508: Out of State Students
510: Media Acquisition
512: Crisis Management
514: Memorials for Deceased Students and Staff

BYLAWS

Lakes International Language Academy Bylaws
ACKNOWLEDGEMENT AND RECEIPT
SCHOOL YEAR 2021-2022

I understand and agree that nothing in the Teacher Employment Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Lakes International Language Academy is employment at-will, which may be terminated at the will of either Lakes International Language Academy or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies or practices contained in this handbook and any revisions made to it.

The school reserves the right to make modifications to this handbook during the school year.

________________________________________
Employee's Signature

________________________________________
Employee's Name (Print)

____________________
Date