



# Parent & Student Handbook

Executive Director: Terri O'Daniel

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Academy of St. Louis, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. Academy of St. Louis does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, or other school administered programs.

Revised 6/29/16, 7/21/17, 9/24/18

## WELCOME TO THE ACADEMY OF ST. LOUIS

Welcome to the ACADEMY OF ST. LOUIS. We are pleased that you have chosen the ACADEMY OF ST. LOUIS for your child's school. We are hopeful that your enrollment at the Academy will be rewarding and fruitful as we strive to provide the best possible environment enabling all our students to succeed.

This Parent/Student Handbook is provided as a guide to maintaining an academically sound and formative learning environment in accordance with our mission statement. This handbook was developed for you, the parents and students of the ACADEMY OF ST. LOUIS, and provides a comprehensive explanation of selected policies and procedures that allow the school to operate smoothly and efficiently. The ACADEMY OF ST. LOUIS reserves the right to evaluate, on an individual basis, additional situations that may arise throughout the school year and to create/enforce additional policies.

Please take time to read this Parent/Student Handbook carefully. We trust that you will find it informative and that it will offer a support to each of you as members of the family of the ACADEMY OF ST. LOUIS.

Policies in this handbook are not inclusive of all Academy of St. Louis policies. Questions regarding other policies and also procedures are available in the "Academy of St. Louis Policy and Procedure Binder" and may be answered by the Executive Director, the Administrator or by the Business Manager.

For questions concerning your student's individual academic plans, functional curriculum, spiritual formation, social, developmental and physical training, informational meetings with the Administrator and/or teachers will be ongoing at least quarterly or at your request if needed on a more frequent basis.

Once again, welcome to you, your student and all of your family! May Christ who loved us to His death, be with you always!

Terri O'Daniel,  
Executive Director

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"The Fruit of Truth is Wisdom and Self-Knowledge"



# School History

The Academy of St. Louis was founded in 2004 by Mrs. Terri O'Daniel and Mrs. Ann Dunn. Terri O'Daniel recognized the need for a change in the educational system for her daughter who was diagnosed with a non-verbal learning disability and was unable to succeed in mainstream schools. After visiting many private schools for children with learning disabilities, it became obvious to her that a non-traditional type of education was needed. Mrs. O'Daniel has a bachelor's degree in business administration and has worked in the fields of development, communication, marketing and admissions in an academic environment.

Ann Dunn is currently retired from a nursing career after working thirty years in pediatrics with children who were diagnosed with cognitive and physical disabilities. She was the Patient Care Coordinator at Ranken Jordan Rehabilitation Pediatric Hospital. During her tenure there she was the coordinator of many programs. She was deeply involved in the "Head Injury" lecture team and in the cognitive rehabilitation of the children. She worked closely with many heads of departments of the children's hospitals in St. Louis, their medical staffs, Special School Districts, Family Court, social workers, therapist, psychologist and patient's families-foster, adoptive and biological. Mrs. Dunn coordinated and supervised the care planning of all patients and the administration of discharge plans for patients leaving Ranken Jordan.

Mrs. O'Daniel and Mrs. Dunn believe the quality of life for many children with special needs could be improved by changes in their educational environment. Historically, many children with cognitive disabilities have not had their learning differences addressed in an environment that teach them how to compensate and learn how to accept, appreciate and identify their strengths, abilities and disabilities. This can be a difficult situation with mainstreamed children who must face the harsh reality of crowded classrooms and resource rooms and are negatively affected by peers who misunderstand their differences. Many children drop out of school at age sixteen, have lost their sense of self-esteem or just simply lose interest in school and go down a path of destruction. Families struggle, longing for a "perfect academic/social fit" for their child. The Academy of St. Louis was begun to support these children and their families.

The Academy of St. Louis addresses each student's cognitive strengths and deficits. It addresses perceptual strengths and difficulties, reasoning abilities and emotional functioning components. Also, over-all intellectual scales are established through increased testing and observation. Social interactive skills and individual learning plans are established for each student's level of functioning in every subject. This formation involves pursuing academics to the best of each student's abilities thus increasing self-esteem, building character by fostering virtues and self-control while promoting self-awareness of the individual student's capabilities along with recognition of their disabilities. Thus the school's Motto: "The Fruit of Truth is Beauty and Virtue."

A portfolio containing samples of each student's academic work and a record of evaluation of the student's academic progress is maintained. The Eckwall/Shanker Reading test is given as needed along with the required Iowa Test in the spring. CBM testing is given every three weeks. This testing along with special request for individual testing, provides assurance that the proper text books and learning tools are in place for each student at their individual levels in each separate subject.

Students are given accommodations such as in individual Chromebooks, small Teacher/pupil ratio (Average 1:3 to 1:7). Each teacher has an Assistant Teacher. Students receive one-on-one instruction as needed. Organizational skills are promoted by using individual work stations. There is very little distraction in the classroom due to limited amount of students and a predictable environment.

Individual Educational Plans, Neuro-psychological testing and complete physicals with up to date immunizations must be submitted before admission to the Academy. This information is then incorporated into all schoolwork using the suggestions provided while addressing each child's strengths and deficits. Behavioral issues are addressed by consulting with student's parents, teacher and behaviorist. Plans are implemented with the input and approval of all concerned.

Trained volunteers play card games or board games enhancing self-esteem and eye-hand coordination. They perform other tasks such as copying, filing, teaching Junior Achievement and organizing materials for the teachers.

Consistency is provided in every aspect of the curriculum. Fridays are set aside for educational or service-based field trips. Field Trips are taken twice a month enabling the students to practice social skills, learn visually with hands-on activities and memorable experiences. Time is provided to attend Mass and Confession at school every month and at Ascension Parish every Friday morning. The "Virtue of the Month Program" assists the students to identify and practice the virtues they possess and presents a means of improving their inner self. The Catholic Religion is taught to all students to bring Jesus Christ into their lives and the lives of others.

This type of education is expensive. Tuition is addressed yearly by the Board of Directors. A limited amount of scholarship funds are available for students who qualify according to the school policy.

Our parents would agree that their child's educational experience at the Academy of St. Louis is an ideal program for students with learning disabilities. Students are learning, developing friendships, feeling safe and are at ease at school which enhances their self-confidence. Our students are being protected but also being prepared for life after school. There is no harassment, no fear of walking the halls or of not being accepted. They are proud of their school and look forward to each day's activities. There is joy where there had previously been discouragement, failures and an inability to cope, leading to behavior problems and/or feelings of defeat and sadness.

The parents and staff are deeply committed from the time of admission through high school graduation to the "Academy Transition Program". This individual transition program has as its goal to enable students to successfully transfer from school into higher educational, work environments or volunteer positions after high school graduation.

Thank you for giving us the privilege of educating your child. We are excited to have your family as members of our school community!

The Academy of St. Louis is an independent, private, Catholic based school. The Academy of St. Louis is a non-profit 501c3 organization. It is accredited by Advanc-ed and NAPCIS.

Policies in this handbook are not inclusive of all Academy of St. Louis policies. Questions regarding other policies and also procedures are available in the "Academy of St. Louis Policy and Procedure Binder".



# II

## SCHOOL PHILOSOPHY

**IT HAS BEEN SAID THAT ONLY IN THE LIGHT OF CHRIST, THE PERFECT MAN, IS MANABLE TO GRASP THE GRANDEUR OF HIS VOCATION AND ULTIMATE DESTINY. EDUCATING A PERSON CONSISTS IN HELPING HIM TO ACHIEVE, AS FULLY AS POSSIBLE, THE LIFE-PROJECT FOR WHICH GOD HAS BROUGHT HIM INTO EXISTENCE.**

**MOTTO:** “The Fruit of Truth is Wisdom and Self-Knowledge”.

**SCHOOL EMBLEM:** Fleur-de-lis

**SCHOOL COLORS:**  
Red and White

**MISSION STATEMENT:**

The Academy of St. Louis assists K-12<sup>th</sup> grade students with cognitive learning disabilities. The Academy of St. Louis provides each student with a safe and nurturing environment, individualized and challenging curriculum, social integration skills and faith formation. The Academy of St. Louis aids each student in reaching their highest potential providing them with the confidence and knowledge to succeed in life.

**VISION:**

The Academy of St. Louis provides a personalized and challenging academic curriculum, helping our students successfully transition from the Academy either by continuing their education at the post-secondary level, enter a trade school, gain employment or participate in volunteer opportunities. After

attaining specific goals, some students may transition back to other general educational settings. The Academy strengthens each student's ability to communicate and develop social etiquette aiding in their success to form relationships. The Academy provides opportunities for our students to serve others in their community instilling within them the values of giving of themselves to others. The Academy helps form the hearts and souls of our students by providing knowledge of the Catholic faith and the values and character displayed by Christ's life on earth.

