

WELCOME TO THE ACADEMY OF ST. LOUIS

Welcome to the ACADEMY OF ST. LOUIS. We are pleased that your child will be attending the ACADEMY OF ST. LOUIS. We are hopeful that the Academy will be rewarding and fruitful as we strive to provide the best possible environment enabling all our students to succeed.

This Policy and Procedure Handbook is provided as a guide to maintaining a professional environment in accordance with our mission statement. This handbook was developed for you, and the staff of the ACADEMY OF ST. LOUIS, and provides a comprehensive explanation of the 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 Policy and Procedure Handbook. 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.

HISTORY OF THE ACADEMY OF ST. LOUIS

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 Non-verbal Learning Disability. Her daughter was unable to succeed in mainstream schools. After visiting many private schools for children with learning disabilities, it became obvious to Mrs. O’Daniel that a non-traditional type of education was needed. Mrs. O’Daniel has a Bachelor Degree in Business Administration and has worked in the fields of development, communication, marketing and admissions in an academic environment.

Mrs. Dunn is retired from a nursing career after working thirty years in pediatrics with children diagnosed with cognitive and physical disabilities, severe behavior problem, serious and extensive burn injuries and neonatal infants. During her tenure she coordinated many programs. She was deeply involved in the “Head Injury” lecture team and in the cognitive rehabilitation of children. She worked closely with Heads of Departments of St. Louis Children’s, Cardinal Glennon, Mercy Hospitals, Special School Districts, Family Court, social workers, therapist, psychologist and patient’s families – foster, adoptive and biological. Mrs. Dunn coordinated the planning and administration of admission, treatment and discharge plans for all patients at Ranken Jordan Pediatric Hospital.

Mrs. O’Daniel and Mrs. Dunn believed that 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 teaches them how to compensate and learn how to accept, appreciate and identify their strengths, abilities and disabilities. This can be a difficult situation for mainstreamed children who must face the harsh reality of larger classrooms and resource rooms and peers who misunderstand their differences. Many children drop out of school at age sixteen, lose 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. Each classroom has a limited number of students. 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. Every classroom has a teacher with a degree in Special Education and a Teacher Assistant. 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.”

Students who do not plan on attending continued education after graduating from High School are taught intensive Functional Curriculums and are assisted with “Board Maker Symbols, N2Y.com and other Functional Curriculum Programs.

A portfolio containing samples of each student’s academic work and a record of evaluations of student’s academic progress is maintained. The Eckwall/Shanker Reading Test is given as needed, Easy CBM Progress Monitoring Testing and the required Iowa Testing is given in the spring. These tests along with observation and 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 and individual computers or Chrome Books. Teacher/pupil ratio is limited. Students receive one-on-one instruction times as needed. Organizational skills are promoted by using individual work stations. There is very little distraction in the classroom due to the limited number of students in a classroom and a controlled environment.

Individual Educational Plans, Neuro-psychological testing and completed 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, behaviorist and members of the Board of Directors. Plans are implemented with the input and approval of all concerned.

Volunteers aid in helping our teachers and the Administrative staff in many, many ways on a daily basis.

Consistency is provided in every aspect of the curriculum. Specific days are set aside for education or service-based field trips. Students in the Functional Curriculum Program may go on many short field trips to the grocery store, post office, etc. etc. Time is provided to attend Mass and Confession on a weekly basis. Religion is taught by a teacher educated in “Theology of the Body”, another has a Ph. D. in Theology. Music Therapy is taught virtually by a Chicago Based School of Music called, “Chime”, Personal Training is taught by “Find the Core Fitness”, high school students are taught Writing Composition by “Tutoring STL”.

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

Our parents would agree that their child’s education 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 are involved in the school’s Transition Program being prepared for life after school. Parents are assisted by the Academy in transitioning their child into educational or work environments after high school graduation. There is no harassment, no fear of walking the halls or of not being accepted. Students 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.

Thank you for giving us the privilege of education and forming 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, non-profit 501c3 organization.

The Academy of St. Louis does not discriminate in any manner because of race, color, and creed or because of ethnic or national origin. Diversity promotes understanding and acceptance of all persons.

ACADEMY OF ST. LOUIS MISSION STATEMENT AND VISION

MISSION STATEMENT:

The Academy of St. Louis assist K-12th 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 in 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 qualified Educational Specialist Teacher with input from the Special School District Individual Educational Service Plan(IEP) and a psychologist experienced in educational and behavioral issues. Other areas of expertise will be consulted as requested by the parents, teachers, the psychologist and /or the Executive Director.
2. Faith Formation: Through teachings of the Catholic Church, students understand God's love for them in a special way enabling them to return this love. They will know basic Catholic prayers, traditional services, the Sacraments, the Commandments, have respect for all persons and be familiar with the old and New Testament. Religion curriculum is approved by the Archdiocese of St. Louis.
3. Social Integration: One-on-one personalized attention – assisting the students while developing manners and an understanding of how to become integrated 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.
4. Service to Others: The Academy provides opportunities for our students to serve others in the community who are less fortunate and in need of assistance. Reaching out to those in need, instills compassion for others and deep gratitude for the gifts we have received ourselves.
5. Transitioning: High School students receive guidance and instruction in preparing their resume and practicing interview skills along with partaking in the Academy of St. Louis Transition Program.

Each child is helped to identify their strengths and weaknesses while working on areas of improvement as well as character development.

ACADEMY OF ST. LOUIS STAFF LIST 2020-2021

Principal: Tom Daly
Bachelor of Science/Math
Masters of Education
Certified/Principal & Mathematics

Executive Director: Terri O'Daniel
Bachelor Science

Administrator/Teacher: Georgi Walczyk
Bachelor of Science/Special Education
Certified/Special Education
Educationally Mentally Disabled, K – 12
Learning Disabled K – 12
Emotional Disturbed K – 12

Business Manager & School Nurse: Ann Dunn
Registered Nurse

Teacher: Daniela Morales
Bachelor of Science/ Education
Masters of Science/ Educational Leadership
Certified K-12 Mental Handicap

Teacher: Margaret Fitzgerald
Bachelor of Arts/ Communications
Masters in Arts/Teaching -Elementary Education
Certified in Elementary & Special Education
Math Specialist - Pending
Guided Reading Training

Teacher: Kimberly Ogilvy
Bachelor of Science/Human Development
Elementary K – 6 Certified

Teacher: Vickie Schroeder
Functional Curriculum & Transition Specialist

Religion Teacher (Girls) Cathleen Hayden
& Clerical Worker
Bachelor of Science/Information Systems
Certified Theology of Body Pending

Religion Teacher (Boys) John Tardiff
Bachelor of Liberal Arts
Masters of Arts Theological Studies

Steve Notestine, Jr.
Composition Writing Consultant
President - Tutoring StL

Executive Director Assistant
Colleen Cantareira
Bachelor of Arts in Communication

Julie Baalman Claywell
Teacher Assistant

Joanna Fraser
Teacher Assistant
Associates Degree – Behavioral Health Pending

Margaret Obando
Teacher Assistant

Kathleen Hodge
Teacher Assistant

Samantha Ellison
Teacher Assistant
Bachelor of Arts Psychology

CONFIDENTIALITY POLICY

IT IS OF UTMOST IMPORTANCE THAT ALL INFORMATION REQUIRING DISCRETION RELATED TO THE ACADEMY OF ST. LOUIS AND THE STUDENTS, PARENTS, BOARD DIRECTORS, AND VOLUNTEERS REMAIN CONFIDENTIAL

This includes but is not limited to information regarding students of the Academy of St. Louis, their parents and the examples listed below. This list is not intended to be all-inclusive. Misrepresenting or speaking of facts concerning student’s family histories. Information obtained in the “Admission Materials”. Information regarding all Testing Results” from outside sources or from the ASTL testing. Information over heard while instructing/volunteering/visiting at the Academy of St. Louis that is personal and considered private.

There is and always has been much misunderstanding concerning persons with disabilities. These misunderstandings often involve a lack of knowledge pertaining to the inefficiencies and the nature of some diagnostic disorders. To add to the burden of the students or their families by

passing on information without their permission is prohibited. Therefore, all persons involved with the Academy of St. Louis are to be informed of the school's Confidentiality Policy and are required to abide by it. Lack of adherence to this policy is cause for termination of association with the Academy of St. Louis.

Equal Employment Opportunity

The Academy of St. Louis is committed to providing equal employment opportunities for all persons without regard to race, color, sex, age, national origin, ancestry, citizenship or disability, or other categories protected by laws which are not inconsistent with the teaching that the Academy of St. Louis promotes. The school will not discriminate on the basis of religion unless religious affiliation or expertise is needed due to the nature of the position.

