

## REQUIRED BOARD POLICY CHECKLIST 2022-2023 UPDATE

CHARTER: St. Louis Voices Academy of Media Arts

DATE: 08/10/2023

REVIEWER: \_\_\_\_\_

This school uses MCPSA Model Policies ☒ YES ☐ NO

MCPSA revises its policies to match changes in statutes. Boards should make sure their policy is the most current.

Numbers listed in the policy name section correspond to the MCPSA policy series. Add page numbers to the column on the right (PAGE#) to match your school's policy manual/submission.

### FEDERAL AND STATE REQUIRED POLICIES

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### **SECTION 3: HUMAN RESOURCES**

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## **SECTION 5: EDUCATIONAL INSTRUCTION**

## **POLICY NO BG001: Conflict of Interest Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

### **Article I**

#### **Purpose**

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

### **Article II**

#### **Definitions**

##### **1. Interested Person**

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

##### **2. Financial Interest**

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

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or agreement.

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

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

## **Article III**

### **Procedures**

#### **1. Duty to Disclose**

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

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

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

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

- a. No member of the Board shall hold any other office or employment from the board while serving as a member of the board.
- b. No member of the board shall have any substantial interest (see §105.450 RSMo) in any entity employed by or contracting with the board.
- c. No member of the board shall be an employee of a company that provides substantial services to the charter school.

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

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

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

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article IV**

#### **Records of Proceedings**

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

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

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V**

### **Compensation**

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

## **Article VI**

### **Annual Statements**

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

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

## **Article VII**

### **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

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

## **Article VIII**

### **Use of Outside Experts**

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



**POLICY NO BG002: Sunshine Law (Chapter 610) Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

**RESOLUTION**

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

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

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

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

1. That (insert title of custodian) be and hereby is appointed custodian of the records of St. Louis Voices Academy of Media Arts and that such custodian is located at 1220 Olive St., Suite 200, St. Louis, MO 63103.
2. That said, the custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: (Insert fee schedule. Note: Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.)
4. That it is the policy of St. Louis Voices Academy of Media Arts that meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law.

5. That St. Louis Voices Academy of Media Arts hereby closes all public records to the extent authorized by law.
6. That St. Louis Voices Academy of Media Arts shall comply with sections 610.010 to 610.035, RSMo, the Sunshine Law, as now existing or hereafter amended.

**POLICY NO BG003: Board Meeting Agendas Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

**SECTION 1. Development of Agendas**

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

**SECTION 2. Agenda Format**

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

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

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

**SECTION 2.2.** The agenda shall include at the top: (1) the name of the board, (2) the location of the meeting, and (3) the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.

**POLICY NO BG004: Motion to Enter into Closed Session Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

Example motion to enter into a closed session:

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

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

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

## POLICY NO BG005: Board Orientation Policy

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

This policy will establish expectations for orienting new Governing Board members to roles and responsibilities, legal duties, as well as best practices in board service.

### SECTION 1. Board Orientation

SECTION 1.1. Within 60 days, new members to the school's board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and non-profit governance. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Conflict of Interest
- Open Meetings and Open Records
- Best Practices in Charter School Governance

SECTION 1.2. Periodically or as required by law, the entire school board shall review the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

### SECTION 2. Board Orientation Manual

SECTION 2.1. Each new board member shall receive a board orientation manual consisting, at a minimum, of the information listed below. The Board shall periodically update board manuals.