1. Academics
2. Faith
3. Social/Communication skills
4. Service to others
5. Transitioning

**GOALS:** Bring forward the following attributes to the maximum possibilities for each child enrolled in the Academy.

1. Academic: Each pupil has an individually designed challenging curriculum taught by a Special Education Degreed Teacher with input from the Special School District Individual Educational Program (IEP) and a counselor experienced in educational and behavioral issues. Other areas of expertise will be consulted as requested by the Parents, Teacher, the Counselor and/or the Executive Director or Administrator.
2. Social Integration: One-on-one personalized attention – assisting the students develop manners and an understanding of how to integrate into society. This is individually addressed by promotion of each student's self-awareness of one's own unique disabilities while at the same time fostering their individual creative learning abilities.
3. Faith Formation: Through teachings of the Church, students understand God's love for them in a special way enabling them to return this love. Each child is helped to identify their strengths and weaknesses while working on areas of improvement as well as character development.
4. Service to Others: Students are given the opportunity to practice learned social skills, enacting and re-enforcing learned virtues of self-giving, sharing talents, energy and time with a variety of persons on apostolic field trips throughout the school year and among themselves on a daily basis.
5. Transition: Involving students, parents, teachers and administration in the student "Transition Program" providing a successful transition after high school graduation to higher education, employment and/or a rewarding volunteer program.

**STUDENT CRITERIA:** The Academy of St. Louis serves students in elementary and high school grades with cognitive or emotional problems. Applicants need not be Catholic. Parents are informed of the school's specific philosophical and theological concept that is rooted in the Christian concept of the human person as stated in our motto and mission statement. All students are required to participate in Religion Classes and attend Mass when scheduled. The school Executive Director, the Administrator and appropriate Teachers will meet with each student and their parents prior to acceptance into the Academy. An IEP is required before admittance to the Academy. Evaluations may be requested for Occupational, Physical, Speech or Behavior Therapy. In addition, Psychiatric and Neurological Developmental Evaluation and testing may be requested prior to admission. A medical examination by the child's pediatrician with updated immunizations, hearing and visual testing is required along with all documents in the admission packet for registration and a signed Witness Statement are absolutely required prior to first day of school, no exceptions.

**TUITION:** Tuition will be determined by the Board of Directors. The tuition amount, registration fee, etc. is subject to periodic change as determined by the Board of Directors. Presently the registration fee is \$750. Tuition is \$22,000 along with a signed commitment concerning the school fundraisers. A Buy Out of \$8,000 is offered for those parents who do not want to participate in fundraising. This Buy Out is to be paid in total by the 15<sup>th</sup> of July prior to the start of the school year. Monthly tuition Payments are due on the 15<sup>th</sup> of each month starting in July of the upcoming school year and continuing up to and including the

month of April of the following year. One tenth of the total tuition is to be paid each month, preferably by “Auto Pay” and mailed to the school’s Business Manager.

### **SCHOOL SCHEDULE:**

School doors open at 8:15 AM. School begins at 8:25 AM. School will end at 2:40 PM. Vacation and holidays will be scheduled on the school calendar available to the parents via e-mail. Students are placed in classrooms suitable for their cognitive learning ability.

Field Trips – (Educational, Art Appreciation & Service/Apostolic) Transportation will be available for all students when field trips are scheduled. Parents will be notified in advance and permission requested for each field trip.

Homework requires a minimum of 20 minutes of reading each night. Additional work is determined with input from each child’s Teacher and parents. Art, writing and P.E. are also part of the weekly curriculum. The remaining core subjects are taught at different levels and are frequently taught on a one-to-one student/Teacher environment.

Also, students are “taught to appreciate the values of justice and fairness, truthfulness, dialogue, responsibility, nobility of heart, mutual respect and living in a manner consistent with one’s principles”. Along with these values, they will also be taught “good manners, sensitivity to others, etiquette, social grace, courtesy, kindness and generosity.”

These are the foundations of any human community. We are dedicated to the successful promotion and execution of these virtues in each of the students at the Academy.

The Administrator will complete a yearly student readmission/admission packet and checklist after interviews and approval of all mentioned above.

# III

# BOARD of DIRECTORS

## *BOARD OF DIRECTOR'S MEMBERS 2018-2019*

President  
Steve Notestine, B.S.B.A.

Vice President  
Ann Dunn, R.N.

Rebecca Kellerman, M.B.A.  
Secretary

Patrick McAleenan, B.S. B. M.  
Treasurer

Thomas P. Daly, B.S., M. Ed.

Theresa O'Daniel, B.A.

Member of St. Louis Learning Disabilities Association

# IV

2018-2019

STAFF

MEMBERS

Principal: Tom Daly, B.S., M.Ed.

Executive Director: Terri O'Daniel  
Bachelor of Science in Business

Administrator: Georgi Walczyk  
Bachelor of Science in Special Education  
Certificates - Special Education  
Educationally Mentally Disabled, K – 12  
Learning Disabled K – 12  
Emotional Disturbed K – 12

Ann Dunn RN  
Business Manager & School Nurse

Donna Higgins – Teacher  
Master of Arts in Education  
Bachelor of Science in Special Education  
Certifications -  
Elementary 1-8; Social Studies 4-8  
Learning Disabilities K-9  
Intellectual Disabilities K-9  
Behavioral Disorders K-9

Carla Knopf – Teacher  
Master of Science in Special Education  
Bachelor of Science in Special Education  
Certification –  
Elementary Education 1-8  
Learning Disabilities K-9

Kim Luedde – Teacher, Transition Facilitator  
Bachelor of Science in Elementary Education  
Certifications –  
National Board Certified Teacher – Exceptional Needs Specialist  
Elementary, Special Education – Cross Categorical, LD, K\_9, ED K-12

Vivian Garcia-Bruno, B.A., M.S.  
Guidance and Counseling,  
Religion Program Coordinator,

Jamie Davis - Teacher Assistant  
Bachelor of Science in Education

Greg Kellerman – Teacher Assistant  
B. J. Specialized in Strategic Communication  
Studying for M.A.T.

Kim Ogilvy - Teacher Assistant  
Bachelor of Science in Human Development

Vickie Schroeder - Teacher Assistant  
Transition Facilitator

# V

## TEACHER POLICIES & PROCEDURES

**Policy D6: Teacher Professional Development Plans****Date Initiated:** 01/23/12**PURPOSE:**

To ensure that all professional teaching staff member's Professional Development Plans are in compliance with the Improvement Plan, the school's mission and vision and enhancing the education of the students and staff.

**POLICY:**

Each Teacher's Professional Development Plan is to reflect the goals of the School Improvement Plan, the mission and vision and have the potential to enhance the education of the students and staff.

**PROCEDURE:**

Each Teachers and Teacher Assistant will review their Professional Development Plan in August, December and May. Yearly, in December, the school administrator will review the Plans to ensure compliance. The Plan must follow the form established by administration.

In December if goals are not progressing or in compliance, a second review will be given by the administrator in February of the following year. If the situation remains the same, the possibility of replacing the Teachers will be considered.

**Date Reviewed:** 4/5/13, 7/8/16, 5/31/17, 9/20/18**Policy B3: Home Work Assignments****Date Initiated:** 06/11/06**PURPOSE:**

To ensure an efficient means of implementing homework and to ensure adequate homework assignments

**POLICY:**

Daily homework will be assigned at the discretion of the teacher. Parents are to ensure that students read or are read to daily for 15 - 20 minutes.

**PROCEDURE:**

The teacher will assign daily homework at her discretion, not to exceed 90 minutes. Parents are expected to read or have their child read to them for 15 – 20 minutes each day,

The teachers may omit a homework assignment on weekends or holidays, and on evenings when students have extra therapies or extra-curricular activities including family happenings.



This policy will be included in the Admission/Readmission Packet and signed by a parents/guardians

Date Reviewed: 5/10/09, 7/1/13, 7/8/14,2016, 5/15/17, 9/20/18

**Policy B2: Parent/Teacher Conference**

**Date Initiated:** 01/11/06

**PURPOSE:**

To ensure adequate and timely parent conferences with their student's teacher.

**POLICY:**

Mandatory Parent/Teacher conferences will be held quarterly as scheduled by the student's teacher. The teacher will be available any time for conferences at the request of parents.

**PROCEDURE:**

Parent/Teacher conferences will be offered to parents at their request or the Teacher's request any time during the school year. Conferences will be scheduled with the student's parents quarterly to review the student's curriculum, quarterly report cards, testing results and any other concerns or issues relevant to school activities. A schedule of time slots available on days appointed for conferences will be provided by the teacher to all parents. New student's parents are given an opportunity within 3 weeks of the beginning of school to meet with their child's teacher. Parents are expected to be available for these conferences.

This Policy will be included in the Admission/Re-admission Packet and signed by the parents/Guardians

**Date Reviewed:** 07/20/12, 07/08/14, 06/27/15, 7/6/16, 5/15/17, 9/20/18

**Policy C9: Report Cards and Grading Criteria**

**Date Initiated:** 02/23/08

**PURPOSE:** To ensure that student's grades are established in a uniform manner throughout the school in a fair and honest manner.

**POLICY:** Student's grades will be averaged using test grades, homework completion and homework grades, daily work sheets, and class participation.

Grades will be a measure of the student's level of understanding and knowledge in the particular area and reflect the student's capabilities and understanding of the subject being evaluated.

**PROCEDURE:**

Teachers will average student's grades from daily charting of test grades, homework completion and grading, daily work sheets, and class participation.

The final grade will be posted quarterly on the student's report card. All curriculums are modified to meet the needs of the individual student as relates to his/her IEP. Thus the grade level does not necessarily reflect the level at which the student is performing.

An "Overall Effort" grade is at the discretion of the student's Teacher.

E - reflects "Excellent" –The student consistently applies and/or demonstrates the skills and /or behaviors above expectations. The student followed procedures and directions well. The student has displayed good charity and respect towards others. This student consistently completes all homework assignments.