The school will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of a member of the administrative staff. Employees may raise concerns and reports without fear of reprisal. Anyone found to have engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Table of Contents

(Missing Policy Numbers and their Policies are found in the Staff Handbook)

Section A: SAFETY

Policy A1: Safety Procedures During Disaster/Crisis Times

Policy A2: Ensuring Approved Student Conduct on Campus

Policy A3: Child Abuse and Neglect Reporting

Policy A4: Grievances, Suggestions, Discrimination and Harassment

Policy A5: Visitors Policy

Section B: STUDENTS

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

Policy B2: Parent/Teacher Conference

Policy B3: Home Work Assignments

Policy B4: Thursday Folders and Daily Assignment Book

Policy B5: Student's Communications to Staff

Policy B6: Student Sensory Program

- Policy B7:** Student Hospital Transportation Procedure
- Policy B8:** Transportation of Students in Private Vehicles
- Policy B9:** Field Trip Policy
- Policy B10:** Personal Technology Communications
- Policy B11:** Student's Personal Electronics in School
- Policy B12:** Mass Attendance Policy
- Policy B13:** Student's Responsibilities Chores
- Policy B14:** Pals
- Policy B15:** Class Rings
- Policy B16:** Graduations
- Policy B17:** Student Personal Assistant

Section C: ADMINISTRATION

- Policy C1:** Policy and Procedure Book and Staff Handbook Review
- Policy C2:** Student Inquiry and Admission Policy
- Policy C3:** Policy and Check List for Orientation of New Student
- Policy C4:** Transfer of New Student to Academy of STL
- Policy C5:** Policy for Curriculum
- Policy C6:** Transition Planning
- Policy C7:** Credits/High School
- Policy C8:** Student Academic Portfolios
- Policy C9:** Administration of Standardized Testing
- Policy C10:** Dispensing Medications
- Policy C11:** Compliance with School Improvement
- Policy C12:** Media Contact
- Policy C13:** Student & Staff Records
- Policy C14:** Document Retention and Destruction Policy
- Policy C15:** Student Transitioning to a New School
- Policy C17:** Extra Curricular Activities
- Policy C20:** Purchasing
- Policy C21:** Security Policy Regarding of Charge Card/Annual School Auction
- Policy C22:** Authorized Use of Security Data
- Policy C23:** Refund Policy
- Policy C24:** Report Cards and Grading Criteria
- Policy C25:** Systematic Data Collection Analysis and Implementations
- Policy C26:** Staff Mistreatment by Student's Parent/s
- Policy C27:** Use of School Van
- Policy C28:** Covid 19 Testing Permission Form
- Policy C29:** By Out Policy for More Than One Student

Section D: STUDENT SUPERVISION

- Policy D1:** Student Supervision
- Policy D2:** Staff Playground
- Policy D3:** Criteria for Passenger Vehicle Use
- Policy D4:** Staff/Student Relations
- Policy D5:** Annual Mandatory Staff Awareness In-service.

Section E: STAFF

- Policy E4:** IDP Development
- Policy E6:** Use of Copyrighted Materials
- Policy E7:** Appealing Discharge of Employment
- Policy E8:** Authorization to Release information and Applicant Disclosure Affidavit Form
- Policy E9:** Staff Code of Conduct on and off Campus

SECTION F: VOLUNTEER JOB DESCRIPTION

- Policy F1:** Volunteer Application and Job Description
- Policy F2:** Volunteer Procedures
- Policy F3:** Volunteer Reorientation
- Policy F4:** Volunteer Dress Code
- Policy F5:** Volunteer Name Badges
- Policy F6:** Volunteer Sign-In Policy

(Missing Policy Numbers are found in the Staff Handbook)

Section A: SAFETY

Policy 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 updated Fire, Tornado, Armed Intruder, Terrorist Attack, In the Case of Violence, Student Illegal Activity, Chemical Exposure and Earthquake Procedures 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 illegal activities and all potentially violent situations or threats of violence against any person will be taken seriously and 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 READILY AVAILABLE AT ALL TIMES.

1. FIRE: Upon sounding of the school fire alarm, students will be led by their Teachers through the nearest exit to the area deemed safe as practiced during Emergency Practice Drills

The Executive Director 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 Executive Director's top left-hand desk drawer. Upon observation of the printed location of the fire on the fire alarm panel, 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 or fire signal. It should then be assumed that there is a fire in the building at the location specified on the fire alarm panel. The Fire Department need not be notified. The Chesterfield Fire Department will respond automatically. Upon their arrival, the Executive Director or the 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 will inspect and visit the school as required by law and also present in-services to the students periodically if requested.

2. INTRUDER:

ALL outside doors will be locked securely from the inside 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. When calling 911 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, whoever suspects the intruder should sound their loud whistle that is provided to all staff members and is to be worn on their person while at school. All Teachers are to then close their hall classroom doors, thus locking the 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 and windows. Students will huddle and remain quiet until the room is no longer safe or there is a change in the safety area. All will exit the building at any time that is deemed necessary by the Teacher in charge of the area. When exiting the building use 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:

Upon awareness of a Tornado Warning, (not watch) Rooms 1 & 2 go to Girl's Bathroom Locker Area assuming a fetal position with hands over head in a kneeling position. Rooms #3 & #4 and Café should assume the same position in the Boy's Bathroom Locker Area. Teacher's must take their Emergency Binders with along with them.

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/guardians 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 designated safe outside area. 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 VIOLENT BEHAVIOR:

In case of violent behavior caused by a student, staff member or visitor, the administration is to be notified immediately. This includes threats of acts of violence by a student, staff member or visitor. If necessary, all available personnel will direct themselves 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 administration immediately. Parents/guardians, 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 probable** 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 or suspected of being in violation of this policy on school premises or in the immediate vicinity of the school, shall be immediately excluded from classes pending investigation.

A search can be conducted by a member of Administration and one other staff member 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, locker, etc.

When a student's person is searched, it shall be in the Executive Director's presence or in the presence of a person from Administration, plus another person of the same sex, if possible.

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.

The local police department shall be notified immediately. If possible, a student will be detained whenever the school has reason to suspect the student may have a weapon or when a weapon is present on school premises until the local police and parents/guardians have taken charge of the situation. Administration may exercise the option to keep other school persons out of the school building and/or retain students in the school until police have completed their investigation.

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

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.

Policy A2: Ensuring Approved Student Conduct on Campus

Date Initiated: 06/11/06

PURPOSE: To consistently provide redirection 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 this policy procedure and includes respect for others, thoughtful and caring interactions among all persons. Physical violence, verbal abuse and insults will not be tolerated.

PROCEDURE:

Behavior Redirection Action is to be approved by the student's Teacher, the Executive Director 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 the Executive Director 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 Executive Director, the student's parents and other qualified personal involved to determine a course of action to be taken.

After repeated attempts to improve the student's misconduct, the student could be placed on a one-day suspension with approval of the 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.

It is understood that when a newly accepted student has a history of performing aggressive and/or abusive behavior in his/her family and at their previous school, the student will possibly continue the aggression and unacceptable behavior during the initial period following his/her admission while their new Behavior Plan is being implemented. The Behavior Plan will be reviewed and updated as needed. If there is a continued period of non-compliance, the student may be asked to leave the school for the safety of all concerned.

All incidents involving unacceptable behavior on campus will be reported to the Board of Directors at their following meeting.

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 when calling. It is not obligatory to notify others who are involved including the child's parents. The Executive Director must report the incident to the Board of Directors at their next meeting.

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 Executive Director 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 Executive Director 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 Executive Director, the option exists to submit the concern to a member of the Board of Directors.

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. Also, see Policy 26 regarding parent's violation of this policy. The Executive Director 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 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 will make known to 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.

Grievous are to be reported to the Board of Directors at their next meeting.

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 administration staff member or by a staff member appointed by an administration person.

POLICY:

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

PROCEDURE:

Request to visit the school will be given to a member of the administration staff.
The date and time of the visit will be agreed upon by the visitor and Administration staff.
The Administration 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 Administration 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".

Section B: STUDENTS

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 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.

Dismissal Pick up time is at 2:40 P.M. If not being picked up by a parent, Students may be picked up/dismissed to a caretaker whose name is listed on the "Caretaker Permission for Student Pickup Form". That person must show their driver's license to the staff person who is dismissing the students.

If someone other than person/s listed on the form (a "Unlisted Pick Up Person) will be picking up your student, Parents are to "Phone Message" the "Unlisted Pick Up Person's" name along with a picture of their Driver's License to Administration. Parents may need to call the School Phone - 636-534-5099 - to ask for cell phone numbers of Administration person/s in order to "Message" the Driver's License. Parents must be sure that the staff person they messaged received their message by receiving a response from them. The ASTL Staff person dismissing the student will match the "Unlisted Pick Up Person's" Driver's License Picture that was messaged with the Driver's License provided by the person who is picking up the student. The student may not exit the building until the "Unlisted pick-up person's" identity is verified.

Late arrival: Parents are required to escort their child into the building, 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, make personal contact with the school Administration or designated staff member, and sign their child out in the Daily Sign In/Out Binder.

Parent's must fill out the "Caretaker Permission for Student Pick Up Form" in the Admission Packet with the names of possible caretakers who will be picking up their child.

Policy B2: Parent/Teacher Conference

Date Initiated: 01/11/06

PURPOSE: To ensure adequate and timely parent conferences with their student's teachers.

POLICY:

Mandatory Parent/Teacher conferences will be held quarterly as scheduled by the student's teachers. 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 times 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.

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 including 20 minutes of reading is assigned at the discretion of the teacher.

PROCEDURE:

The teacher will assign daily homework at her discretion, not to exceed 90 minutes.

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

This policy will be signed by a parent at the time of registration each year.

Policy B4: Thursday Folders and Daily Assignment Book

Date Initiated: 01/11/06

PURPOSE: To ensure adequate and timely communication between parents and school.

POLICY:

A weekly Thursday Folder and a Daily Assignment Book will be sent home with information concerning upcoming events, articles needed, homework, make up assignments and reminders.

