



**2022-2023**  
**POLICY & PROCEDURES**  
**HANDBOOK**

## **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 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’s Degree in Business Administration and has worked in the fields of development, communication, marketing, and admissions in an academic environment.

Mrs. Dunn retired from a nursing career after working thirty years in pediatrics with children diagnosed with cognitive and physical disabilities, severe behavior problems, 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, therapists, psychologists, 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 during her employment there.

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 mainstream 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, overall 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 requests for individual testing, provide assurance that the proper textbooks 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 Chromebooks. The teacher/pupil ratio is limited. Students receive one-on-one instruction times as needed. Organizational skills are promoted by using individual workstations. 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, neuropsychological 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 the 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 PhD. in Theology. High school students are taught Writing Composition by "Tutoring STL."

Our parents would agree that their child's educational experience at the Academy of St. Louis is an ideal program for students with learning disabilities. Students are learning, developing friendships, feeling safe, and are at ease at school which enhances their self-confidence. Our students are being protected but are involved in the school's Transition Program being prepared for life after school. Parents are assisted by the Academy in transitioning their children 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 a 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, accredited, 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.

IT HAS BEEN SAID THAT ONLY IN THE LIGHT OF OUR CHRIST, THE PERFECT MAN,  
IS MAN ABLE TO GRASP THE GRANDEUR OF HIS VOCATION AND ULTIMATE  
DESTINY. EDUCATING CHILDREN CONSISTS IN HELPING THEM TO ACHIEVE, AS  
FULLY AS POSSIBLE, THE LIFE PROJECT FOR WHICH GOD HAS BROUGHT THEM  
INTO EXISTENCE.

# ACADEMY OF ST. LOUIS MISSION STATEMENT AND VISION

## MISSION STATEMENT:

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

## VISION:

The ACADEMY OF ST. LOUIS provides a personalized and challenging academic curriculum, helping our students successfully transition from the Academy either by continuing their education at the post-secondary level, entering a trade school, gaining employment or participating 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 counselor experienced in educational and behavioral issues. Other areas of expertise will be consulted as requested by the parents, teachers, psychologist, and /or the Executive Director.
2. Faith Formation: Through the 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 the 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 resumes 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.

MOTTO: “The Fruit of Truth is Wisdom and Self-knowledge”

EMBLEM: Fleur-de-lis within a rectangle

SCHOOL COLORS: Navy Blue and White

STUDENT CRITERIA: The ACADEMY OF ST. LOUIS serves students in elementary and high school grades with cognitive or emotional problems. Applicants need not be Catholic. Parents are informed of the school’s specific philosophical and theological concept that is rooted in the Christian concept of the human person as stated in our motto and mission statement. All students are required to participate in Religion Classes and attend Mass when scheduled. The school administration and appropriate teachers will meet with each student and their parents prior to acceptance into the Academy. An IEP is required before admittance to the Academy. The evaluation may be requested for Occupational, Physical, Speech, or Behavior Therapy. In addition, Psychiatric and Neurological Developmental Evaluation and testing may be requested prior to admission. A medical examination by the student’s pediatrician with updated immunizations, hearing and vision testing is required prior to admission.

ADMINISTRATIVE PROCEDURES: Effective parent/school communication and collaboration are essential for the realization of the school’s mission. Besides regularly scheduled appointments, the school uses report cards, Parent/Teacher Conferences, and e-mail as the ordinary means to inform parents of their student’s progress and behavior. Parents may call the school with questions, to set up a meeting, or to relay a message. However, the teacher and students cannot be called out of the class during the school day to receive telephone calls except for emergencies. Parents are asked to please call the Administrative Assistant, the Principal, or the Executive Director for emergency messages. All other calls could be left on the voicemail of the teacher or administration staff. Parents with any questions or concerns regarding their child or the school program are encouraged to contact the Executive Director or the school Principal.

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

Academy of St. Louis Phone #s: 636-534-5099 or 636-534-5088

**NOTIFICATION OF CHANGE IN MEDICATIONS:** Parents must inform the school nurse of any medications immediately upon a change, addition of a med or discontinuance of a medication. We do not approve of a physician changing a medication while asking the parents not to inform the school to enable unbiased observation of behavior changes.