S – reflects "Satisfactory" – The student usually applies or demonstrates the skills or behaviors expected. This student needed to be reminded and corrected about appropriate behavior and following directions. Overall the student had acceptable behavior that was not overly disruptive.

NI – reflects "Needs Improvement" – The student occasionally applies or demonstrates the skills or behaviors expected. Over all the student had unacceptable behavior and was overly disruptive

The Grading Scale for subjects taught is as follows:

A+	100%
A	95 - 99%
A-	90 - 94%
B+	88 - 89%
B	80 - 83%
B-	80 - 83%
C+	77 - 79%
C	74 - 76%
C-	70 - 73%
D+	67 - 69%

The Administrator will set a dead line prior to the quarterly Parent/teacher Meetings stating when the report cards are to be submitted to the school office. The Student Progress Monitoring books and Report Cards will be used during the Parent/Teacher quarterly meetings to ensure parents' awareness of their student's progress or lack of progress. Copies of the Report Cards will be sent home with the parents.

Grade Reports are official school records and will be kept in the student's permanent record.

**Date Reviewed:** 07/08/14, 5/20/17, 9/20/18

**Policy B8:** Transportation of Students

**Date Initiated:** 9/12/04

**PURPOSE:**

To ensure the safety of each student when they are being transported for apostolic, educational or other off campus school activities.

**POLICY:**

For out of town field trips use of bus transportation by an insured carrier is necessary. Private passenger vehicles can be used for small numbers of students involving activities when commercial transportation is not appropriate.

**PROCEEDURE:**

When a private passenger vehicle is used for student transportation the following criteria are recommended:

Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely

The vehicle should have a valid registration and meet state safety requirements.

The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per vehicle.

Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.

Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.

Drivers are prohibited from using a cell phone while driving

Adults should not be permitted to smoke in the vehicle

Drivers should be given a copy of the above criteria. These criteria should be printed in the Parent Handbook.

**Date Reviewed:** 05/18/05, 06/25/15, 5/15/17, 9/20/18

**Policy C-26: Use of School Van**

**Date Initiated:** 09/10/18

**PURPOSE:**

To provide guide lines for the operation of the school van.

**POLICY:**

Only persons approved by the Executive Director or the Administrator will be permitted to drive the school van. Drivers must pass the "School Van Check List for Driver Approval" and perform practice driving of the van for a minimum of ½ hour with the Administrator prior to transporting students and staff. The van may not carry more than 12 passengers, including the driver at any one time. The van driver will be personally responsible for any and all traffic or parking citations, tickets or fines. A school "Emergency Contact Binder" with contacts for students and staff, a copy of this "Use of Van Policy", an "Incident Report Form", a "Van Repair Form", a "Van Driver Check List" and a "Mileage Log" form MUST be in the van at all times when on a trip. It is the Administrator's responsibility to ensure that the binder is used consistently and to update the binder immediately if there are changes. It is to be kept in the Administrator's office when not being used for a trip.

(See Complete Policy for Procedure in the Policy and Procedure Book).

## **Policy A4: Grievances, Suggestions, Discrimination and Harassment**

**Date Initiated:** 02/23/08

### **PURPOSE:**

To ensure a workplace and educational environment that is free from illegal discrimination and harassment issues and all suggestions and grievances are acted upon in a satisfactory manner.

### **PROCEDURE:**

Discrimination or harassment against staff, students or others on the basis of race, color, religion, gender, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with federal law. (Title VII of the Civil Rights Act of 1964)

All staff, students and visitors must immediately report to the Administrator for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for our educational environment if it is demeaning or otherwise harmful in its action.

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 is also prohibited.

Suggestions and grievances will be brought to the attention of Administration. Free discussion and exchange of ideas will be the usual means used to resolve differences of opinion unless the subject is illegal. All are encouraged to discuss issues and/or concern with Administration. Final decisions are the responsibility of the Administrator who will strive to promote cooperative teamwork among all involved.

Should a situation arise when one does not feel comfortable discussing an issue or concern with the Administrator, the option exists to submit the concern to the Executive Director.

### **Consequences:**

Staff who violate this policy will be disciplined, up to and including termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons and visitors who violate this policy may be prohibited from the school grounds. The Administrator will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

### **Definitions:**

**Discrimination** – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exist.

**Harassment** – A form of discrimination that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the work or educational environment of the school.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or belief that such a characteristic exists: graffiti, display of written material or pictures, name calling, slurs, jokes gestures, threatening, intimidating or hostile acts – physical or otherwise, theft, or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment become permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the school's programs and activities or the condition of contractual work. Sexual harassment may occur between members of the same or opposite sex. The school presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the administrator or Executive Director.

The school Administration will immediately investigate all grievances. To the extent permitted by law, the school will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances.

The Executive Director and/or the Administrator will make known the Board of Directors regarding the number and frequency of grievances and compliance with this policy during the next scheduled board meeting. Should the grievance involve illegal matters, the board President and Division of Family Service are to be notified immediately.

**Date Reviewed:** 10/14/13, 6/20/16, 9/20/18

**Policy A3:** Child Abuse and Neglect Reporting

**Date Initiated:** 12/20/13

**PURPOSE:**

To ensure timely and appropriate mandated reporting of suspected child abuse and neglect.

**POLICY:**

Section 210.110 through 210.164 of the Revised Statutes of Missouri concerning Child Abuse and Neglect must be observed.

**PROCEDURE:**

Every staff member with responsibility for the care of children is required to make a report to the administration whenever child abuse or neglect is suspected.

If a person has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances of abuse or neglect he/she is obligated to call the Division of Children and Family Services hotline at 1 (800)-392-3738.

The person reporting the abuse or neglect must notify the Executive Director and the Administrator when calling. It is not obligatory to notify others who are involved including the child's parents.

**Date Reviewed:** 06/22/15, 6/20/16, 9/25/18

VI  
STUDENT  
POLICIES  
&  
PROCEDURE

## STUDENT CONDUCT ON CAMPUS

The ACADEMY OF ST. LOUIS holds Jesus Christ as the ideal and model for human behavior. The virtues of respect for self and others, charity, honesty, justice and responsible stewardship are emphasized. The ACADEMY OF ST. LOUIS *expects* that students will exhibit concern and charity in their dealings with other members of the school community (fellow students, Teachers, and all other workers, guests and visitors to the school). Each student is expected to maintain a high standard of personal integrity and honor and to observe common forms of courtesy. All school rules apply in the classroom and at school activities, whether on or off campus.

“Common forms of courtesy” include, but are not limited to the following:

- Each student will arrive at school punctually and in appropriate full, clean uniform. Any mended areas need to be neat and nearly invisible. Students are expected to show a proper modesty at all times.
- Each student should be at their desk with all books and materials ready before the bell rings. Students are not permitted to leave the room during class, café or playground without permission.
- During class subject change, at lunch or at recreational periods, each student is expected to act in a controlled, respectful, and courteous manner. Students are expected to keep the eating area, and ground around school neat and litter free.
- When playing on a team whether it is a board game, play rehearsal or an academic team, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, or backpacks must be free of any inappropriate writing or decoration.
- Food and beverages are to be consumed in the eating areas only, unless approved by the Teachers. Fast food may not be brought or delivered to the school unless the student has received permission. Chewing gum is permitted for “oral sensory needs” only and with permission.

## STUDENT DISCIPLINE AND ACADEMIC HONESTY

The ACADEMY OF ST. LOUIS seeks the integral formation of the whole student: moral, intellectual, spiritual, and apostolic. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray.

The Academy has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly and formative atmosphere. As part of the process of formation, students and staff are taught the Heather Forbes methodology of formation.

Behavioral Redirection or the institution of any behavior program will be instituted only with the advice of the Executive Director, the school Administrator and with the approval of the student’s parents. Progress reports and parent/Teacher conferences will be scheduled on a regular basis if such a program is necessary.

The following list of conduct infractions is not meant to be exhaustive. It will, however, serve as a guide for students in the correct use of their freedom. The school will review violations in light of the individual and the common good of the entire school community. Students of the Academy are representatives of the school whether on campus or off and during all times of the year. Knowing that students with cognitive learning disorders are often victims of physical bullying, verbal abuse and other occasions that cause shame and hurt to them, there is always the possibility that they may have difficulty coping with unexpected encounters or happenings and react in an undesirable manner. The school is available to assist the student



and parents to learn ways to cope and defend themselves. The examples listed below are serious and behavior redirection plans may be needed to solve the problem. Should they occur away from the Academy, please inform the Teacher so that she may provide assistance and also to have insight into a student's emotional reaction or change in personality.

Among others, the following infractions are considered examples of grounds for behavioral redirection.

- Profanity, vulgarity, or abusive verbal or body language is inappropriate. Use of such language demeans the speaker and the community.
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, or peers.
- Constant failure or refusal to fulfill behavioral redirection measures or habitual criticism of school norms.
- Fighting, bullying, or causing bodily harm to another student or threatening another student or member of the staff.
- Grave mistreatment of school property or destruction of such property, including intellectual property, books, furniture, lab equipment, audio-visual equipment, and the like.
- Theft of any kind, from the school or from fellow students.
- Excessive tardiness without excuse or justification, either to school or to daily class periods.
- Truancy, including extending holidays or weekends with unexcused absences.
- Leaving campus or being absent from class during school hours without permission.
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating).
- Falsification of school documents or permissions. Forgery of documents or a parent's signature.
- Engaging in any form of gambling.
- Use, possession, or distribution of pornographic materials.
- Inappropriate displays of affection; sexual misconduct of any kind.
- All forms of harassment, including sexual harassment and false accusations of harassment.
- Use, possession or trafficking of tobacco, alcohol, drugs, firearms, knives or other weapons, on or off campus.
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the school's reputation.