PROCEDURE:

The teacher will assign a Weekly Take Home Folder and a Daily Assignment Sheet/Binder designated for take home communication between herself and each student's parents or guardians. The Daily Homework Assignment Sheet/Binder will contain upcoming events and any articles that will be needed for the events, and notes pertaining to any significant matters that have occurred during school that day.

The Thursday Folders and Assignment Notebooks have a line for parents or guardians to sign and an area for the parent or guardian to communicate their reply, if warranted, to the teacher. Requests by the teacher that have not been filled need to be explained to the teacher by the parent/guardian on a daily basis.

The folder and Assignment Notebook are to be returned to the teacher by each student upon arrival at school.

Policy B5: Student's Communications to Staff

Date Initiated: 08/13/09

PURPOSE: To eliminate phone calls, emails, text messages and all forms of electronic communication to and from staff members and students.

POLICY:

Students and staff members are not to place phone calls, emails, text messages or any form of electronic communication to and from one another.

Parent's calls and electronic communication should be before 7:00 P.M. and not on Saturday or Sunday.

PROCEDURE:

Students and staff members are not to place phone calls, emails, text messages or any form of electronic communication to or from one another. Parents calls and electronic communications 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.

Policy B6: Student Sensory Program

Date Initiated: 10/23/09

PURPOSE: To ensure that scheduled aerobic exercise is provided for the students needing such exercise when at school for release of stress and anxiety.

POLICY:

Students who need a regular scheduled exercise program will follow the supervised such activities planned by a staff member to ensure exercise at least three times per school day.

PROCEDURE:

A regular schedule of exercise for students who need activity breaks from academics during the school day will consist of aerobic exercise as needed to meet individual student needs.

Staff will determine which students need exercise breaks and at what times they are needed.

If a child cannot take part in physical education classes or some parts of that class for a given length of time, the parent/guardian needs to indicate such in writing to school administration or school nurse. When the student is able to participate again, a note/release must be sent to the school nurse from the physician and/or parent/legal guardian.

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 Executive Director 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 (Sitting in the same area as the student in the ambulance) . The staff person should take along the classroom Emergency Book containing emergency phone numbers for the student.

Policy B8: Transportation of Students in a Private Vehicle

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 the school van or bus transportation by an insured carrier may be necessary. Private passenger vehicles can be used for small numbers of students involving activities when commercial transportation is not appropriate &/or the school van is not available. See policy for staff driving students.

PROCEDURE:

(SEE FIELD TRIP POLICY B9)

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.

Adults should not be permitted to smoke in the vehicle

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

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.

POLICY

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

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" which will then include all short trips performed as part of the Functional Curriculum.

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 for each field trip.

Responsibilities of the teacher:

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

Inform the students of 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 their teacher with input from administration. 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 Executive Director. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. The purpose may include specific social skills training. Members of the staff - 2:6 ratio- should act as a moderators 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.

Policy B10: Personal Technology Communications

Date Initiated: 10/11/13

PURPOSE: To ensure that communication through words, actions or depictions which violate the privacy, safety, or good name of others whether occurring within or outside of school are addressed. To ensure students do not have access to sites that are not acceptable at the Academy of St. Louis.

POLICY:

All staff members have a responsibility to provide an atmosphere conducive in learning through consistently and fairly applied redirection, guidance and instruction based on Gospel values. This applies to communication or depictions through e-mail, text messages, web site postings, whether through school equipment or through connectivity resources or through private communications that are of a sexual nature, threatening, slandering, harassing or embarrassing to others or causing harm to the school or community.

PROCEDURE:

STAFF USE OF ELECTRONIC EQUIPMENT:

All electronic connections/access to the ASTL server are made available through the contracted technology company employee approved by the school. Staff members may bring to school their own personal computer and electronic equipment or may use the school's computer or electronic equipment assigned to them for school and personal use. Personal use of the internet must not interfere with work responsibilities. Any downloaded or transmitted

communications that involve the transmission of offensive materials including, but not limited to, sexually explicit or racially offensive communications are prohibited.

On the school web site staff members should not give out full names, phone numbers or addresses of students. First names and grade levels are acceptable on the Academy web site and photographs of students should not include names. All photographs of students must have a "Permission to Use Photograph Form" signed by the student's parent/guardian that is included in the school Admission Packet.

All electronic information stored or transmitted by the ASTL equipment is the property of the ASTL. Participation by staff members in real-time public "chat sessions" with school equipment unless directly related to an individual's job responsibilities at the ASTL or is involved with school-sanctioned projects, is not acceptable. Acquiring knowledge or fulfilling job responsibilities are exceptions.

Copyrighted materials are subject to current copyright laws governing their use including the use of printed material, videotape, computer software, music, multi-media presentations and internet web sites and resources

STUDENT USE OF ELECTRONIC EQUIPMENT:

Student's use of electronic equipment should be used only with the permission and direct supervision of a faculty member. Students will have internet access for research related materials only. Students will not have access to e-mail, Face book, Twitter, Gamming Systems or other forms of internet communication.

Students and parents are not allowed to record or photograph a member of the school staff without the express permission of the staff member. Also, students, parents and staff members are not to publicly post videos, pictures or audio recordings of staff members or students including classroom activities and school events without the express written permission from the school administration. This includes, but is not limited to, online photo-sharing and posting videos to YouTube, Face book and other internet means of communication.

ADMINISTRATION RESPONSIBILIY:

The ASTL administration is responsible for monthly monitoring of all internet sites accessed by the student population. Access to this monitoring program is made available by the technology company serving the school. Upon discovery of abuse of the use of this policy, parents of the student will be notified, a meeting to discuss consequences will be attended by the Executive Director and the parents, loss of computer privileges for a determined time will be decided and if there is a continued problem, termination from the school may apply.

Policy B11: Student's Personal Electronics in School

Date Initiated: 06/26/09

PURPOSE: To consistently provide student responsibility for use of iPods, cell phones, DS games and other types of electronic equipment and games.

POLICY:

Students will not be allowed the use of iPods, cell phones, DS games or other electronic equipment and games brought from home during school hours without prior permission of Executive Director.

PROCEDURE:

Upon daily arrival at school, students will be responsible for placing their iPods, cell phones and any other electronic equipment brought from home in their homeroom Teacher's designated drawer. These items are to remain in the designated drawers until 2:30 P.M. Should there be a need to make a phone call, it will be made from the school's desk phone in the Administration Office.

Electronic Games may be brought to school with special permission only on days when field trips are planned and may be used only during transportation to and from the field trip designation.

Non-compliance with this policy will be immediately reported to the student's parent. Parents will be asked to come to school to take the item home.

Policy B12: Mass Attendance Policy

Date Initiated: 04/23/14

PURPOSE: To ensure that the students and staff attend mass at least once a week as an opportunity to receive God's graces and blessings through the holy sacrifice of the Mass, and also if Catholic, reception of Holy Communion.

POLICY:

All students will attend Mass when offered the opportunity twice a month either at school or at a neighboring parish.

PROCEDURE:

Students, if Catholic or of another religious affiliation or of no religious affiliation, must attend mass when offered by the school. It is understood that attendance by some students due to emotional or behavior issues associated with their disabilities may be excused from attending mass. It is expected that these same students will be introduced to the mass gradually by visits and orientation to the church and by explanation of the parts of the mass and the purpose for attending. With assurance of safety and addressing fears pertaining to a new environment, it will be expected that these same students will eventually attend mass.

At the time of parent/guardian introduction to the school, the Executive Director will inform parents/guardians of this policy. Objection to this policy will determine that their student will not attend the school.

Policy B13: Student's Responsibilities Chores

Date Initiated: 06/11/09

PURPOSE: To ensure an efficient means of completing chore assignments, student rotation and responsibility training.

POLICY:

Monthly chores will be assigned on a rotation basis that will include all students and all chores listed on the "Student Responsibilities" list.

PROCEDURE:

The Teachers will assign a student to update the "Student's Responsibilities" list at the beginning of each school month.

The list is to be copied and sent to each homeroom class upon completion.

Chores will be rotated on a monthly basis. Teachers will supervise the responsibilities.

Student's level of responsibility will be reflected on their quarterly report cards' "Effort" grade.

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" than they otherwise would do. Special times will be encouraged to interact and surprise one another with special treats, etc.

Policy B15: Class Rings

Date Initiated: 01/23/10

PURPOSE: To ensure that class rings will appropriately represent the Academy of St. Louis and be offered to all eleventh-grade students.

POLICY:

Academy of St. Louis high school rings will be available to all high school students and will appropriately represent the school's values.

PROCEDURE:

Class rings will be ordered for high school students on line from Jostens during the fall of their ninth grade school year. Students will be financially responsible for their ring.

The design and color of the ring will be approved before purchase by the Executive Director.

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 8th grade and high school when deemed appropriate by the school Executive Director. 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 Executive Director 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 these decisions.

Parents will be consulted prior to decisions being made.

Policy B17: Student Personal Assistant

Date Initiated: 8/3/16

PURPOSE: To ensure that personal assistants are paid in a timely manner and that payment arrangement is understood between the personal assistant and the parents/guardians.

POLICY:

Personal Assistants will be paid by the associated parents/guardians every two weeks.

PROCEDURE:

When the need of a personal assistant is established by the school and agreed upon by parents the following protocol is to be followed.

1. Parents are responsible, not the school, for payment.
2. Payments are to be made every two weeks, in advance.
3. An invoice will be provided by the personal assistant every 2 weeks.