**VISITORS:** If there should be a cause for parents to visit, they are asked to arrange visits with the teacher or a member of the administration. No visitor other than parents or volunteers may go directly to any classroom without the presence of a member of the school administration. The administration reserves the right to evaluate the legitimacy of any request to visit the school.

**TUITION:** Tuition is determined by the Board of Directors. The tuition amount, Registration Fee, and Tuition Buyouts for Auction Donations is subject to periodic change as determined by the Board of Directors. Presently tuition is \$22,000 per year for all grades with the exception of the first, second, third, and fourth grades. Tuition for these grades is \$18,000 per year. The first payment for the following school year is due on July 15<sup>th</sup> and continues monthly on the 15<sup>th</sup> of each month for a total of ten months. See Tuition Policy.

**SCHOOL SCHEDULE:** School Day will begin at 8:25 AM. The school day will end at 2:40 PM. The school year will start the third week in August. Vacations and holidays will be scheduled on the school calendar available to the parents on the first day of school. Students are placed in classrooms suitable for their cognitive and emotional learning abilities.

**SPIRITUAL LIFE:** Because Jesus Christ himself is fully present in the Holy Eucharist, the Church proclaims that the Holy Eucharist is the “source and summit” of our life in Christ. Thus, the celebration of the Mass makes present not only the saving mystery of Christ’s passion, death, and resurrection, but Jesus Christ himself. The aim of celebrating Mass is to foster an appreciation for the Eucharist and active participation in this most sacred sacrament. A schedule for attendance at school masses will be available at the beginning of the school year. All students are expected to attend.

**PROGRAM FOR LIFE:** Students develop a set of virtues they will strive to achieve throughout the school year. They plan to incorporate these virtues into their family life and into their social life as well.

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

**SACRAMENTS:** Sacraments of Baptism, First Confession, First Holy Communion, and Confirmation will be possible for students after instructive courses for desired sacraments have been completed. Confession will be available at scheduled times.

**FIELD TRIPS:** Field trips are planned to be educational, to enhance art appreciation, and to provide opportunities for community service. Transportation will be available for all students

when field trips are scheduled. (See the Field Trip Policy and Procedure). All parents and guardians must sign the “Field Trip Participation Form” for a child to partake in field trips.

**HOMEWORK:** Requires 20 minutes of reading and 20 minutes of math each night. Additional work is determined with input from each child’s teacher and parents. Subjects are taught at different levels and frequently taught in a one-to-one student/teacher environment.

Also, students are taught to appreciate the values of justice and fairness, truthfulness, dialogue, responsibility, nobility or heart, mutual respect, and living in a manner consistent with one’s principles. Along with these values, students will also be taught good manners, sensitivity to others, etiquette, social grace, courtesy, kindness, and generosity. These are the foundations of any human community. We are dedicated to the successful promotion and execution of these virtues in each of the students at the Academy.

**ATTENDANCE:** The ACADEMY OF ST. LOUIS recognizes that there may be circumstances where absence from school is unavoidable and will grant excused absences for illness, emergencies and other special situations. In case of absence due to illness or other emergencies, parents/guardians should notify the school by phone (636-534-5099) before 8:30 AM.

**CLOSED CAMPUS:** The ACADEMY OF ST. LOUIS has a “Closed Campus” policy. Students may not leave the school campus without permission until the school day has officially ended and then only with the persons listed on the “Pick Up Form” with the exception of students who have their parents/guardian’s permission to drive themselves. Medical and dental appointments are to be scheduled outside of school hours whenever possible.

**EXCUSED AND UNEXCUSED ABSENCE:** Students will be permitted to receive credit for make-up homework, test and other assignments when their absence has been excused even if the work is not completed. In the case of unexcused absence (truancy) the student is responsible for all assignments and homework.

**PARENT INVOLVEMENT:** Parents are the first educators of their children and at the ACADEMY OF ST. LOUIS we make every effort to include the parents in the education and formation of their children. Parents are responsible for enforcing policies and procedures that relate to their children. Parent involvement brings parents into a partnership with the school board, administration and staff through a commitment to the purpose, core principles, and goals of the ACADEMY OF ST. LOUIS.

The primary goal for parent involvement is to guide the parents of the Academy students into a deeper understanding of the vision of the school and to assist in accomplishing the school’s annual programs. A secondary goal is to provide the means to bring the school’s families together in a Christian environment through social, educational, and spiritual events.