Any student involved in **any** illegal activity including placing the well-being and safety of the Academy students at risk *will be reported to the police*. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance or article deemed to place the student or the community at risk.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm a person. The possession or use of firearms, other weapons, or explosive devices on school premises, including the parking lot and playground is not permitted.

Any student discovered to be, or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student's person, pockets (the student empties his/her pockets, book bags, purse, etc.)

Questioning of the same purpose may include questioning by the Principal, Executive Director and members of the administrative team.

When a body search is conducted, it shall be in the Principal's, Executive Director's or Administrator's presence in an appropriate place. Another person of the same sex will conduct the search of the student and the search will take place in the presence of another adult of the same sex appointed by a member of the Administrative staff.

**Policy A2: Ensuring Approved Student Conduct on Campus**

**Date Initiated:** 06/11/06

**PURPOSE:**

To consistently provide redirection or discipline in a thoughtful, fair manner to all students for conduct warranting redirection or discipline by the teacher or by school administration.

**POLICY:**

Conduct on campus will include expected criteria as noted in Student Handbook listed under "Student Life".

**PROCEDURE:**

Redirection or disciplinary action is to be approved by the student's Teacher, the school administrator and by the student's parents/guardians when involving action other than routine acceptable school behavior modification techniques. Under no circumstances is corporal punishment permitted.

In the case of repeated misconduct, a Behavior Improvement Plan will be established with the input of the student's teacher and parents and the school administrator before action is taken. If there are other qualified personal involved with the student, they will be consulted.

If the misconduct continues, despite use of a Behavior Improvement Plan, a meeting will be scheduled with the student's teacher, the administrator, the student's parents and other qualified personal involved to determine a course of action to be taken.

If the behavior continues after repeated attempts to improve the student's misconduct, the student could be placed on a one-day suspension with approval of the school administrator and executive director.

If the behavior continues repeatedly, despite use of a planned Behavioral Improvement Plan and 3 periods of suspension, the Executive Director may consider expulsion of the student from the school.

**Date Reviewed:** 1/27/09, 05/13/13, 7/6/16, 9/20/18

## **SCHOOL WORK MISSED OR LATE DUE TO ILLNESS OR VACATION**

Students are expected to make up any school work they have missed due to absences from school. To minimize disruption and promote a stable environment, *the school strongly discourages families from taking vacations while school is in session.* For students who must miss school, Teachers may be able to assign some work prior to the student's departure. Upon returning, the student and student's parents or guardian must check with the administrator to find out what other assignments need to be made up. It is expected that work will be submitted within a reasonable timeframe, typically within one day for every two days absent.

## **ATTENDANCE**

The ACADEMY OF ST. LOUIS recognizes that there may be circumstances where absence from school is unavoidable, and will grant excused absences for illnesses, emergencies or other special situations. In case of absence due to illness or other emergency, parents should notify the Teacher by phone before 8:30AM.

The ACADEMY OF ST. LOUIS has a "closed campus" policy. Students may not leave the school campus without permission until the school day has officially ended. Medical and dental appointments are to be scheduled outside of school hours whenever possible.

On the morning of the absence, the parent/guardian is expected to call the school to report the absence. In the interest of the child's safety, the parent will be called should the school receive no such absentee phone call.

## **DRESS CODE POLICY**

The school's dress code contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride and reduces negative competition among the students. The ACADEMY OF ST. LOUIS students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full appropriate and seasonal uniform each day. Modesty is the required norm for all events on Academy grounds during all times and in all circumstances.

The school's dress code will be maintained throughout the day. Dress code infractions, determined by any faculty, include:

- Incomplete uniform, including clothing, hair, and jewelry according to criteria below.
- Unwashed, unkempt or inappropriately styled hair according to criteria below.
- Unclean or sloppy dress (including but not limited to shorts, skirts, slacks, sweaters, socks improperly worn or torn clothing.)

The Teacher will inform the administrator if any student does not meet the dress requirement to discuss a solution to the problem. If it continues, the Administrator will notify the parents.

### **Girls**

White or Navy Polo school shirt with school logo embroidering. Attire for Holy Mass is white polos with school logo and school skirts or skorts. Red sweatshirts or fleece jacket with proper logo may be worn. Lloyd Plaid skirts, or skorts. Skirt length is mid-knee. Tennis shoes may have some color but must be primarily white. Navy tights, white socks and navy blue privacy shorts may be considered as part of the uniform. Shirts must be tucked in at all times.

### **Boys**

White or Navy polo school shirts with prescribed embroidering. Attire for Holy Mass is white dress shirts with school tie, belt and khaki pants. Red school sweatshirts or fleece jackets with proper logo may be worn. Tan slacks with brown belt. Uniform shorts may be worn when the temperature is over 80 degrees.

Comfortable tennis shoes.

Shirts must be tucked in at all times.

**Important notes on School Uniforms**

- Hair must be neat and pulled away from the face.
- Hair bows, barrettes and clips must be complementary to the uniform colors.
- Hairstyles should be moderate, for example, no cuts with spikes, lines or tails are permitted and hair color should be natural looking.
- Jewelry must be simple, elegant, modest, and complimentary in taste and appearance, and not large, or gaudy. Ideally, a student may wear one watch, a single necklace or chain w/ religious or school pendant optional, a discrete, modest ring. One bracelet. Small earrings are acceptable.
- Hair must be neatly and evenly cut. Hair should not extend below the ears on the sides, should not touch the collar in the back, nor extend pass the eyebrows in the front.
- Hairstyles should be moderate, for example, no cuts with spikes, lines or tails are permitted and hair color should be natural looking.
- Acceptable jewelry: one watch, one school ring, one school or religious medal. Bracelets must be approved.

Makeup is not permitted unless in high school and should be at a minimum.

- Tattoos, body piercing and other styles of markings are not permissible.
- Earrings, tattoos, body piercing and other styles of markings are not permissible.
- Truancy, including extending holidays or weekends with unexcused absences.
- Leaving campus or being absent from class during school hours without permission.
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating).
- Falsification of school documents or permissions. Forgery of documents or a parent's signature.
- Engaging in any form of gambling.
- Use, possession, or distribution of pornographic materials.
- Inappropriate displays of affection; sexual misconduct of any kind.
- All forms of harassment, including sexual harassment and false accusations of harassment.
- Use, possession or trafficking of tobacco, alcohol, drugs, firearms, knives or other weapons, on or off campus.
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the school's reputation.

**FIELD TRIPS**

The classroom Teachers and the school Administrator will choose a mix of academic and apostolic field trips. The school Administrator and the Teachers coordinate and conduct the field trips. Field trips are an opportunity for students to assimilate their classroom learning with practical experience. Before a student can participate in a field trip, however, parents must first complete and submit the appropriate Field Trip Permission Forms. All students participating in a field trip are expected to behave according to the code of conduct as outlined in this Parent/Student Handbook.

Field trip chaperones (Staff Members) will accompany students on field trips and will uphold the code of conduct. Chaperones follow the field trip itinerary as established by the school without making “extra stops” for drinks, snacks, etc.

**Policy B9: Field Trip Policy**

**Date Initiated:** 9/12/04

**PURPOSE:**

To ensure student safety, parent awareness of all trips and the desired field trip destination. Field trips are a means of cultural, educational and missionary significance and enhance the class room education by providing hands-on, visual/auditory learning and participation in real life experiences along with the opportunity to put into practice taught social skills.

**POLICY:**

The Academy of St. Louis will make available a minimal average of two field trips per month. They will be conducted in a safe and interesting manor. Field trips should be a mix of academic and apostolic trips. The school administrator and teachers coordinate and conduct the field trips. All students are to be supervised by school personnel. The administrator will rarely make an exception of a parent who desires to chaperone their own child on field trip. Parents are not to chaperone other students. Trips involving student water participation (swimming, boating, etc.) events are prohibited. Supervision of at least one adult per six children is recommended.

**PROCEDURE:**

All Field Trips will be planned in advance and approved by the Administrator.

Parents will be notified and will have signed the “Permit to Transport”.

Parents will be informed in advance to prepare for proper clothing, lunch and/or extra money if needed and for any other items that might be necessary.

The teacher’s Responsibility:

- Inform the students concerning expectations of the trip by teaching in advance information pertinent to the field trip’s educational or apostolic purpose.

- Acceptable behavior if the trip’s activities are new/unknown to the students as well as any precautions that may be necessary.

- Explain, and if necessary, role play new and unknown experiences and any precautions that are necessary.

- Plan and implement special seating considerations (front seat, car seat, etc.)

- Ensure that safety measures (seat belts in place, conduct as required by the school policies, maintenance of state and federal laws) will be observed at all times during a trip.

Student’s means of transportation and field trip information will be assigned by the Administrator with input from the teacher. Information sent to the parents and staff via e-mail will include:

- Description of event and Student Group

- Purpose and objectives

- Destination

- Supervisor of activity

- Day, Date, Time of Departure and Return

- Transportation

- Student Attire

- Food

- Student Cost.

- Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the administrator. These activities must have an evident educational or social purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or qualified/responsible adult should act as a moderator of the activity and should be present at all times during the activity. Parent/guardians permission must be obtained for a student to participate in extracurricular activities.

**Date Reviewed:** 06/18/12, 05/20/10, 09/20/13, 07/08/14, 6/25/15, 7/6/16, 5/15/17, 9/20/18

**Policy 5B: Student's Phone Calls to Staff**

**Date Initiated:** 08/13/09

**PURPOSE:**

To eliminate phone calls, emails and text messages to staff members.

**POLICY:**

Students are not to place phone calls, emails or text messages to staff members.

**PROCEDURE:**

Parents calls and texting to teachers should be before 7:00 P.M. and not on Saturday or Sunday. If a student needs their teacher's help with homework or if there is a reason when family schedules interfere with completion of homework assignments, parents are asked to write a note in their child's "Daily Assignment Book" explaining why the homework assignment is not completed.

**Date Reviewed:** 09/20/10, 05/10/13, 7/16/16, 5/15/17, 9/20/18

**Policy B14: Pals**

**Date Initiated:** 06/11/09

**PURPOSE:**

To promote friendship and interest between students.

**POLICY:** Yearly "Pals" will be assigned to students with input from staff members and administration

**PROCEDURE:**

Yearly students will be assigned another student as their "Pal". They should be encouraged to foster a deeper friendship with their assigned "Pal" then they otherwise would do. Special times will be encouraged to interact and surprise one another with special treats, etc. "Pals" will meet every two weeks during an extended lunch period.

**Date Reviewed:** 7/6/16

# VII

## *PARENT POLICIES & PROCEDURES*

## **PARENT INVOLVEMENT**

Parents are the first educators of their children and at the ACADEMY OF ST. LOUIS we make every effort to include the parents in the education and formation of their children. Parents are responsible for enforcing all policy & procedures that relate to their child/ren.

## **FUNDRAISING**

In order to continue its development, meet its annual operating budget, and to provide financial assistance to families in need, all parents who have consented to using Option #1 for tuition payments are expected to support and help in the fundraising efforts of the Academy. Parents who consent to use Option #2 for tuition payment, although they not have to participate in the preparation for fundraising events, it is understood that they will attend the school fund raising events and bring friends/relatives as guest.

The Academy engages in an annual auction, trivia night and annual appeal to support the school's operational budget. All families are expected to participate in all fundraising activities.

To engage in a fundraising activity at the school, all activities must have prior approval of the Executive Director.

## **RE-ENROLLMENT AND NEW SIBLING ENROLLMENT POLICY**

The Academy of St. Louis does not discriminate on the basis of race, color, or national and ethnic origin in the administration of any of its policies. This admission policy does not conflict with the priority given to the admission of Catholic students. On being admitted to the school, each student accepts the responsibility to participate actively in his or her own education and adhere to the standards of the school.

Re-enrollment packages will be issued to families on February 1 of each year. Re-enrollment agreements and the registration fee is to be returned by February 9 of each year. Students on academic probation, or students who are not current with their tuition payment plans, may not re-enroll until their situation is resolved. Parents requesting information on the admissions timetable and process are asked to contact the admissions office.

New sibling enrollment occurs in February also. Siblings of currently enrolled students will be given enrollment priority over new students.

An enrollment package may be requested.

## **TUITION PAYMENT**

The ACADEMY OF ST. LOUIS has various payment plans, fees, and tuition policies. Specific questions about payment plans, fees, and tuition policies may be directed to the Executive Director or to the Business Manager. The cost of tuition will be addressed by the Board of Directors in December of each year. In order for a student to enroll for the next academic year, all accounts must be paid in full or payment plans must be up-to-date otherwise, students may be temporarily suspended from school until fees are brought up to date. If a student at the end of graduation has a balance due to his/her account, the diploma, the



certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled. Parents/Guardians will receive Re-enrollment Forms via general mail for the following school year on Feb. 1 and are expected to be returned to school by February 9 with the \$750 Re-enrollment Fee.

#### **FINANCIAL ASSISTANCE**

Financial assistance may be requested. All requests will be considered by the Finance Committee of the Board of Directors. Financial assistance will be given only if funding is available. An application form must be completed prior to the committee's consideration for assistance. Financial Aid Request Forms are to be returned in a sealed envelope addressed to Ann Dun, Business Manager, by April 15 for the following school year.

#### **INCLEMENT WEATHER NOTIFICATION**

Unusual weather may cause the ACADEMY OF ST. LOUIS to be closed, open late, or have early dismissal. Parents will be notified of all details per phone by school administration. Channel 2 and 5 will have school closing due to snow fall.

#### **Policy B1: Safety Procedure for Pick Up and Drop Off of Student**

**Date Initiated:** 9/12/04

##### **PURPOSE:**

To ensure the safety of each student during drop off and pick up times to the Academy of St. Louis.

##### **POLICY:**

The parents or the designated "Drop Off Person" will ensure that each student has entered the first gym door of the school building when dropping off their student before driving away. The daily designated staff members (2) will ensure each student is in the care their homeroom teacher.

At the end of the of school day, designated staff members (2) will ensure each student is in the care of the person designated as their "Pick up Person".

##### **PROCEDURE:**

The parents or the designated "Drop Off Person" of each student will ensure that their student has entered the school building when dropping off their student before driving away.

At drop off times each student is to be within sight of designated staff persons (2) after entering the building until he/she is within the care of their homeroom teacher.

**School Monitored Drop off time is between 8:15 and 8:25 A.M.**

Pick up time is at 2:40 P.M. **Students are to be picked up by a caretaker who has previously arranged with the administrator to do so.**

**Late arrival:** Parents are required to escort their child into the building and have contact with the administrator and sign them in the Daily Sign In/Out binder.

**Late pick up:** After 2:45, parents must come into the school building and make contact with the school administrator or designated staff member and sign their child out in the Daily Sign In/Out Binder.

Please fill out the **Caretakers Permission for Student Pick Up** form on the following page with names of possible caretakers who will be picking up your child.

This Policy will be included in the Admission/Re-admission Packet and signed by the parents/Guardians

**Date Reviewed:** 05/18/05, 02/03/14, 6/27/15, 7/6/16, 5/15/17, 9/20/18

**Policy C12: Media Contact**

**Date Initiated:** 12/20/13

**PURPOSE:**

To ensure that approved contact with the media will occur.

**POLICY:**

Permission of the parents must be obtained prior to media interviewing or photographing of a student.

**PROCEDURE:**

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited. A staff member and parent/guardian must be present during the entire interview.

All parents must sign the permission form giving "Authorization for the Use of Photographs" prior to the interview.

**Date Reviewed:** 06/22/15, 6/14/16, 9/22/18

**Policy B16: Graduations**

**Date Initiated:** 01/23/10

**PURPOSE:**

To ensure that student's graduate in an appropriate time frame.

**POLICY:**

Student's will graduate from the 8<sup>th</sup> grade and high school when deemed appropriate by the school Principal and Administrator. High school students must graduate by age 21.

**PROCEDURE:**

An appropriate time for students to graduate from eighth grade or from high school will be determined by the Principal and the Administrator with input from staff members. To be presented with a High School Diploma, students must have a minimum of twenty-four high school credit hours. If appropriate credit hours are not attained, a Certificate of Graduation may be awarded in place of a diploma when students are eighteen years of age and have been enrolled in high school for four years.

If age appropriate but not academically appropriate a student may remain in eighth grade for an extra year or high school until age twenty-one.

The emotional/social and academic needs will be considered in this decision.

Parents will be consulted prior to decisions being made.

## *Parent, Board of Directors, Staff, & Volunteer Witness Statement*

Aware of my call to educate, form and guide children and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the best parent, educator, director or volunteer of the children entrusted to my care.

Practically, this means:

1. I believe the work of the ACADEMY OF ST. LOUIS is founded upon the words of Jesus Christ to “love God with your whole heart with your whole soul and with all your mind” and to “love your neighbor as yourself.” (Matthew 22:37)
2. I believe loving and serving our fellow human being is integral to our love of God. Forming, teaching and serving students fulfills an essential component of our school mission,
3. I believe every person is created in the image of God. Every person is precious. We are one human family, whatever our national, racial, ethnic, economic or ideological differences.
4. I believe we must form the whole person, including his or her spiritual, academic, emotional, social and physical well-being. I will encourage those I encounter, always in ways respectful of their own religious belief, to draw close to God and there find strength and consolation.
5. I believe the sanctity of all human life from the moment of conception through natural death and that the dignity of the human person is the foundation of a moral vision for society.
6. I will function faithful to the magisterium of the Catholic Church.
7. I believe that the teachings of the Catholic Church require respect and will help our children to respect the Church and its teachings.
8. I will regularly participate in the Sunday Eucharist with my family (if not Catholic participation in my family church), and include prayer in my daily home life.
9. I will support the moral and social doctrine of the Catholic Church to ensure consistency between home and school
10. I believe the family is the primary social institution through which children are conceived, loved, educated and nurtured to maturity. I believe in the union of man and woman in marriage is sacred.
11. I believe giving priority concern to students with learning disabilities strengthens the health of our whole society.
12. I believe confidentiality must be a living principle within each program and within all matters involving students, staff, volunteers and the Board of Directors.
13. I will teach children by word and example to have love and concern for the needs of others.