4. The school will provide coverage on days of personal assistant's illness. If the assistant is ill and the school cannot provide coverage, your student may be asked to stay home. A deduction in payment hours will be made.
5. Payment deductions will not be made due to student illness, unscheduled vacations, or student appointments.
6. Failure to make payments will result in student being asked to stay home until payments are updated.

Personal Assistant's Name: _____

Personal Assistant's Signature: _____

Full Time: ___ Hours Per Week: _____ Part Time: ___ Hours Per Week: _____

Printed Parent Name: _____

Parent Signature: _____ Date: _____

Section C: ADMINISTRATION

Policy C1: Policies and Procedures and Staff Handbook Review

Date Initiated: 01/23/10

PURPOSE: To ensure that the Policies and Procedures and the Staff Handbook is reviewed yearly.

POLICY:

Policies and Procedures and Staff Handbook will be reviewed by administration annually.

PROCEDURE:

The administration will carefully review and make changes in the following:

1. Staff Handbook
2. Policy and Procedure Book

Changes will be submitted to the Executive Director and Board of Directors for approval no later than August of each year.

Policy C2: Student Inquiry and Admission Policy

Date Initiated: 01/23/10

PURPOSE: To ensure the referral process, practices and procedures are complete, efficient, timely, and made available by the Executive Director to the Administration Staff. Should a prospective student have a need to apply for Financial Aid, the Business Manager must be consulted prior to commitment. Upon admission of a student, the Executive Director will

inform the Business Manager and staff of admission information, Developmental/Cognitive Summaries and ongoing pertinent information.

POLICY:

Information pertaining to students who are referred to the Academy of St. Louis will be shared by the Executive Director, Business Manager and staff who will carry out the registration procedure in a timely and inclusive manner.

PROCEDURE:

Upon awareness of a student referral, or an inquiry pertaining to a student's referral, whether by phone, conversation, Open House, or any other means, the Executive Director will schedule a time for the student's parents/guardians and the student, if the parents/guardian so desire, to tour the school. It is preferred that this be scheduled for a time in the morning on a day when school is in process and it is convenient for all involved.

A Referral Sheet is to be completed at the initial time of referral or by the parents/guardian at the beginning of the tour. All visitors will be asked to wear a name tag and sign in the Visitor's Book.

Students, Teachers, volunteers and others who are present will be introduced to the people who are touring. Classrooms, the café, playground and gym will be shown on the tour

Parents/Guardians are informed of the online Policy and Procedure Handbook.

After the tour and explanation of the school goals and mission, parents/guardians are asked if they would like an Admission packet and if their child would like to shadow at the Academy on a designated future day.

Tuition is addressed, along with curriculum, Teacher's qualifications, Field Trips, Mass attendance, uniform, pick- and drop-off times are discussed.

A date is set to make contact in the near future. The Executive Director will contact the parents/guardians within the three days and again in a week if there is no response.

When a parent decides to register their child with the Academy of St. Louis, a \$750 non-refundable, registration deposit is required. At that time, arrangements will be made with the Business Manager for tuition payments. See Admission Packet for payment criteria.

Documents necessary that must accompany the return of the Admission packet prior to admission:

1. A completed Admission Packet
2. All past testing results, including ISPs from the Public School SSD, standardized testing, previous report cards, behavior reports and sample work
3. Copy of the student's Baptismal Certificate, if Catholic

4. Immunization Records/Physical Examination Report
5. Verification of the most current “parenting plan” as to the rights, responsibilities and visitation in cases in which the parents of the student are divorced are to be made available to the school office. (Only a copy of the portion of the parenting plan which verifies arrangements must be provided.)

Upon review of the packet and testing results by the Executive Director, the Teachers, and the Business Manager, the parent/guardians will be informed if the student applying has been accepted to the Academy of St. Louis. Pertinent copies of all admission testing and information necessary for the educating and caring for the student will be made available to those mentioned above. The Business Manager will inform the school accountant of necessary parent/guardian billing information.

A history and physical will be necessary prior to starting school. All immunizations must be up-to-date.

Uniforms are purchased at “Just Me Apparel”. If the uniforms have been ordered but not available, the student may start school at an agreeable date as long as the uniform is on order.

At this time, the entire “New Student Check List’ must be complete. Dates for the next Parent Association meeting, destination of the upcoming field trips and needed school supplies will be given to the parents/guardians.

STUDENT ADMISSION CHECK LIST

All newly enrolled students must have the following completed prior to attending school for the first day of school.

PLEASE CHECK THE FOLLOWING AS COMPLETED:

1. Students Admission Application
2. Emergency Information Form
3. Permission slips signed for:
 - Permission to Administer Medication
 - Permission to Transport
 - Drop Off and Pick Up Procedure Form
 - Release Special School District ISP Records
 - Permission to Exchange Information
 - Permission to Obtain Information
 - Permission to take part in Physical Education Class
 - Authorization for the Use of Photographs
 - Take Home Folders
 - Home Work Assignments
 - Parent/ Teacher Conference

Inform/discuss/provide parents the following:

_____ List of phone numbers of students, parents and administration

_____ Parents given form to provide a recent physical examination and an immunization record of the student that meets state requirements. Form to be returned within two weeks completed by a physician.

_____ Parents informed concerning tuition payment schedule- monthly payment due on the 15th of every month.

_____ Parents made aware that all students are required to have previous grades and appropriate academic, neuropsychology &/or IEP testing prior to the first day of school.

_____ Parent and student given an orientation to the school, its goal, methodology, vision and mission. This will include being made aware of:

_____ Board Directors

_____ Volunteers

_____ Apostolic trips, athletic and other extracurricular activities

_____ Staff Members and their role in keeping individual portfolios, report cards/narratives, attendance records and course descriptions of each student's curriculum/textbooks.

_____ Parent's phone calls are acceptable at all times except to staff members after 7:30 PM

_____ Parent's ability to visit the school at any time

_____ Awareness that the staff, parents and all volunteers will have attended "Protect and Defend" and have had a Criminal Background Check.

_____ Procedure for school cancellation day

_____ Calendar of the school year

_____ Daily Schedule

_____ Copy of "Incident Report" form

_____ Uniform of school

_____ School hours

_____ Lunches

_____ Neuro/diversity Classes

_____ Academy Goals

_____ Accommodations and Modifications

_____ Each student is to be given individual attention as often as possible. Need for special attention pertaining to specific subjects will be addressed with the parents.

_____ If a behavior problem arises parents will be notified and an appropriate behavior redirection will be discussed with you and not implemented without your agreement.

_____ Parent's input is of utmost important to the school. Without it the goals established for your child may not be met. Please feel free to have frequent exchanges of ideas and suggestions with all involved.

_____ Payment of Registration Fee

_____ Review need for all Therapies

_____ Medications listed in Med. Sheet

_____ Emergency Phone Numbers listed in the four Emergency Books

Policy C3 Policy and Check List for Orientation of New Students

Date Initiated: 3/2/15

PURPOSE: All new students will be informed along with explanations of the following school orientation list to assist the new student adapt and conform to his/her new school routine.

POLICY: On the first day of school for a new student, the following list will be explained to the student.

1. Introduction to and orientate to classmates, staff, volunteers, and the building
2. Assignment of a locker
3. In the morning students go directly to classroom after hanging their coat in their locker
4. Students should greet everyone as they meet them in the morning
5. Explain the Assignment Book
6. Inform the student of lunch time and break time rules:
 - a. Raised arm means silence
 - b. Hands are washed in the bathrooms and prayers said before coming to the café for lunch and break time
 - c. Sit at table for the first 15 minutes of lunch to eat food before playing
 - d. Inside/outside voice to be used when appropriate
 - e. Each student is responsible for their lunch bag and trash
 - f. Recyclables are placed in the "Recycle" container. The trash is placed in the "Trash" container.
 - g. Assigned chores are performed after the first bell is rung or arm is raised
 - h. Remain in the café or playground until lunch time is over then return to your classroom with a staff member.
 - i. Permission must be given for a student to leave the lunch room or the playground during lunch or break
 - j. Place lunch bag on the floor by your chair when you are eating. After eating place lunch bag near the café/hall door.
7. Students walk and remain quiet when in the hallway
8. Hands are raised in the classroom before talking
9. Etiquette i.e.: Never interrupt another person who is speaking, etc. Walk around a group of people rather than through the middle of them.
10. Field Trip destinations and transportation provided will be explained to students prior to the trip
11. Thursday Folders are taken home on Thursdays and returned on Friday or Monday

12. Dismissal procedure – students must be signed out by their parents, or a person who have permission to do by Administration before leaving the school campus.

13. All students must attendance Mass when it is celebrated at school or when it is scheduled away from school.

New students are given a reading and math evaluation by their prospective homeroom teacher within the first two (2) weeks of attendance.

Policy C4: Transfer of New Student to Academy of STL

Date Initiated: 01/23/10

PURPOSE: To ensure that all student’s record needed for admission to the Academy of St. Louis are transferred from the student’s current school in an efficient and timely efficient manner.

POLICY:

All student’s previous school records including the IEP or ISP, Transcripts, Report Cards and all other records including psychological testing necessary to provide special education or related services to the student need to be transferred before a student is admitted.

PROCEDURE:

Administration will be responsible for obtaining the documents requested of the parents. If the requested documents are not received within a two-week period, the parents should be asked to call the previous school and quickly get the records updated/completed and transferred to prevent any delay in services required by the student’s I.E.P. or I.S.P. Documents are to be mailed or emailed to the school. Parents are not to hand deliver the records. Students will not be admitted until all necessary documents have been received.