- Board By-laws
- Board Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Organization Chart
- Rules and Responsibilities of the Board
- Job Description of Officers and Other Members

- Committees
- Board Members, Biographies, and Contact Information
- Strategic Plan
- Charter Document including Performance Goals and Objectives
- Board Calendar
- Financials
- Fundraising Plan

## **POLICY NO BG006: Board Member Development Opportunities**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

### **SECTION 1. Scope of Activities**

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

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

### **SECTION 2. Board Development Requirements**

SECTION 2.1. Each board member shall attend at least [1 day/8 hours] of professional training annually. The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

### **SECTION 3. Appropriation of Funds**

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

**POLICY NO BG007: Board Conduct Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

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

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

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

SECTION 1.3. The board shall make reasonable efforts to keep the Executive Director informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

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

**SECTION 2. Duties and Responsibilities**

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

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



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

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

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

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

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

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

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

### SECTION 4. Policy Development

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

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

### SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than 80% of all board meetings and functions sponsored by the board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully

reviewing all documentation provided in advance of board meetings, including meeting agendas, minutes, and attached documentation supporting board discussion or action.

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

SECTION 5.4. Each member shall comply with the provisions of the Sunshine Law related to participating in executive/closed sessions.

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

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

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

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

## SECTION 6. Personnel

Section 6.1. Board members shall only consider the employment of personnel after receiving and fully considering the recommendation of the Executive Director.

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

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

## SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against the use of any board member for personal or partisan gain or to benefit any person or entity over the

school's interest. Such gain refers to more than nominal or incidental amounts that would impair or hinder independent judgment or action in the performance of official duties.

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

## SECTION 8. Board Member Conduct

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

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

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

SECTION 8.4. Every member of the board shall annually file a written statement acknowledging that they comply with this Code of Ethics and support the responsibilities of board service.

## **POLICY NO BG008: Governing Board Records**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

### **SECTION 1. Custody of Records**

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

### **SECTION 2. Records Availability for Inspection**

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

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

### **SECTION 3. Records Retention**

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

**POLICY NO BG009: Nepotism Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity. Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.

**POLICY NO BG010: Prohibited Expenditures Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date: January 5, 2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. No officer, employee, or agent of St. Louis Voices Academy of Media Arts may use public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No officer, employee, or agent of St. Louis Voices Academy of Media Arts may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No officer, employee, or agent of St. Louis Voices Academy of Media Arts may use public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

**POLICY NO: F00001 - Annual Operating Budget Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Budget Process**

SECTION 1.1. The Executive Director (ED) will ensure that St. Louis Voices Academy of Media Arts follows a budgeting process that is consistent with the requirements of all applicable state and federal laws and regulations.

SECTION 1.2. Each year the Director of School Operations (DSO)/ED is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.

SECTION 1.3. Each year before the annual operating budget is drafted, the Executive Director/Director of School Operations shall ensure that a needs assessment of St. Louis Voices Academy of Media Arts, is drafted and finalized by a budget committee consisting of the DSO, the ED, and other individuals as designated by the board. The needs assessment shall inform the drafting of the annual budget.

SECTION 1.4. The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws by June 30, pursuant to all applicable laws and regulations and before the expenditure of any funds. The approved estimated expenditures for each fund shall not exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

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

SECTION 1.6. After the beginning of the fiscal year, the Executive Director and Director of School Operations shall review with the Board the adopted budget in relation to the beginning cash balances for each fund.

**SECTION 2. Fiscal Compliance**

The Director of School Operations and Executive Director shall ensure that St. Louis Voices Academy of Media Arts complies with all state and federal laws and rules concerning the budget and related processes of St. Louis Voices Academy of Media Arts.

**POLICY NO: F00002 - Bank Procedures Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Bank Accounts**

SECTION 1.1. The Executive Director of St. Louis Voices Academy of Media Arts has the authority to open a business checking account, a business operating account, and/or other accounts when necessary on behalf of St. Louis Voices Academy of Media Arts to be used to hold St. Louis Voices Academy of Media Arts's assets.

SECTION 1.2. The Executive Director has the authority to enter into an agreement with a bank or other federally insured financial institution once the Board has adopted a formal resolution at a board meeting held in accordance with its bylaws designating the bank for St. Louis Voices Academy of Media Arts to use for its financial transactions. Once the resolution has been adopted, the Executive Director has the authority to enter into an agreement with the selected financial institution. This agreement should be signed by the Executive Director and a designated member of the board.