I have read and understand this statement. I agree to support these basic truths and principles of the ACADEMY OF ST. LOUIS and to abide by them in my role as a Parent, Teacher, a member of the Board of Directors or as a Volunteer.

This Policy will be included in the Admission Packet and signed by the Parents/Guardians, Board of Directors, Staff and Volunteers.

# VIII

## SPIRITUAL POLICIES & PROCEDURES

## **SPIRITUAL LIFE**

Our method of education aims to help students fulfill the mission for which they were created: developing a deep, personal knowledge and love of Jesus Christ. The intellectual and moral life can only be perfected within the context of this relationship.

### **CELEBRATION OF THE MASS**

Because Jesus Christ himself is fully present the Holy Eucharist, the Church proclaims that the Holy Eucharist is the “source and summit” of our life in Christ. Thus, the Celebration of the Mass makes present not only the saving mystery of Christ’s passion, death and resurrection, but Jesus Christ himself. The aim of celebrating Mass is to foster appreciation for the Eucharist and active participation in this most sacred sacrament. Mass is celebrated weekly at Ascension Church in Chesterfield and monthly at the Academy of St. Louis. If more information is needed, contact the Executive Director or the school Administrator.

### **APOSTOLIC FORMATION (SERVICE WORK)**

Students will be involved in Apostolic Works throughout the school year. These works are coordinated by the Teacher and parents. The purpose of the Apostolic Works is to reach out as far as possible with the work of Christ. Through their participation the students will appreciate the importance in doing the actual “work” that Christ has called us to as His apostles.

### **THE LITURGICAL YEAR**

The Academy pays special attention to the various liturgical seasons within the Church, such as Advent, Christmas, Lent, Holy Week, and Easter. The special events at the school aim to continually nurture the school community’s love for Christ and His Church.

Specific details on feast day celebrations will be sent home in advance. Parents and students are encouraged to take an active part in living the liturgical year with the Church through the activities and celebrations organized by the school.

### **YEARLY RETREAT**

A yearly retreat may be planned with the cooperation of the parents and students to determine the length, location and moderator of the retreat.

**IX**

**ADMINISTRATIVE  
POLICIES  
&  
PROCEDURES**

**COMMUNICATION**

Effective parent/school communication and collaboration are essential for the realization of the school's mission. As a means to inform parents, the school uses regularly scheduled appointments, Parent/Teacher Conferences and e-mails.

Parents may call the school with questions, to set up a meeting, or to relay a message. However, the Teacher and students cannot be called out of class during the school day to receive telephone calls except for emergencies. Parents are asked to please use the voice mail system for messages other than emergencies.

Parents with any questions or concerns regarding their child or the school's program are encouraged to contact the Executive Director, the school Administrator or the Teacher.

**NOTIFICATION OF TELEPHONE/ADDRESS/E-MAIL CHANGE**

Parents should notify the school if their address, telephone number or e-mail address should change during the school year. The school requires current contact information to ensure the school will be able to send out correspondence or be able to reach the family should there be an emergency. This information includes change of work address, phone number and extensions, cellular phone numbers, etc.

**VISITORS**

All parents are asked to arrange visits with the Executive Director or the Administrator. No visitor other than parents or volunteers may go directly to any classroom without the presence of the school Administrator. The administration reserves the right to evaluate the legitimacy of any request to visit the school. See "Visitor's Policy".

**CONFLICT OF INTEREST**

In an effort to avoid any perceived conflict of interest or disturb the professional relationship between the school and the family, parents are asked not to offer Teachers or staff substantive gifts, jobs or money. Contributions to class or group gifts are certainly acceptable with approval of the Administrator.

**TRANSFER/WITHDRAWAL**

Parents of a student transferring or withdrawing from the ACADEMY OF ST. LOUIS should obtain a Withdrawal Form from the business office and return the completed paperwork to the school office.

**TRANSCRIPTS**

Parents are entitled to have an official transcript of their student's records sent wherever desired. They may request transcripts through the Administrator. All financial accounts must be current to obtain transcripts.

**Policy A5: Visitors Policy**

**Date Initiated:** 06/02/05

**PURPOSE:**

To ensure the safety of the students, teacher, volunteers and other school personnel. To ensure that visitors are directed and accompanied by an administrative staff member.

**POLICY:**

All visitors must be accompanied by a member of the administrative staff when in the building.

**PROCEDURE:**

Request to visit the school will be given to a member of the administrative staff.

The date and time of the visit will be agreed upon by the visitor and the administrative staff.

The school Administrator will notify the teacher/s of the appointed date and time of the visit.

Visits will be limited to an agreed upon amount of time.

The school Administrator will make documentation of the visit by having the visitor sign in the "Visitor's Book".

All visitors must wear a name tag when in the building.

Parents/Guardians or other approved persons are not to be considered as "Visitors".

**Date Reviewed:** 05/15/13, 6/20/16, 9/23/18

#### **Policy C14: Student, Alumni and Personal Records**

**Date Initiated:** 01/23/10

##### **PURPOSE:**

For school administration to maintain and supervise the active and inactive files of students, alumni, and personnel ensuring that all records are accurate, complete, and available upon request.

##### **POLICY:**

The student, alumni and personnel files will be maintained and kept in a place safe from theft, vandalism, or loss through misplacement.

##### **PROCEDURE:**

A paper or electronic backup copy of student and alumni report cards, yearly standardized testing, admission information, progress reports, disciplinary action reports, physical records and other pertinent student records will be maintained in a secure locked place at school. Parents/guardians have a right to inspect and review the official active file of their children.

Staff personnel files will be kept in a secure locked place at school for a total of ten years after the staff member is no longer employed by the school.

##### **Separated or divorced student parents:**

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action and similar information.

##### **Non- Custodial Parent:**

The law holds that parents do not cease to be parents when they no longer have custody of their children. Therefore, this school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy for the court order.

##### **Access to student records by others:**

The right of school personnel to access the records of students, alumni or personnel is limited to those who have legitimate purpose for the information the record contains. In addition, the person must also



have a professional responsibility for a specific individual. This includes teachers, guidance counselors, and administrators.

**Sharing records:**

Parents/guardians need to sign a "Record Release Form" before student or alumni records can be shared with other agencies or schools. Records may not be hand-carried by any party, but will be mailed to the requested place.

**Date Reviewed:** 06/29/15, 05/30/2017, 9/20/18

**Policy C15: Retention of Confidential Documents and Destruction of Documents**

**Date Initiated:** 01/23/12

**PURPOSE:**

To ensure that confidential documents are secure or destroyed and documents that are required to be saved are retained in a secure, safe place.

**POLICY:**

All confidential documents including any documents that have student's names on them must either be retained in a safe, secure place or destroyed by shredding. Documents that are required to be saved (report cards, transcripts, medical records and admission papers) must be retained in locked cabinets that are available only to the administrative staff.

**PROCEDURE:**

Confidential documents that have student's names in evidence must be kept in a secure locked cabinet or shredded. Shredding may be done by a commercial shredding company or by the school's own shredder. If the shredding is done by the Academy of St. Louis, the person who does the shredding must be proven honorable and trustworthy.

Confidential documents that are required to be saved (see above) are to be retained in a securely, locked area for a minimum of 10 years.

**Date Reviewed:** 7/8/16, 5/30/17, 9/20/18

**X**  
**MEDICAL**  
**POLICIES**  
**&**  
**PROCEDURE**

## MEDICAL FORMS

An emergency form must be filled out for each student each year by the parent or guardian, and turned in to the administration office prior to the first day of school. This policy ensures that the student receives prompt medical attention, should the need arise. Any student who has not turned in an emergency form prior to the first day of school may be asked to stay home until the form has been received.

Only the Educational Specialist or school administration will notify parents to pick up their children due to illness.

## IMMUNIZATIONS

Each student at the school must comply with State law requirements for immunization. Any student with a delinquent record will be notified. **Any student who fails to comply with state requirements after notification will not be allowed to remain in school or begin a new school year.** All health records are kept in the administration office. Please refer all questions to the school nurse.

## MEDICAL EXAMS AND HEALTH SCREENINGS

Physical examinations by a doctor are recommended for a new entrant to the school and at the beginning of the third and sixth grade.

## INJURY OR ILLNESS

Any student who becomes injured or ill during the school day should report the condition to a teacher. After proper assessment and treatment by the Teacher, a parent and the school Administrator will be notified of the injury or illness that requires further medical attention.

## MEDICATION

Only medication that is necessary for a child to remain in school will be administered during school hours. Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by the Teacher. The student's parent must give the first and second dose of any prescribed medication. Only properly labeled medication with a signed permission form from the parent or legal guardian will be administered. The school must be provided with an individual container of the prescribed medication with a proper prescription label. If medication is needed both at home and at school, please request the pharmacist to divide a prescribed amount into two bottles or vials.

Over-the-counter (OTC) medications (Tylenol, acetaminophen, cough and cold syrups, eye drops, etc.) are only administered by the Executive Director or the Administrator with written parental permission.

Each medication given will be recorded on a medication log which includes date, dosage, time and the signature of the person giving the medication. No student may have any medication in his possession during school hours. All medication is kept in a locked cabinet and will be dispensed by the Executive Director or the Administrator. At the end of the school year, all medications that are not collected by the parent or legal guardian will be destroyed.