Policy C5: Policy for Curriculum

Date Initiated: 02/23/13

PURPOSE: To ensure that the curriculum of the Academy of St. Louis reflects attention to issues of the school climate.

POLICY:

Student’s curriculum will be individually planned prior to the beginning of the school year and modified at any time during the school year in order to meet the student’s needs.

PROCEDURE:

Curriculum planning will take place during the months of June and July. Each student’s needs will be addressed. The level of text books will be decided upon according to each student’s academic, emotional and behavioral levels. Textbooks, workbooks, supplemental materials and teacher’s guides will be ordered prior to the start of school.

Attention will be given to high school student’s credits needed (24) for graduation with a diploma verses a certificate of attendance

During the school year if a Teacher or parents voice concerns about a curriculum matter, the matter shall be addressed and resolved promptly to meet the needs of the student to the best of our ability.

Students may be transferred from one group to another along with a curriculum change to ensure needs are being met due to the level or content of subject matter being taught. Parents must be informed of the group transfer.

Curriculum will be monitored closely with awareness of the student's disabilities and capabilities. Accommodations and modifications will be initiated as recommended by the student's teacher and by Executive Director.

Policy C6: Transition Planning

Date Initiated: 01/23/09

PURPOSE: To ensure timely and efficient transition from high school to postsecondary education, trade school, gainful employment or volunteer position.

POLICY:

Students will be provided the tools and knowledge to transition in a smooth, predictable manner from school to employment, a volunteer position or further education.

PROCEDURE:

A Transition Coach under the supervision of the Executive Director will meet with the high school students in a scheduled, on-going process to create resumes, complete sample employment application, craft introduction statement, learn interview skills, answer typical interview questions and practice interviewing in preparation for successful employment.

High School students age fifteen years and their parents will be asked to take part in the Transition Planning Program. Before the student is seventeen years old s/he is expected to meet with the school's transition specialist for a review of the Transition Planning Checklist to ensure success of the transition process.

Policy C7: Credits/High School

Date Initiated: 01/23/10

PURPOSE: To ensure that all students meet state requirements regarding state required credit hours for graduation.

POLICY:

The total amount of credits is to equal a minimum of twenty-four credit hours at the end of the student's senior year.

PROCEDURE:

Student transcripts are recorded by administration at the end of each semester. Administration must supervise the curriculum so that students are capable of reaching the credit goal by the end of their senior year. See curriculum list available in administration. See graduation allowances under the DESE Missouri Policy Considerations for students with Disabilities under IDEA (Individual Disabilities Education Act).

Policy C8: Student Academic Portfolios

Date Initiated: 06/11/06

PURPOSE: To ensure permanent and secure filing of report cards, standardized testing and pertinent records.

POLICY:

Grades and standardized testing results will be given to students and parents within an acceptable time. Report cards and Student Academic Portfolios will be kept securely for future reference.

PROCEDURE:

During the school year, the teacher will continually compile an Academic Portfolio with samples of work pertaining to every subject for each individual student. These Portfolios are to be a comprehensive example of each student's abilities and accomplishments during the school year. The Portfolios are divided according to subjects and filled according to dates on the papers.

The administrator will keep on file copies of all report cards, medical records, standardized testing and attendance records of each student ten years post leaving the school. Other papers in the Student Portfolios are kept for five years. These records are to be kept secure with access available to designated personnel only.

Policy C9: Administration of Standardized Testing

Date Initiated: 01/23/12

PURPOSE: To provide an evaluation of the progress of individual students learning with their assigned curriculum.

POLICY:

Ekwall/Shanker Reading Inventory Test will be given to individual students within the first month following their admission to the school.

Students will be evaluated using CBM Progress Monitor (CBM) Testing of Math and Reading: Teachers will test students on an individualized schedule that meets the student's educational needs.

Iowa Test of Basic Skills will be given yearly to all students academically functioning within two years of their current grade level in the month of February or March. Alternate testing is given to those students not functioning within two years of their current grade level.

PROCEDURE:

The results of assessment should be used in the evaluation of curriculum updating, planning and Individual Development Plans.

Accommodations may be used for testing with the exception of the reading sections of all tests.

Results of all testing will be collaborated by the data collector and analyzed by the administrator on an ongoing basis.

School personnel will utilize individual test results to determine appropriate performance adjustments.

Results will be shared with parents/caretakers at the Parent/Teacher Meetings.

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 – Tylenol and Ibuprofen will be given according to the student's needs as listed on the "Recommended Dosage List" found in the right front binder pocket of the "Medicine Book". Parents will sign a permission form designated for this purpose.

Policy C11: Compliance with School Improvement

Date Initiated: 01/23/09

PURPOSE: To ensure that all policy do not conflict with the School Improvement Plan's objective.

POLICY:

All policies are to be in compliance with the Academy of St. Louis Improvement Plans.

PROCEDURE:

All policies are to be approved by the Board of Director for compliance with the Long Term Plans – School Improvement Plans. If plans are not in compliance they will not be established. The Improvement Plan is created every 5 years in compliance with “Cognia” requirements for school Accreditation.

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.

Policy C13: Student & Staff 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, accommodations and modifications, yearly standardized testing, admission information, progress reports, disciplinary action reports, Physical Health Records and Immunization Records, IEPs with goals and quarterly reports, and attendance/tardy 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 &/or the Business Manager's office 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.

This form is included in the Admission Packet.

Policy C14: Document Retention and Destruction Policy

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.

Policy C15: Student Transitioning to a New School

Date Initiated: 02/11/13

PURPOSE: To ensure that sufficient documents are transferred to the new school in a timely manner to enable a smooth, uninterrupted academic program in the best interest of the student. Students may transfer to another special educational or a general educational setting.

POLICY:

The Academy of St Louis will support parent's request to transition their child into a preferred school setting 100% of the time.

PROCEDURE:

Upon parent request, complete transition paperwork as described by the transition school, will be sent within 30 days of request to the appropriate school. The Executive Director &/or Teacher will attend all meetings with the transfer school per parent request.

LIST OF DOCUMENTS TO BE SENT TO STUDENT'S TRANSFER SCHOOL

Report Card – highlight the word “Modified”

Accommodations/Modifications

IDP with goals and Quarterly Report

Results of Iowa Test of Basic Skills

Work page samples

High School Transcript if in high school

Immunization Record

Any other documents requested by state law/transfer school

Create a cover letter with our contact information listing all documents included in the packet

A copy of the letter will be kept in the student's folder

List the date of transfer in the school history list filed in the “Student File”.

Policy: C17 Title: Extracurricular Activities

Date Initiated: 2/2/21

PURPOSE: To plan activities for students after school hours with school approval and supervision.

PROCEDURE: Extracurricular activities must have approval of the Executive Director. Parents must be notified concerning the purpose, destination, supervision, date & time and need for specific attire and funds.

Since the activity is planned as part of the school activities, supervision of adequate staff members – 2 staff members/6 students - is required.

Parents may attend the event and are responsible for transporting their student to the activity unless otherwise specified by the school.

Parents are responsible for picking up their student at the designed time for the ending of the activity.

The school or the parents may provide refreshments if appropriate.

With Administrative approval, students may invite guests to the activity.

This activity will carry no academic credit.

Policy C20: Purchasing

Date Initiated: 01/23/10

PURPOSE: To ensure that purchases are approved by the Executive Director or by the Business Manager prior to initiating any type of financial action.

POLICY:

All purchases will be approved by the Executive Director or by the Business Manager either verbally or per written or electronic request prior to purchase of any Academy needs.

PROCEDURE:

Purchases should be made using the MO Tax Exemption. Items such as supplies, textbooks, equipment, printing, subscriptions, event items, or other items deemed necessary for the function of the school, are to be purchased using the Academy of St. Louis Credit Cards.

Receipts for all purchases are to be taped to the “Academy of St. Louis Purchase Form” and filled out appropriately. If a staff member, volunteer or parent request a refund for a personal purchase, a “Academy of St. Louis Refund Form” is to be filled out. All receipts and Refund Requests are to be matched with the school credit card invoices and given to the Business Manager near the first of each month.

When items are purchased via the internet a printed copy of the purchase order must be submitted.

Policy C21: Security Policy Regarding of Charge Card/Annual School Auction

Date Initiated: 01/11/09

PURPOSE: To ensure security of Credit Cards/Numbers belonging to guests and other participants used for collection of debt during the annual school auction.

POLICY:

Credit Card Numbers returned on all Reservation Cards are the responsibility of the school Auction Chairperson approved by the Executive Director.

PROCEDURE:

Auction Reservation Cards are to be returned via mail to the Executive Director or to the school Auction Chairperson. It is the Executive Director's responsibility to secure credit card information, if it is included on the returned card, until it is needed by the person appointed by the Executive Director for auction transactions and until the card numbers are recorded and the deposit is secured in the desired school bank account. The person/s responsible for transactions must have had previous credibility established. A Criminal Background Check must be completed prior to the appointment.

The entirety of the electronic transactions process by the appointed person/s should not be delayed for more than one week after the date of the auction. Should this occur, the school Executive Director must investigate immediately and deal with the circumstances appropriately. If the possibility that the card numbers are no longer secure for any reason, all card holders need to be notified immediately by the school administration.

The appointed person/s entering the transactions is to return the credit card information to the Executive Director within one week of the auction. The Executive Director is responsible for shredding the cards.