**FUNDRAISING:** Assisting/working on the Annual Auction or Trivia Night are great opportunities to have fun, get involved, and make new friends with other parents. These opportunities also present as the necessary means of fundraising which is an absolute necessity for the continuance of the school, its development, ability to meet its operating budget and to have some funds available for Financial Aid. All families are expected to participate in Fund



Raising activities unless a “Tuition Buyout” was accepted by the family. Even then, families are expected to attend all fundraising events sponsored by the school.  
See “Admission tuition agreement.)

**RE-ENROLLMENT AND NEW SIBLING ENROLLMENT POLICY:** Re-enrollment packages will be issued in March of each year and are to be returned to the school by mid-April of the same year. Students who are not current with their tuition payment plans may not re-enroll until their situation is resolved.

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

**FINANCIAL ASSISTANCE:** Financial assistance may be requested. All requests will be considered by the Financial Committee of the Board of Directors. A limited amount of assistance will be given if funding is available. Application forms must be completed prior to the committee’s consideration for assistance.

**CONTAGIOUS HEALTH CONDITION:** Parents are to report communicable diseases or health problems their child has contacted to the Administration staff who will forward the information to the school nurse. “Return to School Policies” differ according to certain illnesses. The office of Administration has available a list of health conditions with the amount of time required before a student can return to school. Please consult with them and/or with the school nurse for the acceptable time to return after your student has had a contagious health problem. Any student who has gone home with a temperature greater than 100.6 and/or has been prescribed antibiotics, must be without fever and have been on antibiotics for 24 hours before returning to school.

## ACADEMY OF ST. LOUIS BOARD OF DIRECTORS

PRESIDENT: Steven Notestine

VICE PRESIDENT: Patrick McAleenan

TREASURE: Thomas Daly

SECRETARY: Anna Marie Dunn

MEMBER: Theresa O'Daniel

## ACADEMY OF ST. LOUIS STAFF 2021-2022

Executive Director: Terri O'Daniel

B. S. - Business Administration

Principal: Daniela Morales

Certified – Early childhood, Special Ed; K-12 & ESOL

B.S. Education Mental Handicap

M.S. Education - Educational Leadership

Business Manager & School Nurse: Ann Dunn

Registered Nurse – Pediatric Specialist

Executive Director Assistant/Office Manager:

Colleen Cantareira

B. A. Communication

Event Coordinator/Auction Chair: Kelly Winter

B.S.N

Theology of the Body Institute Graduate

Trauma Informed Personnel Trainer

Reading Specialist: Margaret Fitzgerald

B.A. Communications

Master's in arts/Teaching -Elementary Education

Certified in Elementary & Special Education

Math Specialist Pending

Guided Reading Training

Wilson Reading Trained

Teacher: Kathy Hodge  
B.A. Theater  
Certified in Middle School – Language Art

Teacher: Anna M. Richardson  
Degree Fostering Resilience in “At Risk” Children and Youth  
Certified in Mild/Mod Cross Categorical K-12  
Applied Educational Psychology M.B.A.

Teacher: Kathy McGrath-Ray  
Master of Education Special Education  
Certified K-12 Mild/Moderate Cross Categorical

Teacher: Lyndsey Hartmann  
Master of Education Early Child Special Education  
Certified in Special Reading – K – 12  
Early Childhood Education – B-3  
Elementary Education 1-6  
Mild/mod Cross Categorical K-12  
Early Child Special Education B-3

Teacher: John Houlihan  
B.S. History  
Master of Education Pending

Teacher: Christine Lewis  
Bachelor of Science Elementary Education  
Certified in Mentally Handicapped K-9  
Elementary Education 1-5

Religion Teacher & Assistant:  
Deacon Paul J. Arthur  
Certified in School Psych Examiner K-12  
Counselor 7-12

Counselor: Samantha Ellison  
B. A. Psychology  
Master’s in counseling Pending

Transition Coach: Kerry Cook  
Graduate Certificate in Journalism  
B.S. Economic History

Teacher Assistant: Julie Baalman  
Member of Fragile X Foundation  
Attends Numerous Yearly In-services  
& Workshops for Special Needs