## CONTAGIOUS HEALTH CONDITIONS

Parents are to report communicable diseases or health problems their child has contacted to the Administrator. Readmission policies differ according to certain illnesses. For example, a student with a disease such as rubella (measles) or chicken pox will have different criteria for readmission to school than one recovering from conditions such as pinworms or pediculosis (lice). A student with lice must be "nit" free in order to attend school. Any student, who has gone home with a temperature greater than 100 and/or has been prescribed antibiotics, must be without fever and has been on antibiotics for 24 hours before returning to school.

# ACADAEMY OF ST. LOUIS GUIDELINES FOR STUDENT ILLNESS RECOVERY OFF CAMPUS

A child is never sent home before a parent or guardian is contacted. Communicable diseases must be reported to the school nurse. Students need to recover off campus for his/her own benefit and that of his/her classmates for the following illnesses, but may be re-admitted according to the “Red Book” and/or the student’s physician after the time required.

<u>Illness</u>	<u>Time Required</u>
Fever	Excluded until 24 hours fever free without using fever reducing drugs
Chicken Pox	Excluded until 1 week after the eruption of the first crop of lesions & all Lesions have crusted
Pink Eye	Exclude until under medical care and drainage from eyes is clear
Fifth disease	No exclusion if rash is diagnosed by a doctor
Impetigo	Excluded until under treatment, lesions are healing and no new ones appear
Mononucleosis	Exclude until medical care and physician approved return
Mumps	Exclude until swelling or other symptoms have disappeared
Head Lice	Exclude until treated and no eggs are present in the hair
Ringworm	Exclude until under medical treatment
German Measles	Exclude until fifth day onset
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has begun
Strep Throat	Exclude until 24 hours after antibiotic treatment has begun

The “Red Book must be reordered as needed according to the publishing date and will be used as a guideline for the ACADSTL infectious diseases.

If there should be any infectious diseases reported at the school, please notify the nurse so the condition can be reported for statistics.

## Routine for Handling Blood and Body Fluids

Since blood and body fluids can transmit other infections, schools should adopt routine procedures for handling blood or body fluids (urine, stool, vomitus).

1. any open lesion on infected person should be covered
2. good hand washing after exposure to blood or body fluids should be observed
3. caretaker should wear disposable gloves if open lesions are present on hands
4. soiled surfaces should be promptly cleaned with a disinfectant (1part household bleach to 10 parts of water is acceptable)
5. disposable towels or tissues should be discarded in plastic bags
6. mops should be rinsed in disinfectant after cleaning floor

7. soiled disposable materials should be discarded in plastic bags
8. cleaning personnel should be aware of the risk of exposure to diseases when handling any blood or body fluids and how to protect open skin lesions (gloves)

Persons involved in the care and education of a child with these chronic infections should respect the child's right to privacy including maintaining confidential records. Persons who have a need to know, (in order to assure proper care and to detect potential for disease transmission) should be advised.

The "Red Book" updated to 2105, "Report of Committee on Infectious Disease" will be used as the school guidelines for all infectious diseases.

## Chronically Ill Child

In order to keep a chronically ill child at a high level of functioning, it is necessary that the parent/legal guardian, physician, teacher, and school nurse keep the lines of communication open in a cooperative effort. Written instructions to aid the nurse in assisting the student and ensuring the student's well-being would be very beneficial. Input from both the parent/legal guardian and physician is an important element to ensuring that this does happen.

Close cooperation and communication between school personnel, parents, and the student's physician is essential in order that the medical program can be modified as warranted by changes in the student's condition.

## I

### **Policy C10: Dispensing Medications**

**Date Initiated:** 01/23/10

#### **PURPOSE:**

To ensure that student's prescribed and OTC medications are dispensed in a safe and effective manner.

#### **POLICY:**

Student's medication needed during normal school hours will be dispensed in a timely documented manner with licensed medical over site.

#### **PROCEDURE:**

Parents will sign a document stating the name, dosage and times of need for all medication given their student. A separate form for dispensing medications during school hours will have a parental signature which states the student's name, medication strength, frequency and times of administration. All prescription medication will be provided by the student's parents. A medicine container labeled by a pharmacy, medication name and strength, amount to dispense, frequency and times of administration, expiration date and pharmacy number clearly evident on the container will be provided by the student's parent and given to the school nurse.

Medication distribution will be recorded in the "Medication Book" with the name of the medication, dosage, time given, dated and signed by the person administering the medication.

OTC medications will be given on a prescribed basis according to the student's needs, the nurse's discretion and the recommendations on the medicine bottle. Parents will sign a permission form designated for this purpose.

An information sheet of side effects, recommended dosages and purpose of the medications dispensed during school hours will be kept in the "Medicine Book" along with a summary sheet of all students' medications.

Date Reviewed: **12/03/13, 6/20/16, 9/24/18**

**XI**  
**IN CASE**  
**OF**  
**EMERGENCY**

## **A1: Safety Procedures During Disaster/Crisis Times**

**Date Initiated:** 9/12/04

### **PURPOSE:**

To recognize the Academy of St. Louis as a teaching facility with a duty to ensure the SAFETY of the students, visitors, volunteers and staff.

### **POLICY:**

The Academy of St. Louis will maintain an updated fire, tornado, armed intruder/terrorist attack and earthquake procedure explaining the routine protocol to be used should an emergency occur. The Academy of St. Louis will have documented practice emergency drills on a quarterly basis.

All potentially violent situations will be taken seriously and all threats of violence against any person will be reported to the appropriate authorities immediately.

All school personnel will be familiar with the safety rules and crisis management plans.

### **PROCEDURE:**

The following procedures shall be followed:

IN ALL INCIDENCES TEACHERS, MUST HAVE THEIR ROOM  
KEYS, CAR KEYS, CELL PHONES, AND CLASSROOM EMERGENCY  
BOOKS WITH THEM AT ALL TIMES.

### **PROCEDURE:**

1. FIRE: Upon sounding of the school fire alarm, students will be led by their Teachers through the nearest exit to the area in front of the main dumpster located on the south/west area of the parking lot.

The Administrator or should she/he not be present, the Teachers closest to the Fire Alarm box located in the main entry will obtain the alarm box key from the Administrator's top left hand desk drawer. Upon observation of the printed location of the fire read out panel on the fire alarm box, an attempt to silence the alarm will be made by pushing the silence button. If the alarm sounds the second time - it is reading an activated smoke signal. It should then be assumed that there is a fire in the building at the location specified on the alarm read out box. The Fire Department need not be notified. The Chesterfield Fire Department will respond automatically. Upon their arrival, the Administrator or person in charge will inform the Fire Chief of location of the fire, if known, and location of all persons including students, staff, volunteers and any other person who may have been present in the building at the time of the alarm.

The Chesterfield Fire Department and the Chesterfield Police Department inspect and visit the school as required by law and also present in-services to the students periodically

2. INTRUDER:  
ALL outside doors will be locked securely from the outside at all times. Outsider doors will never be left open. Visitors and staff are admitted ONLY by administration through the secure door system. All visitors including maintenance personnel will sign in upon entering the building.

School personnel will carry their cell phones on their person or have their cell phone visible on top of their desk at all times in order to contact 911 ASAP upon the entrance of an intruder. Stay



on the phone with the operator, and if possible, give as good a description of the subject(s) and situation as can be done safely. Identify yourself, your room location and any persons injured.

Should an intruder enter or be suspected of entering the building, or be discovered either by a disturbance or verbal alarm, all Teachers will be requested to close their classroom doors immediately until further notice. Students will be sheltered in the classroom hallway by the cupboards away from the classroom hall door and out of site of the classroom outside door. Students will huddle and remain quiet until the room is no longer safe or there is a change in the safety area. Exit the building at any time that is deemed necessary by the Teacher in charge of the area. When safe, exit the building through the exterior door to the outside and walk away from the school to the front of the Goddard Building. Seek shelter in their building if needed.

Transport students and/or any other persons needing medical attention to the hospital. Take information along noted in the Emergency Contact Books and use the books to contact parents and give information to the hospital personnel. Notify parents on cell phones.

3. IN CASE OF TORNADO:

Remain in classroom assuming a fetal position along the side of a desk away from a window or door. If time permits rooms #1 & #2 should assume a hands over head - kneeling position in the girl's bathroom locker area. Rooms #3 & #4 should do the same in the boy's bathroom locker area.

Notify Emergency Medical-911 if there are any injuries.

Transport students and any other persons that may need medical assistance to hospitals noted in the Emergency Binder. Use the Emergency Binder to give information to hospital personnel.

Notify parents per cell phone.

4. CHEMICAL EXPOSURE:

Because of the possibility of exposure to certain hazardous material safety glasses will be worn when:

Turning

Shaping

Grinding

Stamping

Should exposure occur, notify the nurse for treatment.

5. EARTHQUAKE:

Assume fetal position on side of desk or under a table/desk if time allows. When shaking has ceased evacuate students to the hill on the north side of the school. Do not reenter the building. Notify parents of student dismissal. Notify Emergency Medical if there are any injuries. Transport students or other persons who might need medical attention to hospitals noted on Emergency Binder. Use information in the binder to inform hospital personnel of student's information. Notify parents per cell phone.