Policy C22: Authorized Use of Security Data

Date Initiated: 01/23/10

PURPOSE: To ensure that all records containing confidential matters are secure and access to them limited to authorized personnel.

POLICY:

All records that contain confidential matters will be locked in a secure place with accessibility available only to the school Administrative Staff.

PROCEDURE:

Records containing confidential matters will be locked in file cabinets at all times. The room that contains the file cabinets will be locked when the Administrator or Executive Director are not in the building.

Personnel other than the Administrative staff are prohibited from accessing all files deemed "Confidential".

Policy C23: Refund Policy

Date Initiated: 01/23/10

PURPOSE: To ensure that persons who need financial refunding for items purchased for the school are reimbursed in a timely and accurate manner.

POLICY:

Persons who purchase supplies, textbooks or other items for the school with the Executive Director's permission, using their personal money, will be financially reimbursed within two weeks after the request is submitted to the Business Manager.

PROCEDURE:

Persons related to the school may purchase supplies, textbooks or other items for the school with the prior approval of the Executive Director. A receipt taped to the "Academy of St. Louis Refund Form" will be submitted to the Business Manager requesting reimbursement for the amount on the receipt. The Missouri Tax Exemption will be used at the time of the purchase. The Business Manager will be responsible for the reimbursement of the amount on the receipt. Reimbursement will be sent to the purchaser within two weeks after the request is submitted.

Policy C24: 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:

Teacher 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.

The Grading Scale for subjects taught is as follows:

A	95 - 100%
A-	90 - 94%
B+	87 - 89%

B	84 - 86%
B-	80 - 83%
C+	77 - 79%
C	74 - 76%
C-	70 - 73%
D+	67 - 69%
D	64 - 66%
D-	60 - 63%

Listed beneath the final grade are sub skills. The subskills are graded with a 1, 2, 3, or 4.

- 1 - Mastered - 80 to 100 %
- 2 - Progressing - 50 to 79%
- 3 - Developing - 0% to 49%
- 4 - Not attempted

The Executive Director will set a dead line prior to the Parent/Teacher Meetings stating when the report cards are to be submitted to the school office. The Student Progress Monitoring binders will be used during the Parent/Teacher meetings to ensure parents' awareness of their student's progress or lack of progress. Report Cards will be shared with parents at the Parent/Teacher meetings. 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.

Policy C25: Systematic Data Collection, Analysis and Implementation

Date Initiated: 7/27/17

PURPOSE: Implement and monitor a system-wide protocol for the systematic analysis of student performance data to identify the student, curricular, and instructional needs as well as provide the staff development necessary to effectively use the data to inform instruction.

POLICY:

To identify students', curricular, instructional, and professional development needs, the school will implement and monitor a system-wide protocol for the collection, analysis, and implementation of school-wide data.

PROCEDURE:

Teachers produce data by collecting bi-weekly Progress Monitoring, quarterly grades, yearly standardized testing, and ASTL Individualized Development Plan goal.

Administration collects data from these sources attendance, staff evaluations, and ELEOT observations.

Administration designates one teacher as Data Collection Team Leader. Said teacher will lead the team in collecting, collating, and reviewing data.

Yearly Administration and Data Collection Team Leader identifies dates of testing, collecting, analyzing and implementing data.

Data is collected in the ASTL Data Google Folder Drive.
Teachers have a collection form per student, then group, then grade level then school wide.
Data is collected bi-weekly, quarterly, and yearly.
Specific dates for collection and review are listed on the school calendar yearly by administration and Data Collection Leader.
Administration has specific Data Collection forms.

Policy C26: Staff Mistreatment by Student's Parent/s

Date Initiated: 12/07/18

PURPOSE: To ensure that all staff members are treated with respect by student's parents.

POLICY:

Abuse by a parent of any staff member, whether verbal, written or physical, will be addressed as soon as possible upon the report of such abuse.

PROCEDURE:

If parental abuse, whether verbal, written or physical, is reported by a staff member other than members of the administration staff, the Ex. Dir. will address the issue by arranging a meeting with the accused abuser as soon as it is possible for both parties to meet. The accused abuser will be informed prior to the meeting, that the meeting will be documented and recorded, and that a witness from administration and a witness chosen by the him/her may be present. At the scheduled meeting the accused abuser will be told that if the issue occurs a second time, he/she may be asked to withdraw their student from the Academy of St. Louis. The documentation of the said meeting will be reviewed by the Board of Directors at their following Board Meeting.

If parental abuse, whether verbal, written or physical, is directed at a member of the administration, the Board President will address the issue by arranging a meeting with the accused abuser as soon as it is possible for both parties to meet. The accused abuser will be informed prior to the meeting, that the meeting will be documented and recorded, and that a witness from administration and a witness chosen by the him/her may be present. At the scheduled meeting the accused abuser will be told that if the issue occurs a second time, he/she may be asked to withdraw their student from the Academy of St. Louis. The documentation of the said meeting will be reviewed by the Board of Directors at the following Board Meeting.

In either of the above cases, if the student has not been terminated, should the abuse continue, it will be a decision of the Board of Directors whether or not to terminate the student of the accused abusive parent from the Academy of St. Louis. All meeting documentation will be saved in the Business Manager's Office for five years.

Policy C-27 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.

PROCEDURES:

PART 1

Qualifications of Drivers

Applicants - Van Inspection - Driving Performance – Defensive Driving Procedures

Applicants for school van “Driving Approval”:

Be age 21 or older.

Possess a valid Missouri driver’s license.

Possess a valid driver’s license for three years immediately prior to the date of your application, which has not been revoked, suspended, cancelled or disqualified.

Not have been afflicted with or suffering from any mental disability or disease within the last five years.

Be able to past the “Van Driver’s Check List” and comply with the “Traffic Violations” section of this policy.

Van Inspection:

The driver shall fill out the “Van Driver Check List” located in the Van Binder prior to leaving the school parking lot for each trip and inspect the van upon return of trip. If a defect is found, you must note each problem and/or malfunction on the “Van Repair Form” located in the Van Binder and submit it to the Administrator. Never drive the van until the defect is corrected or the Administrator gives permission for use.

Driving Performance:

As a driver you must know and obey all the traffic laws, signs, and signals as outlined in the Missouri Driver’s Handbook.

Due to a higher center of gravity the van’s ability to make abrupt stops and maneuvers is lessened and there may be an increase in the risk of rollover compared to a passenger wagon.

If it is unsafe to drive due to weather, DON’T.

At the end of a van trip, it is the driver’s responsibility to ensure that all **passengers** and belongings have been removed, the van is cleared of all trash, the gas tank is ½ full and that all necessary forms are completed, and along with the van keys, given to the Administrator.

The following items are important for you to know in order to be safe, and keep students and others on the roadways safe:

Cell phones:

No usage of a cell phone by the driver is permitted while operating the van
Do not make a right turn while stopped on a red light, loaded or empty. You should wait until the light turns green before proceeding.

Speed:

The Van should never be driving in excess of the posted speed limit or in excess of 55 M.P.H. whichever is less.

Do not drive at a speed greater than is reasonable, prudent and safe under existing weather, road, or traffic conditions, regardless of the posted speed limit.

SPEED IS THE NUMBER ONE CAUSE OF ACIDENTS. NEVER SPEED

FOR ANY

REASON.

Adults on Van:

All passengers must be seated and wear a seat belt when the van is moving.

Responsibility for the Safety and Well Being of Students:

The Missouri Car Seat and Booster Seat Laws must be observed. (See attached Down Loaded Laws.) You and all passengers are to wear your seat belts when the van is moving unless a child is 3 yrs. old or younger or less than 40 pounds, then a car safety seat is required. If a child is between 4 and 7 years of age and weighs at least 40 pounds but less than 80 pounds and who is 4'9" or shorter, he/she must be in either a car seat or booster seat.

The driver should be seated in the driver's seat when students are loading and/or unloading the van.

The driver should not leave the van unattended when students are aboard.

Do not proceed until all students are seated safely.

Do not leave the driver's seat until the van is in park, the engine is turned off, and the ignition key is removed.

Do not pull up any closer than 12 feet from waiting students

You are to keep both hands on the steering wheel at all times while driving

If you must use your cell phone for an emergency, you must pull safely off the road and then make the phone call or have your assistant make the call.

Cell phones are to be turned off and never utilized while the van is being fueled.

Obeys the "Move Over Law". Drivers are required to move over one lane if there is an emergency vehicle on the side of the road with its lights activated. If moving over cannot be done safely, you must lower your speed to 20 M.P.H.

below the posted speed limit and turn on emergency flashers while maintaining a lower speed limit.

Defensive Driving Procedures:

The van driver should always use defensive anticipation, driving conservatively and defensively, assuming other drivers will do something unexpected and dangerous, rather than aggressive anticipation, which is an assumption that other drivers know your intentions and will give you the right-of-way.

Three Basic Principles:

Maintain plenty of visibility for yourself, making sure that you see far in advance.

Maintain plenty of space around your vehicle

Maintain plenty of time to think and react.

Driving on an interstate:

When driving on an interstate, drive in the right or center lanes. Use of the left Lane is prohibited. Use center lanes to overtake slow moving vehicles or when defensive driving conditions warrant it.

Driving on Multi-Lane Streets:

Use the right or center lanes. Use of the left lane is prohibited, except when preparing to make a left turn by getting into the left lane or left turn lane.

When executing turns at major intersections with dashes, stay between the dashes.

When there are multiple turn lanes, you should make the left turn from the outside turn lane. Right turns should be made from the farthest left turn lane.