Teacher Assistant: Gabrielle Pattrin  
Majoring in Intercultural Learning  
Minor in Leadership – in Process

Teacher Assistant: Kelsey Heying  
B.A. Psychology & Child Development

Teacher Assistant: Patricia Gray  
B.S. Education  
Certified in Elementary Grades

Secretary Internship: Tara Curran  
High School Graduate of the ASTL

Composition Writing Consultant: Steve Notestine, Jr.  
M. A. English  
B. A. Sociology  
President - Tutoring StL  
Certified Composition Writing

Consultant – Kathleen Criscione  
Master of Social Work  
Licensed Clinical Social Worker  
Registered Play Therapist  
AutPlay Certified  
Child-parent Relationship Therapy Certified

**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 a student's family histories. Information obtained in the "Admission Materials". Information regarding all Testing Results" from outside sources or from the ASTL testing. Information overheard while instructing/volunteering/visiting at the Academy of St. Louis that is personal and considered private. Observation of students, families or staff obtained while visiting the school.

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 that 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:** Homework 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
- Policy B18:** Dress Code

### **Section C: ADMINISTRATION**

- Policy C1:** Policy and Procedure Book and Staff Handbook Review
- Policy C2:** Student Inquiry and Admission Policy
- Policy C3:** Policy and Checklist 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
- Witness Statement**

(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 and Reviewed Yearly**

**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 routing protocol to be used should an emergency occur. The Academy of St. Louis will have documented Practice Emergency Drills on a quarterly basis. All classroom doors are to be kept in the locked position at all times. Classroom doors are not to be open unless open for person(s) to exit or enter the room.

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 INCIDENTS TEACHERS MUST HAVE THEIR ROOM KEYS, CAR KEYS, CELL PHONES, AND CLASSROOM EMERGENCY BOOKS READILY AVAILABLE AT ALL TIMES.**

**IN CASES WHEN THE EMERGENCY MEDICAL SYSTEM (911) PERSONEL ARE ON THE PREMISES AND THE BUILDING HAS BEEN EVAUCATED, ALL TEACHERS ARE TO REPORT THEIR STUDENT'S, STAFF & ANY VOLUNTEER'S WHEREABOUTS TO THE SCHOOL PRINCIPAL WHO WILL THEN RELAY THE INFORMATION TO THE ST. JOSEPH PARISH ADMINISTRATOR, WHO WILL THEN RELAY THE INFORMATION TO THE FIRE PERSON WHO IS in charge - THE "PASSINGER" IN THE LEAD FIRE TRUCK.**

1. FIRE: Upon awareness of a fire in the school, students will be immediately led by their Teachers through the exits to the area deemed safe as practiced during Emergency Practice Drills.

Students, staff, and volunteers in Rooms #1, #2, & #3 will exit through Door #15. (This is the door in the hall closest to the Main Office.) Rooms #4 and all other staff, volunteers, etc. that are located on or near the Principal's Office will exit through Door #1 going up the steps and exiting by the church entrance then proceeding to the Van Parking Area.

Administrative staff should remain to assure that all persons have left the building. After exiting the building, everyone is to walk to the area where the school van is usually parked. Each class should stay in a separate group with their teacher and assistant near the van. The teacher will report to the Principal, or a person appointed in her place, in order to count their students and staff to ensure that all in their room have exited the



building. The Principal or her substitute will report to the representative from SJM who will report to the Fire Dept person in charge – the passenger in the lead fire truck - concerning the whereabouts of all students, staff, volunteers, etc.

If anyone is injured, and needing medical attention, be aware that the EMS Teams will arrive along with the fire dept. It is the teacher's duty to make the

EMS personnel aware of the medical needs of anyone injured or in need of their assistance.

Parents should be notified ASAP and are then able to pick up their students. Be sure to give them the location of the students on St. Joseph Lane. Students should not leave until their homeroom teacher has checked their name in the Census Book

The Manchester Fire Department and 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 outside at all times. Outsider doors will never be left open. Visitors and staff are admitted ONLY by the 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 immediately close their hall classroom doors, which are always kept in locked position, thus locking the doors, until further notice. Students will be sheltered in the classroom behind the wall away from the classroom hall door and out of sight of the 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 the time that is deemed necessary by the Teacher in charge of the area. When exiting the building use the assigned "Fire Exit Door" to the outside and walk away from the school to the Van Parking Area. Most likely, students and staff members will stay in their rooms taking shelter until the police give an "All Clear Sign".