**SECTION 2. Checks**

SECTION 2.1. Any authorized check drafted on St. Louis Voices Academy of Media Arts's designated bank account over \$5,000 shall require two signers from the Board. The following officers are authorized to sign checks from the bank account on behalf of St. Louis Voices Academy of Media Arts: the Executive Director, Board Chair, and/or a designated member of the board. Each check must be completed in its entirety before it is signed by either party.

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

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



SECTION 2.4. Checks payable to cash are prohibited.

### SECTION 3. Mail Procedures

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

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

### SECTION 4. Bank Reconciliations

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

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

### SECTION 5. Credit Card Procedures

It is the policy of St. Louis Voices Academy of Media Arts that credit card use shall be limited and only the following employees or board members are authorized to use credit cards: The ED, DSO, or Director of Teaching and Learning (DTL), or Board Chair. St. Louis Voices Academy of Media Arts will not use debit cards, and credit cards shall only be used by the following employees: ED, DSO and DTL for school business expenditures only. Credit cards may not be used for personal purchases and/or cash transactions and shall be maintained using the highest level of security. Credit card transactions in the range of \$500 to \$ 1999 must receive prior board approval and credit card transactions exceeding \$2000 are prohibited

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

### SECTION 6. Transfer Of Information

If the individual serving as the ED, DSO, or DTL ends his or her term with the

Board/employment with St. Louis Voices Academy of Media Arts or is terminated by St. Louis Voices Academy of Media Arts or otherwise removed from his or her duties, he or she shall immediately give St. Louis Voices Academy of Media Arts management all necessary passwords and other related information. St. Louis Voices Academy of Media Arts will change the passwords and other security information once the individual serving as the ED, DSO, or DTL ends his or her employment with St. Louis Voices Academy of Media Arts.

**POLICY NO: F00003 - Cash Management Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Accounting for Cash Transactions**

**SECTION 1.1. Documentation.** All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money was and in what amount, which shall be signed and dated by the Director of School Operations or his or her designee who has the authority to receive cash on behalf of St. Louis Voices Academy of Media Arts.

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

**SECTION 1.3. Expenditures.** All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash shall not be used to make purchases except from petty cash, as described in Section 1.5. School checks shall not be made payable to "Cash".

**SECTION 1.4. Segregation of Duties.** The Director of School Operations of St. Louis Voices Academy of Media Arts shall ensure that appropriate segregation of duties exists with regard to the handling of all money transactions including reconciliation.

**SECTION 1.5. Petty Cash.** Petty cash shall be maintained in a locked box in St. Louis Voices Academy of Media Arts Leader's office in an amount not to exceed \$200. All disbursements from petty cash shall be documented in writing, indicating the date, amount disbursed, the identity of the individual receiving the funds, and the reason for the disbursement. Receipts from purchases made with petty cash shall be remitted to St. Louis Voices Academy of Media Arts Leader's office as soon as practicable. Petty cash funds shall not be used to cash checks.

**POLICY NO: F00004 - School Accounting System Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Fiscal Year**

St. Louis Voices Academy of Media Arts adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

**SECTION 2. Financial Accounting**

St. Louis Voices Academy of Media Arts will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

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

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

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

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

SECTION 2.5. Account Code Structure. St. Louis Voices Academy of Media Arts shall use the account code structure as described in the Missouri Department of Education's Chart of Accounts.

**POLICY NO: F00005 - Audit and Financial Statements Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Annual Audit.**

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

SECTION 1.2. Board Action. Once the Board of St. Louis Voices Academy of Media Arts receives the final report, it shall vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

SECTION 1.3. Submission to Sponsor. The Executive Director shall ensure that a copy of the annual audit report is timely filed with the Sponsor.