Before entering all major intersections: take your foot off the accelerator, cover the brake pedal, and slow down. Perform a visual safety scan of the intersection before entering I, look left, then right, then left again. Resume speed after clearing the intersections.

PART 2

Procedures for Student Management Conduct on the Van, Student Expectations

Students who ride the van must be informed of the van rules, regulations and conduct that is expected of them. The driver must inform students of safety procedures, which must be followed when loading, unloading and in transit. Instruct students concerning their conduct and expectations prior to starting the engine.

Conduct of the Van:

The driver is in charge of the van. Students are not permitted to:

Stand while the van is in motion

To sit in the driver's seat

To exit via windows or back doors

If a student's behavior becomes disruptive so as to make it unsafe to drive, pull over to a safe location and request assistance if necessary.

Use discretion to permit students to board with items that can be held securely in the student's lap, and are of limited size and quantity.

If a field trip includes food and for an un-fore-seen reason, the students were not able to eat their food, they may then bring the food on the bus and enjoy it.

Water is the only drinking liquid allowed

When students are waiting, loading and unloading the van, they should always remain in sight of the driver

Students expectations:

Occupy the seat assigned to them by the driver

Older students should sit in the rear of the van
Always remain in their seats while the van is in motion
Take their seats immediately when entering the van
Remain in their seats and not stand up until the van comes to a complete stop
Not prohibit another student from sitting in their assigned seat
Not obstruct the movement of other students when they are loading or unloading
Never opens exit doors or jumps from a window
Keep their head, arms and legs inside the van at all times
Treat the van with respect

PART 3

Performance and Best Practices

Van Accident – Incident Report - Accident involving Animals – Emergency Assistance – Traffic Violations – Driver’s Assistant – Staff Injury

Van Accident:

When a van accident, breakdown or other emergency situation has occurred the driver must do the following:

- Stop the vehicle immediately
- Activate the emergency lights
- Put the vehicle in park
- Turn off ignition

It is illegal to block traffic. Whenever possible the van must be moved over. Do not give statements to anyone but the law enforcement person responding to the accident.

Choose your word carefully.

Reporting of Accident:

Note the following info to law enforcement person:

- Exact location of van
- Other vehicles involved and their license plate numbers
- Injuries to the driver, assistant, students and other drivers, passengers, or pedestrians
- Extent of damage of the van, other vehicles and other property. Take snapshots with cell phone if possible
- Decide if the van can be driven safely or not or if the van had to be evacuated
- Call Administrator for assistance if needed
- The driver and Assistant are expected to be able to identify by name all on board at the time of the accident.
- Have the Van’s Missouri Insurance ID Card and your Driver’s License available
- Know the address and phone number of the ASTL

Location of the Van after the Accident:

If the van is in a hazardous location, move it to a safe location. If the van cannot be moved from the roadway, the driver must display the emergency lights and evacuate the van immediately if students are aboard.

Incident Report:

Upon returning to school after an incident or accident an “Incident Report” must be filled out by the driver and given to the Administrator the same day for follow-up proceedings.

Accident Involving Animals:

Since the safety and well-being of students and other motorists must come first, the driver should never make a hard panic stop or swerve to avoid hitting a small animal. If an animal is killed or injured while transporting students, the driver should not stop. An “Incident Report” is to be filled out.

Emergency Assistance for ASTL Van: Phone # 1-800-241-3673 This is the “Ford Road Side Assistance Number”

Traffic Violations: The Administrator will forfeit the staff member’s permission to drive the van if the staff member has had:

- Driving privilege suspended or revoked
- Conviction for DUI/DWI
- Two preventable accidents in the school van in any calendar year,
- Conviction for leaving the scene of an accident with injury and/or property damage in excess of \$500
- Conviction for reckless driving resulting in an accident
- Conviction for fleeing or attempting to elude a police officer
- Conviction for a crime involving moral turpitude
- Two (2) moving violations in an 18-month period

Driver’s Assistant:

It is recommended that the assistant sit in the rear of the van behind the students. Assistants do not stand up while the van is in motion, unless there is an emergency, a student needs immediate assistance, or a crisis situation arises. Assistants may be able to relocate their seat to handle a situation while the van is stopped at a stop sign or a traffic signal otherwise ask the driver to pull over as soon as possible and take care of the situation

Employee Injury:

All staff injuries and exposures occurring while driving or riding in a van shall be reported to the Administrator by submitting an Incident Report.

Emergency First Aid and Blood Born Path Tubs:

Tubs are kept under the back seats in the van. If supplies are used, please report in order to replace them.

Date Reviewed: 8/13/19, 2020, 2021

Policy C 28 Permission to Administer Abbott BinaxNOW Covid-19 AG Testing

Date Initiated: 01/03/21

PURPOSE: To ensure that permission of students’ parents and/or staff members have agreed to permit the school nurse and other designated nurses who have watched the training videos, to administer the Abbott BinaxNOW Covid-19 AG Test to their student child or to themselves as a member of the Academy of St. Louis staff.

POLICY:

When testing is requested, signs and symptoms are present and this “Permission to Administer” form has been signed either by a student’s parent or by the staff member being tested, an Abbott BinaxNOW Covid-19 AG Test may be given to the staff member or the student.

PROCEDURE:

Students and staff members presenting with sign and symptoms of the Covid-19 virus, are eligible to be tested with the Abbott BinaxNOW Covid-19 AG Test by the school nurse or by other designated nurses who have watched the training videos, after signing this form giving permission for the test to be administered according to the State of Missouri Testing Procedure Card. Testing information will be reported to the State of Missouri via Electronic COVID-19 Laboratory Reporting Instructions. A “Fact Sheet for Patients” will be given to all persons tested along with the results of the test.

I _____, give permission for my child, _____, to be tested with the Abbott BinaxNOW Covid-19 test. I agree that this test may be administered by the Academy of St. Louis school nurse.

Parent’s Signature Parent’s Printed Name Student’s Name

I _____, give permission for the Academy of St. Louis school nurse to administer the Abbott BinaxNOW Covid-19 test to me.

Staff Member’s Signature Staff Member’s Printed Name

Policy C 29 Buy Out Policy for More Than One Student of Same Family

Date Initiated: 01/10/20

PURPOSE: To assist families of more than one student attending the school who choose Option #1.

POLICY:

Should parents who have more than one of their children attend the Academy of St. Louis choose Tuition Option #1, the \$8,000 Buy Out fee for the first student will be \$8,000. The fee will be reduced to \$5,000 for all following students from the same family.

PROCEDURE:

When more than one student from the same family is applying for acceptance and the parents choose Tuition Option #1, the Buy Out fee will be \$8,000 for the first student and for all following students of the same family, the Tuition Buy Out Fee will be \$5,000.

This fee is to be paid upon acceptance of the student if acceptance occurs during the school year. If accepted for the upcoming school year, the Buy Out will be paid on July 15 of the upcoming school year.

Section D: STUDENT SUPERVISION

Policy D1: Student Supervision

Date Initiated: 04/23/09

PURPOSE: To ensure that students are supervised at all time when under the care of the Academy of St. Louis.

POLICY:

Students will be supervised by school personnel at all times during school hours.

PROCEDURE:

Students are to be in their classrooms, playground, gym or on a field trip under the supervision of a staff member at all times with the exception of restroom personal times. Restroom supervision exception may be approved by the Executive Director for student/s with Developmental Delays that require assistance as requested by the parents. When possible male staff members will be requested for boys and female staff members will be requested for girls.

A volunteer, parent or staff member is not allowed to give permission at any time for any reason to students permitting them to be located at places unknown or unapproved by the administrator.

Policy D2: Staff Playground

Date Initiated: 06/11/09

PURPOSE: To ensure an efficient means for playground supervision

POLICY:

Supervision will be provided for all students during break and lunchtimes.

PROCEDURE:

A yearly rotation list will be composed by Administration. Staff will then follow the rotation schedule provided. It will be the responsibility of those assigned to supervise the assigned students during lunch time and break times. If it is not convenient for any reason, the staff member assigned may find a substitute with a staff member and change the name on the list. The substituting member must give their approval for the change.

It is understood that all students will be in sight of a staff member except when in the restroom unless assistance is required or supervision is necessary .

Students are to remain in the dining area or approved playground area during these times. They are not to return to be in their classrooms unattended. All students are to be supervised when returning to classrooms after lunch time or break time are completed.

Policy D3: Criteria for Passenger Vehicle Use

Date Initiated: 8/4/16

PURPOSE: To ensure student and staff safety when transporting students.

POLICY:

Administration will ensure that following criteria is followed when transporting students.

PROCEDURE:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair their ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of the individuals they are transporting.
5. Every person in the private vehicle must have a seat belt.
6. Drivers are expected to follow the speed limit and to obey all rules of the road.
7. No children under the legal height, 4'9" in. and years of age may not be seated in the front seat.
8. A child less than four years old or weighing under 40 pounds must be secured in a child passenger restraint system appropriate for the child.
9. A child over four years of age, but less than eight years of age, who also weighs between 40 and 80 pounds and is under 4'9" tall, must be secured in a child passenger restraint system or booster seat appropriate for that child.
10. Children 8 years old and older at least 80 pounds, or children more than 4'9" tall, are required to be secured by an appropriate vehicle safety belt or booster seat.
11. Drivers will only drive TO and FROM the scheduled field trip destination. NO other stops are allowed or acceptable.