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

## 3. IN CASE OF TORNADO:

Upon awareness of a Tornado Warning, (not watch) Rooms 1 & 2 go to Girl's Bathroom Area assuming a "Fetal Position" with hands overhead in a kneeling position. Rooms #3 & #4 and all other areas should assume the same position in the Boy's Bathroom Area.

Teachers must take their Emergency Binders, car keys, and cell phones with them. (It may be necessary to shelter students in staff's vehicles depending on the weather.)

Notify Emergency Medical-911 if there are any injuries. There may not be Emergency Transportation available, and roads may be unusable. There are some emergency supplies in the Administration Office.

Transport students and any other persons that may need medical assistance to hospitals noted in the Emergency Binder, if possible. 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 materials safety glasses will be worn when:

- Turning
- Shaping
- Grinding
- Stamping

Should exposure occur, call Cardinal Glennon "Poison Control Center": 314-772-5200 or I-(800) 222-1222 for emergency care information. Parents/guardians are to be notified promptly.

After the emergency has passed, an incident report must be given to the administration immediately. Follow-up of the incident report is to be done the next day and days as long as the physical effects of the incident persist.

**5. EARTHQUAKE:**

All present are to assume the fetal position on the side of the desk or under a table/desk if time allows. When shaking has ceased, evacuate students to the designated safe outside area – the Van Parking 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 in the Emergency Binder. Use the information in the binder to inform hospital personnel of the 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. Parents/guardians are to be notified promptly.

**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 the 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 a 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. The 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 substances on or within 1000 feet of the school will be considered a felony and reported to the proper authorization.

**After any of the above emergencies have passed, an incident report must be given to the administration immediately. Follow-up of the incident report is to be done the next day and days as long as the physical effects of the incident persist.**

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

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

**PURPOSE:** The Academy of St. Louis seeks the integral formation of the whole student: moral, intellectual, spiritual, and apostolic. This formation program involves motivating the will to pursue the good and requires, at times the proper redirection of that will when it goes astray. The goal is to consistently provide redirection in a thoughtful, fair manner to all students for conduct warranting redirection by the teacher or by the school administration.

**POLICY:** The Academy has established disciplinary norms and a code of conduct that aims to help the students form themselves as well as assist the school in creating a safe, orderly and formative atmosphere. As part of the process of formation, students are taught that poor behavior has consequences and that they must accept responsibility for their behavior.

Behavior Redirection or the institution of any behavior program will be instituted only with the advice of professionals including the school Executive Director, the Principal, the school Counselor and Behavior Consultant and with the approval of the student's parents. Progress reports and parent/teacher conferences will be scheduled on a regular basis if such a program is necessary.

Conduct on-campus will include expected criteria as noted in this policy procedure.

Among others, the following infractions are considered examples of grounds for disciplinary action.

- Profanity, vulgarity, threatening or abusive verbal or body language is inappropriate and will not be tolerated. The use of such language demeans the speaker and the community.
- Lying, disobedience, or lack of respect toward administration, faculty members, or peers.
- Constant failure or refusal to fulfill disciplinary measures or habitual criticism of school norms.
- Fighting, bullying, or causing bodily harm for another student or threatening another student or member of the staff.
- Grave mistreatment of school property or destruction of such property, including intellectual property, books, furniture, equipment, and the like.
- Theft of any kind, from school or from fellow students.
- Excessive tardiness without excuse or justification, either to school or to daily class periods.
- Leaving campus or being absent from class during school hours without permission.
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of tests or exams before they are administered (cheating).

- Falsification of school documents or permissions. Forgery of documents of a parent's signature.
- Engaging in any form of gambling.
- Use, possession, or distribution of pornographic materials.
- Inappropriate displays of affection, sexual misconduct of any kind,
- All forms of harassment, including sexual harassment and false accusations of harassment.
- Use, possession, or trafficking of tobacco, alcohol, drugs, firearms, knives or other weapons on or off-campus.
- Improper conduct outside school hours especially when actions may cause scandal or damage to the school's reputation.