The audit report should include a certificate signed by the Chair of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

**SECTION 2. Annual Financial Statement.**

Section 2.1. The Director of School Operations shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

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

SECTION 2.2. The Executive Director shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadlines.

**POLICY NO: F00006 - Payroll Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Accurate & Timely Payroll.**

The Director of School Operations (DSO) shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

**SECTION 2. Payment of School Employees.**

School employees shall be paid:

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

**SECTION 3. Paydays.**

- a. Exempt Employees. The paydays for exempt employees shall be semi-monthly.
- b. Non-exempt Employees. The paydays for non-exempt employees shall be semi-monthly.

**SECTION 4. Withholding of Wages.**

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

- a. St. Louis Voices Academy of Media Arts is ordered to do so by a court of competent jurisdiction;
- b. St. Louis Voices Academy of Media Arts is authorized to do so by state or federal law; or
- c. St. Louis Voices Academy of Media Arts has written authorization from the employee to deduct part of their wages for a lawful purpose.

**SECTION 5. Teachers Retirement System.**

As prescribed by Statute, all teachers at St. Louis Voices Academy of Media Arts shall be members of the St. Louis Public Schools Retirement System and subject to its requirements. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation



**POLICY NO: F00007 - Federal Fiscal Compliance Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Fiscal Requirements under Title I, Title II, and Title IV of ESSA**

**SECTION 1.1. Supplement not Supplant.** St. Louis Voices Academy of Media Arts shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

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

**SECTION 2. Federal Grant Allowable Expenditures.**

Prior to expending funds, The Director of School Operations shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The Director of School Operations shall ensure that all grant funds are expended in accordance with the requirements in section 2.1 and the Circular or other applicable federal law or rule.

**Section 2.1 Allowability.**

To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a

- prior period;
- Be adequately documents; and
- Be net of all applicable credits.

SECTION 3. Standards for Documentation of Personnel Expenses (2 C.F.R. § 200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015),

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

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

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

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

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

#### SECTION 4. Charter Schools Program (CSP), ESSA Title IV, Part C

SECTION 4.1. Compliance. If St. Louis Voices Academy of Media Arts receives CSP grants, the Director of School Operations shall ensure that St. Louis Voices Academy of Media Arts shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

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

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

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

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

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

## SECTION 5.3. Solicitation of Bids or Offers

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- e. Procurement documents shall be made available, upon request, to appropriate government officials.

SECTION 5.4. Record Documentation. The Director of School Operations shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The

Director of School Operations shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

Section 5.5 All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be reviewed and kept current and shall include enough qualified sources to ensure maximum open and free competition.

Section 5.6 St. Louis Voices Academy of Media Arts shall utilize the most appropriate procurement method based on the particular procurement. St. Louis Voices Academy of Media Arts utilize one of the following methods or any more restrictive method:

- Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.
- Small purchase procedures. Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 to \$249,999. Price and rate quotations must be obtained from at least two qualified sources.
- Sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
- Competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.
- Noncompetitive proposals. This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:
  - o The item is available only from a single source;
  - o The public emergency for the requirement will not permit a delay;
  - o The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
  - o After solicitation of a number of sources, competition is determined inadequate.

## SECTION 6. Travel Costs.

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

Section 6.1 Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the St. Louis Voices Academy of Media Arts' non-federally-funded activities and in accordance

with the academy's written travel reimbursement policies.

Section 6.2 Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by St. Louis Voices Academy of Media Arts as a result of St. Louis Voices Academy of Media Arts's written travel policy.

If these costs are charged to the Federal award, documentation must justify that (1) the Participation of the individual is necessary to the Federal award; and (2) the costs are reasonable and consistent with St. Louis Voices Academy of Media Arts's travel policy. Document may include any or all of the following: an agenda; prior written approval; and/or written justification statement.

Section 6.3 St. Louis Voices Academy of Media Arts shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

Section 7. Compliance with the Cash Management Improvement Act.