6. IN CASE OF VIOLENCE:

In case of violence caused by a student, staff member or visitor, the administrator is to be notified immediately. This includes threats of acts of violence by a student, staff member or visitor. All available personnel will direct them self to the area of concern to intervene after assuring themselves that students in their care are safe and cared for adequately. If medical attention is needed, the proper personnel must be called as stated on each student, staff member or volunteers' Emergency Sheet located in the Emergency Books. After the violence is passed, an incident report must be given to the administrator immediately. Related persons, - parent, relative, etc. are to be notified promptly. Follow up of the incident report is to be done the next day and daily as long as the physical effects of the incident persist.

#### 7. STUDENT ILLEGAL ACTIVITY

Any student involved in **any** illegal activity including placing the well-being and safety of the Academy students or others at risk *will be reported to the police*. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance article deemed to place the student or the community at risk.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm a person. The possession or use of firearms, other weapons, or explosive devices on school premises, including the parking lot and playground is not permitted.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.

A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student/s personal belongings. The students will empty his/her pockets, book bags, purse, etc.

Questioning of the same purpose may include questioning by the Principal and members of the administrative team.

When a student is searched, it shall be in the Executive Director's or the Administrator's presence in an appropriate place. The search will take place in the presence of another person of the same sex as the person being searched, appointed by a member of the Administrative staff.

If a student refuses to cooperate or interferes with a search of person or possessions or premises, she/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including withdrawal for cause from school.

Depending on the nature of the weapon, the local police department shall be notified immediately. If possible, a student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.

Any student found to be in violation of the school's policy is subject to disciplinary action up to and including withdrawal from school.

Administration may exercise the option to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

Permanent dismissal from the school will be imposed on any student determined to have brought a dangerous weapon including a firearm to school. The term "firearm" means:

Any weapon including a started gun with will or is designed to or may readily be converted to expel a projectile by the action of an explosive

The frame or receiver of any such weapons.

Any firearm muffler or firearm silencer

Any destructive device.

Distribution of controlled substance on or within 1000 feet of the school will be considered a felony and reported to the proper authorization.

**Date Reviewed:** August of 05/18/05, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2015, 2016, 2017, 2018

**Policy B7: Student Hospital Transportation Procedure**

**Date Initiated:** 9/12/04

**PURPOSE:**

To ensure desired hospital destination of a student (s) if in need of emergency attention with an acceptable means of transportation.

**POLICY:**

All students will be transported to Mercy Hospital, 615 South New Ballas Road, Creve Coeur, MO 63141 (Tele: 314-569-6000) unless otherwise specified by the student's parents/guardian in the Emergency Binder or decided by the Emergency Medical System Team. (911)

**PROCEDURE:**

In case of an incident resulting in the need of emergency treatment, the administrative staff will determine if the Emergency Medical System should be called (Tele: 911). If so, at the time determined by the Emergency Medical System team, the student(s) will be transported to Mercy Hospital or hospital requested by the student's parents per the Emergency Binder information, or to the nearest hospital if determined medically necessary by the paramedics, via ambulance.

The student(s) could be transported to the hospital by her/his parents if the administrator and the parent/guardian determine that the injury does not require immediate transportation via ambulance.

Under no circumstances should a student be transported via ambulance without a staff person or parent on board. The staff person should take along the classroom Emergency Book containing emergency phone numbers for the students.

**Date Reviewed:** 06/18/0, 08/12/10, 07/12/13, 6/20/16. 9/24/18



**ACADEMY OF ST. LOUIS**

*Providing Hope, Promise & Opportunities  
For Students with Learning Challenges*

## INCIDENT REPORT

Person(s) involved in Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ (AM/PM)

Others Present during the Incident: \_\_\_\_\_

\_\_\_\_\_

(List only those persons that you know were present. Use the reverse side for additional names.)

Description of Incident: (Include names of persons involved, what occurred, any injuries, the approximate type, length and frequency of incident and any other pertinent information.)

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\_\_\_\_\_

Staff member Signature #1: \_\_\_\_\_

Witness #2: \_\_\_\_\_

**One of the following must be notified as soon as possible on the day of occurrence:**  
**Administrator, Executive Director, or Nurse**

The Administrator is to notify the student's parent/caretaker if physical injury or other serious incident involving their student has occurred.

Incident reports are made immediately upon the occurrence of any incident involving the following:

Physical injury of student, teacher, or other related persons

Confrontation considered serious between student, student(s) and teacher or parent(s) and teacher

School Property

Volunteers

Fieldtrips

**Any person having contact with the Academy**

**All other occurrences that the Teacher considers necessary to be reported**

**Incident Reports must be given to the School Administrator within two (2) days or if possible immediately after the incident has occurred**

**Injuries Noted: Yes or No**

**Description/Location/Treatment of Injury (always note if skin was broken or intact)**

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**Comments of Administrator's follow up:**

**Same Day: (Parents called, what was discussed and parents comments, decisions or actions)**

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**Next Day (Check for signs and symptoms of infection, ie: tenderness. Redness, swelling in or around the injury site):**

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**Day Seven if Injury or Symptoms Persist:**

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**Further follow up if necessary (definitely if physical injury): Injury resolved completely or injury healing as expected, being followed by student's doctor:**

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**Revised: 05/16/13, 1/21/15, 9/24/18**

# **XII**

# VOLUNTEER POLICIES & PROCEDURES

The ACADEMY OF ST. LOUIS takes great pride in the service that volunteers provide to the school and their generous contributions of time, energy and talent. Each volunteer is truly interested in and care about each student. They are beautiful examples of self-giving and generosity of heart. The students, their families and the Board of Directors are deeply indebted to each volunteer.

Volunteers attend the workshop “Protecting God’s Children” provided by the Archdioceses of St. Louis. A Criminal Background check is completed on each volunteer. All volunteers understand that information regarding the students of the Academy is confidential.

**Policy F2: Volunteer Application Process**

**Date Initiated:** 9/12/04

**PURPOSE:**

To identify appropriate volunteers that will provide service to the Academy of St. Louis.

**POLICY:**

The Academy of St. Louis will maintain a competent volunteer staff with the ability to provide services that will enhance the school mission.

**PROCEDURE:**

The following procedures shall be followed before placing an individual in volunteer service:

Under no circumstances shall a volunteer/s be used to the exclusion of adequate staffing.

Individuals 16 years and older may apply to volunteer

Individuals who are between the age of 12 and 15 years of age may apply to volunteer with their parent or guardian.

Volunteer Application Packets are available by request from the Administrator.

All applicants must submit their application and a reference letter to the administration for consideration. The administration shall interview the applicant and discuss different positions in the school.

A Criminal Background Check must be obtained prior to the start of volunteering.

A current Job Description shall be developed before a volunteer is placed. Job Descriptions are to be written by the administration. The Administrator shall approve the description prior to use. An applicant shall be given a copy of his/her assignment description and shall agree to its terms prior to volunteering.

All accepted volunteers must be orientated prior to volunteering.

**Reviewed:** 05/18/05, 07/12/13, 7/1/17

**Policy F6: Volunteer Sign-In/Out Policy**

**Date Initiated:** 9/12/04

**PURPOSE:**

To allow ease in identifying individuals as volunteers.

**POLICY:**

All volunteers are required to wear sign the register book and stating the number of hours they have volunteered.

**PROCEDURE:**



Administration will be in charge of the "Volunteer Sign In Binder" when arriving and leaving noting the amount of time volunteered, the date and their name.

**Date Reviewed:** 05/18/05, 7/6/16, 9/18

**Policy F5: Volunteer Name Badges**

**Date Initiated:** 9/12/04

**PURPOSE:**

To allow ease in identifying individuals as volunteers.

**POLICY:**

All volunteers are required to wear identification in the form of a name badge while on the school premises.

**PROCEDURE:**

Every volunteer will wear a name badge while at school.

Volunteers should wear their name badges during school events.

If a badge is lost, notify administration.

**Date Reviewed:** 05/18/05, 12/11/13, 6/20/16, 9/24/18

**Policy F3: Volunteer Reorientation**

**Date Initiated:** 9/12/04

**PURPOSE:**

To ensure that volunteers are reoriented on an annual basis in order for them to provide the greatest level of service possible.

**POLICY:**

All volunteers are required to be reoriented annually.

**PROCEDURE:**

A volunteer must complete reorientation annually beginning the year after he/she receives initial orientation. The Administrator is responsible for the implementation of the reorientation program. The reorientation program shall include but not be limited to:

- a. communication
- b. confidentiality
- c. emergency procedures
- d. infection control
- e. interaction with students/families
- f. mission & vision of the school
- g. safety procedures

Documentation of reorientation shall be kept in the volunteer's permanent file

Volunteers will sign this form upon acceptance of their position with the ASTL

**Date Reviewed:** 05/18/05, 12/11/13, 6/20/16, 9/24/18



**ACADEMY OF ST. LOUIS**

*Providing Hope, Promise & Opportunities  
For Students with Learning Challenges*

**Parent-Student Handbook Parent/Guardian Signature Page**

**School Year:** \_\_\_\_\_

Please read the Parent Student Handbook located on the Academy of St. Louis website: [academyofstlouis.org](http://academyofstlouis.org), click on the “Students” tab on the homepage, then Parent Student Handbook. The book is in a PDF format. Then sign this page.

*I have read the Academy of St. Louis Parent/Student Handbook and accept the conditions stated therein.*

*(Father and Mother or Guardians must both sign below)*

Print Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_  
Date: \_\_\_\_\_

***“The Fruit of Truth***

*is*  
*Wisdom*  
*and*  
*Self-Knowledge.”*