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

**PROCEDURE:**

Behavior Redirection Action is to be approved by the student's Teacher, the Executive Director, the Principal, the school Counselor and the Behavior Counselor 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.

**POLICY:**

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 personnel involved with the student, they will be consulted.

If the misconduct continues, despite the 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 personnel 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 the approval of the Executive Director.

If the behavior continues repeatedly, despite the 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 continuous period of non-compliance, the student may be asked to leave the school for the safety of all concerned.

All incidents involving seriously 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

**POLICY:** All Grievances, Suggestions, Discrimination and Harassment notices will be addressed by the Executive Director immediately.

**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 of 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 are also prohibited.

Suggestions and grievances will be brought to the attention of the 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 concerns 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 the 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 the 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 is 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, teachers, 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:**

Requests 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 Students**

**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 of their homeroom teacher.

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

**PROCEDURE**

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

Door 9 is the door used for Morning Drop Off time.

The parents or the designated “Drop Off Person” of each student will ensure that their student has entered the school building before they drive away. At Drop off times, each student is to be within sight of the designated staff persons (2) even after entering the building until he/she is in the care of their homeroom teacher.

**Dismissal Pick up time is at 2:40 P.M.** If not being picked up by a parent, students may be picked up/dissmised 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 the person/s listed on the form (an “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 (636-534-5099). 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 administration, and sign them in the Daily Sign In/Out Binder. Students arriving after 8:30 am will come into school through Door 15.

**Late pick up:** After 2:45 parents must come into the school building through door 15, make personal contact with the school Administration or designated staff member, and sign their child out in the Daily Sign In/Out Binder.

Parents 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: Homework 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 either by the student or by the student's caretaker with the student, is assigned daily.

**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: Friday 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 is 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 the 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 regularly scheduled exercise program will follow the supervised activities planned by a staff member to ensure exercise at least three times per school day. Should a need for sensory calming input be required, it shall be provided as often as deemed necessary by the student's teacher or school counselor.

**PROCEDURE:**

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

Staff will determine which students need 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 the 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. Note that all students joining the "Running Club" must have a yearly physical signed by their physician.

**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 for 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.

**There could be exceptions to this policy regarding transportation in the case of a tornado or a hurricane when there is a possibility of serious and multiple students and staff with injuries.**

**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 classroom education by providing hands-on, visual/auditory learning and participation in real-life experiences.

**POLICY**

The Academy of St. Louis will make available a minimum average of one field trip per month. They will be conducted in a safe and interesting manner. 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 a 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 Administration.

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 the administration. Information sent to the parents and staff via email 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 “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:** 10/11/10

**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 to 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, website 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 website, staff members should not give out full names, phone numbers or addresses of students. First names and grade levels are acceptable on the Academy website 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, multimedia presentations, and internet websites 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 email, Facebook, Twitter, Gaming 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 express written permission from the school administration. This includes, but is not limited to, online photo-sharing and posting videos to YouTube, Facebook, and other internet means of communication.

**ADMINISTRATION RESPONSIBILITY:**

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 the 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 or with the teacher's permission, from the classroom landline.

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 parents. 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 once a week.

**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 behavioral 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 an explanation of the parts of the mass and the purpose for attending. With the 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. This list will include:

- Names of students responsible for each chore
- Trash can content to dumpster
- Vacuuming
- Sweeping
- Cleaning tops of desk
- Cleaning Smart Boards
- Any other chores the teacher request to have the classroom neat and clean



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" grades.

**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. Monthly special times will be encouraged to interact and surprise one another with special treats, etc. This time will be shared in the Weekly Newsletter.

**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 online 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 students graduate in an appropriate time frame.

**POLICY:**

Students will graduate from the 8<sup>th</sup> 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 for 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 a 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 students being asked to stay home until payments are updated.
7. Assistants will be hired by the parents. The Assistant must be approved by the Executive Director and Principal. A Criminal Background Check, Covid-19 Vaccination Card, Driver's license, Vehicle Insurance, Social Security Card, and verification of Educational Accomplishments must be provided to Administration along with any other documents requested. A copy of the contract between the parents and the Assistant is to be provided to the Executive Director, the Principal, and the Business Manager.