Policy D4: Staff/Student Relations

Date Initiated: 10/11/13

PURPOSE: To ensure that staff members maintain courteous and professional relationships with students.

PROCEDURE:

All staff members have a responsibility to provide an atmosphere conducive in learning through consistently and fairly applied behavior redirection and the maintenance of physical and emotion boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some school standards but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy. Maintaining these boundaries is an essential requirement for staff member of the Academy of St. Louis.

Although this policy applies to the relationships between staff members and students, staff members who inappropriately interact with any minor or a person who is 18 years of age or older, who is not their own legal guardian, shall be removed from the staff to protect students.

Absolute Prohibitions:

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

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The school may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the school for a minimum of one year.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination. See Policy E-9.
5. Engaging in any conduct that violates Board policies or procedures or constitutes criminal behavior.

Failure to Maintain Boundaries:

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

1. Being alone with a student in a room with a closed or locked door or with the lights off. Staff who needs to work with students confidentially must discuss with their supervisor the appropriate manner of meeting with students. Likewise, staff who must administer testing one-on-one should discuss their test administration plans for the year with their supervisor.
2. Associating with students in any setting where students are provided, are consuming or are encouraged to use alcohol, tobacco, drugs or any other product or service prohibited to minors.
3. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication excluding curricular materials or counseling or health related assistance to a student which is a part of their responsibilities.
4. Discussing the staff member's personal problems with or in the presence of students.
5. Sponsoring parties for students outside of school unless as part of a school extracurricular activity that is appropriately supervised by additional staff members and parental permission has been provided in writing.
6. Inviting students to the staff member's home.
7. Being present when students are fully or partially nude, excluding personal care of students whether it is designated in the ISP or as a part of the curricular or instructional routine for a student for whom it is developmentally needed. In addition, this will exclude emergency personal situations &/or nursing assessments, which should be documented.
8. Sending students on personal errands.
9. Allowing a student to drive the staff member's vehicle.

Electronic Communication:

1. Staff members who communicate electronically with student's parents must send communications simultaneously to their supervisor. Failure to do so would create a presumption of a violation of this policy.
2. Staff members are not to communicate electronically in any form with students themselves.
3. Staff who obtain pictures or other information about identifiable students through their connections with the school are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from their supervisor.

Consequences:

Staff members who violate this policy will be disciplined, up to and including termination of their contract. Depending on the circumstances the school may report staff members to law enforcement and the Children's Division of the department of Social Services (DFS) or to the Division of Aging for students over 18, for further investigation, and the school may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education.

Reporting:

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student, should bring this concern immediately to the attention of the Executive Director. All allegations made by staff or students must be forwarded to the Children’s Division (DFS) within twenty-four hours. Any reports made to the Children’s Division must be investigated by the Division in accordance with the Division procedures. The school must not conduct an investigation for purposes of determining whether the allegations should be substantiated. The school may investigate the allegations for the purposes of making a decision regarding the accused employee’s contract.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the Executive Director. All staff members who know or have reasonable causes to suspect child abuse or a violation or perceived violation of the school’s discrimination and harassment policy must immediately report the violation or suspected violation to the Executive Director.

Training:

All staff members, parents/guardians and volunteers must attend the Catholic Church’s “Protect and Prevent” also known as “Protecting God’s Children” prior to working at the school or enrolling their student at the Academy of St. Louis. After attending the workshop, a “Commitment to Ethical Conduct for Clergy, Employees and Volunteers Working with Minors” must be signed. This commitment must be renewed on line or by personally attending a workshop every five years thereafter. The Administration will record attendance and renewals to ensure compliance.

Policy D5: Annual Mandatory Staff Awareness In-service

Date Initiated: 8/12/17

PURPOSE: To ensure staff members, volunteers and visitors are informed annually of mandated protocols regarding safety issues approved by the state of Missouri.

POLICY:

Each staff member and volunteer will receive annual education regarding Seizures, Blood Bourne Paths, Van Safety, Medicine Book, Oxygen Delivery, Operation of AED, Epi Injection, “Staff Concussion Training”, a list of “Signs and Symptoms of a Concussion” and other subjects as deemed necessary by the School Nurse.

PROCEDURE:

Annual education of staff members will be conducted by the School Nurse prior to the start of each school year. It will include the following and may include other subjects:

- Concussion Awareness & Signs and Symptoms of Concussion
- Blood Bourne Paths
- Policy C27 Van Safety
- Policy D3 Criteria for Passenger Vehicle Use
- Review of the Medicine Book and Medications Information
- Guidelines for Student Illness Recovery Off Campus

Oxygen Delivery/Aerosol Administration
AED Review
Epi Pen Review
Epilepsy
VP Shunts
Policy A1 Violence
Policy A1 Intruder
Policy A3 Child Abuse and Neglect
Religious, Racial, Sexual Harassment, Abuse and Violence Report Form
Incident Report Form and Guidelines for filling out Report
Covid-19 Concerns

It is necessary that students suspected of sustaining a concussion be immediately removed from play or practice for a minimum of 24 hours. The student will be given a cognitive and balance test. A neuro test should be given if a qualified person is present. Parents/guardian are to be notified immediately and the appropriate follow up treatment of a call to the student's physician, or transportation via Emergency Medical be provided to hospital of choice. Upon return to school, the student will have a written "Return-to-Play" clearance by a licensed healthcare provider trained in the evaluation and management of concussions prior to returning to the classroom and have written documentation of activities allowed. An "Incident Report" will be filled out with documented follow up according to the results of a neuro exam, cognitive and balance testing, and a physical exam. The follow up should be ongoing as long as signs and symptoms of a concussion are present.

Section E: Staff

Policy E4: IDP Development

Date Initiated: 01/23/12

PURPOSE: To ensure that student's Individual Development Plans are created, reviewed and updated in a systemic, sustainable and consistent manner.

POLICY:

Individual Development Plans (IDP) will be created for each student yearly by the second week in September of each year. They will be reviewed and updated on a quarterly basis. Goals in the IDP will be developed using the data collected from previous testing. The goals will clearly define expectations for each student's learning related to their ability and the school curriculum.

PROCEDURE:

Yearly before the end of September, teachers will develop IDPs for each student that will be reviewed by the Administration. It will reflect the student's level of learning as determined by previous testing. Goals will be consistent with the school curriculum.

Results will be shared with parents/caretakers at the quarterly Parent/Teacher Meetings.

Policy E6: Use of Copyrighted Materials

Date Initiated: 7/8/16

PURPOSE: To adhere current copyright laws.

POLICY:

To abide by current copyright laws regarding printed materials, videotape, computer software, music, multi-media presentations and Internet websites and resources.

PROCEDURE:

Copy written materials should not be made or used on equipment owned by the school. No staff or students should use any form of unauthorized copies of copyright materials for any purpose.

SECTION F: VOLUNTEER APPLICATION AND JOB DESCRIPTION

Policy F1: Volunteer Application and Job Description

Date Initiated: 9/12/04

PURPOSE: To ensure the efficiency of the volunteer program.

POLICY:

The Academy of St. Louis will ensure that all volunteers must contain their activities within the boundaries of their job description. Scheduled times to volunteer are to be arranged with prior agreement of the school administrator and the volunteer.

(Printed Name of Volunteer)_____ will volunteer

(Amount of time)_____ when feasible for the school and the volunteer.

Purpose of Volunteering: _____

Additional duties may be requested by the teacher or the School Administration and performed with the approval of the volunteer.

Volunteer's Cell Phone #: _____

Volunteer's Home Phone #: _____

Phone number preferred for "One Call Now": _____

Volunteer's Email Address: _____

Signature of the Volunteer: _____

Emergency Person's Name: _____ Phone: _____

Emergency Person's Name: _____ Phone: _____

Doctor's Name: _____

Preferred Hospital: _____

Date: _____

Signature of the Executive Director: _____

Signature of Volunteer: _____

Policy F2: Volunteer Procedures

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 Volunteer Coordinator.

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.

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 near the beginning of the new school year.

PROCEDURE:

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

- a. Completing the Volunteer Application and Job Description
- b. Explanation of Volunteer Procedures
- c. Communication
- d. Confidentiality
- e. Emergency procedures
- f. Infection control
- g. Interaction with students/families
- h. Mission & vision of the school
- i. Safety procedures
- j. Name Badges
- k. Sign Procedure

Documentation of Orientation and Reorientation shall be kept in the volunteer's permanent file.

Signature of the Volunteer: _____

Date: _____

Signature of the Executive Director: _____

Date: _____

Policy F4: Volunteer Dress Code

Date Initiated: 9/12/04

PURPOSE: To ensure that all volunteers are dressed appropriately when volunteering.

POLICY:

Volunteers will act as representatives of the Academy of St. Louis and be responsible for presenting a good image to students, families and the community.

PROCEDURE:

Each volunteer is required to dress in a fitting, respectable manner. Immodest or suggestive clothing is not acceptable. Short's and blue jeans are not acceptable attire.

The Administrator reserves the right to dismiss any volunteer from that day's service if he or she is not appropriately dressed.

Signature of the Volunteer: _____

Date: _____

Signature of the Executive Director: _____

Date: _____

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.

Policy F6: Volunteer Sign-In 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.

Yearly since their initiation, all Policies and Procedures have been reviewed and updated when necessary, up to and including year 2021

Please sign the form in your Admission Packet stating you have read and understand these policies. Return the form to Administration.

Thank you for reading these policies and procedures and God's blessings to you and your families!