Section 7. 1. In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to St. Louis Voices Academy of Media Arts for reimbursements. Reimbursements are only for funds "spent"—transactions that are recorded on St. Louis Voices Academy of Media Arts's books and the funds delivered to the recipients.

Section 7.2. St. Louis Voices Academy of Media Arts may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

Section 7.3. St. Louis Voices Academy of Media Arts must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. St. Louis Voices Academy of Media Arts may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. St. Louis Voices Academy of Media Arts must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>.

**POLICY NO: F00008 - Capital Assets Accounting Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

SECTION 1.2. Documentation. The Director of School Operations shall ensure that St. Louis Voices Academy of Media Arts maintains accurate records of capital assets in accordance with applicable rules.

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

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

**POLICY NO: F00009 - State Tax Sources Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

Section 1. Acceptance. All state funds will be accepted for the operation of St. Louis Voices Academy of Media Arts as provided by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

Section 2. Reporting. The Executive Director or Director of School Operations is responsible for completing all required reports and forms to obtain state funds to which the St. Louis Voices Academy of Media Arts is entitled to receive according to developed rules and regulations.

**POLICY NO: F00010 - State and Federal Projects Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

Section 1. Authority to Operate.

With Board approval, St. Louis Voices Academy of Media Arts may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations, and other conditions for use of such funds.

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



**POLICY NO: F00011 - Borrowed Funds Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

Section 1. Borrowing Funds

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

**POLICY NO: F00012 - Bonded Indebtedness Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

Section 1. The Board may issue bonds for any School expenditures as prescribed in state law.

**POLICY NO: F00013 - Authorized Signatures Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

Section 1. The Board of St. Louis Voices Academy of Media Arts shall designate at least one current board member to be included as an authorized signature on all financial accounts of St. Louis Voices Academy of Media Arts.

Section 2. The Board shall notify all financial institutions that serve St. Louis Voices Academy of Media Arts of the board member who is to be included as an authorized signature on financial accounts.

Section 3. The Board of St. Louis Voices Academy of Media Arts shall annually certify to the Missouri Charter Public School Commission that the financial institutions that serve St. Louis Voices Academy of Media Arts have on file the authorization form for the board member who is to be the signature on all financial account.

**POLICY NO: F00014 - School Annual Report Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

School officials will submit to the department of elementary and secondary education all data and reports as required by applicable laws and regulations. The Annual Report will be completed and submitted in accordance with applicable laws and regulations.

The Annual Report will be made available to all School patrons, and to each member of the General Assembly whose legislative district contains a portion of St. Louis Voices Academy of Media Arts's attendance area.

**POLICY NO: F00015 - Public Inspection Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

1. St. Louis Voices Academy of Media Arts shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the LEA in which St. Louis Voices Academy of Media Arts is located the following information<sup>1</sup>:

- A. St. Louis Voices Academy of Media Arts's charter;
- B. St. Louis Voices Academy of Media Arts's most recent annual report card published according to section 160.522, RSMo;
- C. The results of background checks on the charter school's board members; and
- D. If operated by a management company, a copy of the written contract between the Governing Board of St. Louis Voices Academy of Media Arts and the educational management organization or the charter management organization for services. The charter school may charge reasonable fees, not to exceed the rate specified in section 610.026, RSMo for furnishing copies of documents under this subsection.

2. St. Louis Voices Academy of Media Arts website shall contain a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year.<sup>2</sup>

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<sup>1</sup> § 160.410, RSMo.

<sup>2</sup> § 160.066, RSMo.

**POLICY NO: HR 0001 - Family Medical Leave Act Policy**

**Board Chair: D. Catchings Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**FAMILY MEDICAL LEAVE ACT POLICY**

This policy will summarize the provisions of the Family and Medical Leave Act ("FMLA") and is limited to any rights or benefits contained in the FMLA.