Personal Assistant's Name: \_\_\_\_\_

Personal Assistant's Signature: \_\_\_\_\_

Full Time: \_\_\_ Hours Per Week: \_\_\_\_\_ Part Time: \_\_\_ Hours Per Week: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy 18: Dress Code**

**Purpose:**

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

**Policy:** All Academy of St. Louis students will wear a school uniform and abide by the guidelines set forth in this procedure.

**Procedure:**

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

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

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

**GIRLS UNIFORMS AND CRITERIA:**

White or blue Polo-school shirt with proper embroidering or long or short sleeve white stretch blouse with proper embroidering. Red school sweaters or red sweat jackets with a front zipper with a proper logo may be worn in school. Lloyd Plaid shirts, kilt or skort. Skirt length is mid-knee or lower. Tennis shoes are to be worn. Navy tights, white socks, and navy-blue privacy shorts may be considered as part of the uniform.

**Important notes on Girl's School Uniforms:**

- Hair must be neat and pulled away from the face.
- Hair bows, barrettes, and clips must be complementary to the uniform colors.
- Hairstyles should be moderate, for example, no cuts with spikes, lines or tails or permitted and hair color should be natural looking.
- Jewelry must be simple, elegant, modest, and complimentary in taste and appearance, and not large, or gaudy. Ideally, a student may wear one watch, a single necklace or chain w/religious cross or medal, a discrete, modest ring, one bracelet, and earrings.
- Makeup is not permitted
- Tattoos, body piercing, and other styles of markings are not permissible.

**BOYS UNIFORMS AND CRITERIA:**

White or blue Polo-style shirts with prescribed embroidering. Green school sweaters or sweat jackets with a front zipper with a proper logo may be worn in school. Tan slacks with a Brown belt. Tennis shoes are to be worn with brown or white socks.

Shirts must be tucked in at all times.

**Important notes on Boy's School Uniforms:**

- Hair must be neatly and evenly cut.
- Hair should not extend below the ears on the sides, should not touch the collar in the back, nor extend past the eyebrows in the front.
- Acceptable jewelry: one watch, one school ring, one school or religious medal. Bracelets must be approved.
- Earrings, tattoos, body piercing, and other styles of markings are not permissible.

Uniforms may be purchased at:  
“Just Me Apparel”  
232 Sulphur Spring Road  
Manchester, MO 63021  
Tele: 636-391-3551

## **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 are reviewed yearly.

**POLICY:**

Policies and Procedures and Staff Handbook will be reviewed by the 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, the Principal, the 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 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 \$500 non-refundable registration deposit is required. Parents will be made aware that a \$250 supply charge will be due yearly on July 15. 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 Neuro-psych testing, 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 Principal, 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 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 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 are not available, the student may start school at an agreeable date if the uniform is on order.

At this time, the entire “Student Checklist’ must be complete.

## STUDENT ADMISSION CHECKLIST

All newly enrolled students must have the following completed prior to attending school on their 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
  - Homework 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 15<sup>th</sup> of every month starting in July.

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 were 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. The 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 importance 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 needs for all Therapies
- \_\_\_\_\_ Medications listed in Med. Sheet
- \_\_\_\_\_ Emergency Phone Numbers listed in the six 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 to 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 the classroom after hanging their coats 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 lunchtime 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 the 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/tray 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 lunchtime is over then return to your classroom with a staff member.
  - i. Permission must be given for a student to leave the lunchroom or the playground during lunch or break
  - j. Place the lunch bag on the floor by your chair when you are eating. After eating student’s lunch bags are placed either in the student’s locker or in the teacher’s preferred place.
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 has permission to do so by Administration before leaving the school campus.
  13. All students must attend 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 records 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 administered by SSD to determine a diagnosis for the IEP that is necessary to provide special education or related services to the student, need to be transferred before a student is admitted.

**PROCEDURE:**

The 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:**

The student's curriculum will be individually planned prior to the beginning of the school year and modified at any time during the school year 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 textbooks 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 versus 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 the subject matter being taught. Parents must be informed of the group transfer.

The 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 the Principal.

**Policy C6: Transition Planning**

**Date Initiated:** 01/23/09

**PURPOSE:** To ensure the 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 students in a scheduled, ongoing process to create resumes, complete sample employment applications, craft introduction statements, 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 the 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 the administration at the end of each semester. The 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 after 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.

**PROCEDURE:**

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. Alternative testing is given to those students not functioning within two years of their current grade level. The results of the assessment should be used in the evaluation of curriculum updating, planning, and Individual Development Plans.

Accommodations may be used for testing except for 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 oversight.

**PROCEDURE:**

Parents will sign a document stating the name, dosage, and times of need for all medication given to their students. A separate form for dispensing medications during school hours will have a parental signature that 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 parents and given to the school nurse. Parents will be informed that they need to let physicians be aware that student medication changes must be shared with the school nurse prior to the change.

Medication distribution will be recorded in the "Medication Book" on the page with the name of the student, 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.

To administer a medication to a student, the person giving the medicine must read the medicine container label three times, read the information regarding the medicine on the medication sheet in the "Med Book" three times and verify the student's name prior to giving the medicine. It is of utmost importance to ensure that the student has swallowed the medicine.

**Policy C11: Compliance with School Improvement**

**Date Initiated:** 01/23/09

**PURPOSE:** To ensure that all policies 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 Directors 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 from the parents must be obtained prior to media interviewing or photographing 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 securely 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 securely 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 joint legal custody of the student, or divorced parents having visitation rights, both parents are entitled to 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 of 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 a 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 the 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 education or a general education setting.

**POLICY:**

The Academy of St Louis will support parent's requests 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 a 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 the 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 students to the activity unless otherwise specified by the school.

Parents are responsible for picking up their students at the designated 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 purchasing 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, an "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 the security of Credit Cards/Numbers belonging to guests and other participants used for the 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 the 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 card numbers are no longer secure for any reason, all cardholders 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 is 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 worksheets, and class participation.

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

**PROCEDURE:**

Teachers will average student's grades from the daily charting of test grades, homework completion and grading, daily worksheets, 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 sub-skills 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 deadline 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 records, staff evaluations, and ELEOT observations.

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

Yearly Administration and Data Collection Team Leader identify 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 the administration and Data Collection Leader.

The 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 the 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 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 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 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 guidelines 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 twelve passengers, including the driver at any one time. The van driver will be personally responsible for 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

### 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, canceled, or disqualified.

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

Be able to pass 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. 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 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 ACCIDENTS. 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

Downloaded Laws.) You and all passengers are to wear your seat belts when a 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 the 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.

Obey 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 Multilane 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, 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 personnel responding to the accident.

Choose your words carefully.

Reporting of Accident:

Note the following info to law enforcement person:

The exact location of the van

Other vehicles involved and their license plate

Numbers, Injuries to the driver, assistant, students, and other drivers, passengers, or pedestrians

The extent of damage to the van, other vehicles, and other property. Take snapshots with a 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 Roadside 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
- A conviction for DUI/DWI
- Two preventable accidents in the school van in any calendar year
- A conviction for leaving the scene of an accident with injury and/or property damage in excess of \$500
- A conviction for reckless driving resulting in an accident
- A conviction for fleeing or attempting to elude a Police Officer
- A 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 sits 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 seats 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 Borne Path Tubs:

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

**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 signs 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 the Academy of St. Louis school nurse may administer this test.

\_\_\_\_\_  
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 times 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 exceptions 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 lunch times.

**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 lunchtime 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 their classrooms unattended. All students are to be supervised when returning to classrooms after lunchtime or break time are completed.

**Policy D3: Criteria for Private Passenger Vehicle Use**

**Date Initiated:** 8/4/16

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

**POLICY:**

The administration will ensure that the following criteria are 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 a 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" and 13 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 to learning through consistently and fairly applied behavior redirection and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship, or whether the staff member directly supervises the student. 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 members 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, 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 need 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 purpose 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 online 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 a volunteer will receive annual education regarding Seizures, Bloodborne 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  
Bloodborne 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/guardians 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 the 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 to current copyright laws.

**POLICY:**

To abide by current copyright laws regarding printed materials, videotape, computer software, music, multimedia 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 parents or guardians.

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 Principal 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. Shorts 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 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 **ASTL Parent, Board of Directors.**

### Staff and Volunteer Witness Statement 2022-2023

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

Practically, this means:

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

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

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

**Since their initiation, all Policies and Procedures have been reviewed and updated yearly up to and including the 2022 – 2023 School Year**

**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!**