**SECTION 1. Eligible Employees**

SECTION 1.1. Employees of the school/Board/management organization employed by the Board who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are employed at a worksite where 50 or more employees are located within 75 miles of the worksite are eligible to take twelve (12) weeks of unpaid leave under FMLA.

SECTION 1.2. An employee may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of employee that prevents the employee from performing the job functions;
5. Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation;
6. To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

**SECTION 2. Definitions**

*"Covered Servicemember"* means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade rank or rating.

*"Instructional employee or other key position"* means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

*"Parent"* means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in-law."

*"Qualifying exigency"* may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

*"Serious health condition"* means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

*"Son or daughter"* means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

*"Spouse"* means a husband or wife.

### SECTION 3. Amount and Type of Leave Taken

SECTION 3.1. Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

SECTION 3.2. If both spouses work for the Board and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition for twelve (12) weeks.

SECTION 3.3. Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse, or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

### SECTION 3.4. Intermittent or Reduced Leave

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. The Board will require a certification, in the form described in Section 3.7 below, to document the medical necessity of such intermittent leave.

### SECTION 3.5. Notification of Leave

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the (School Leader or other job title). If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

### SECTION 3.6. Benefits and Return to Work

Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by the school while on FMLA leave. The Board will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

The Board may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the Board may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by the school ("key employee") if such denial is necessary to prevent substantial and grievous economic injury to the school's operation, as determined by the Board. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

### SECTION 3.7. Required Certification and Reporting

The Board requires that a request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse or parent of the employee on a form to be provided by the Board.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care;
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer



may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

The Board, at its own expense, may obtain the opinion of a second health care provider of the Board's choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the Board may, at its own expense, obtain a third opinion from a health care provider upon which the Board and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board and the employee.

Upon an employee's return after leave for his/her own serious health condition, the Board may require the employee to obtain certification from a healthcare provider that the employee is able to resume work.

The Board may require an employee on FMLA leave to report periodically to the Executive Director on the employee's status and intent to return to work.

#### SECTION 3.8. Special Provisions

When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, the Board may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if:

- a. The leave will last at least three weeks; and
- b. The employee would return to work during the three-week period before the end of the term.

An eligible employee is entitled to up to a total of 26 workweeks of unpaid, job-protected leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

**POLICY NO: HR0002 - Equal Employment Opportunity Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**SECTION 1. Equal Opportunity Employment**

The School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The School further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

The School's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, national origin, or sexual orientation.

**SECTION 1.1. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities**

The St. Louis Voices Academy of Media Arts' Board shall comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. The St. Louis Voices Academy of Media Arts' Board shall also provide reasonable accommodations for qualified individuals in accordance with these laws. The Board shall ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with St. Louis Voices Academy of Media Arts.

Qualified applicants or (charter school) employees with disabilities should make formal requests in writing for accommodations.

**POLICY NO: HR0003 - Drug-Free Workplace Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**DRUG FREE WORKPLACE POLICY**

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

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

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the School Leader of their conviction. Notification must be made by the employee to the School Leader within five (5) days of the conviction. Within ten (10) days, the School Leader will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

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

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

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

The School's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment,

or fails to respond to treatment, and performance is adversely affected, he/she will be subject to employment action in proportion to the performance problem.

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

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

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

**POLICY NO: HR0004 - Harassment Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**HARASSMENT POLICY**

**SECTION 1. Unlawful Harassment**

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

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

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

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

**SECTION 2. Reporting**

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

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

SECTION 2.1.2. All incidents of harassment that are reported will be thoroughly investigated and documented. St. Louis Voices Academy of Media Arts will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

SECTION 2.1.3. If the Board of St. Louis Voices Academy of Media Arts determines that harassment has occurred, it will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

### SECTION 3. Protection Against Retaliation

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

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

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

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

### SECTION 4. Liability for Harassment

SECTION 4.1. Any employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including

termination from employment. An employee who engages in harassment may be held personally liable for monetary damages, should a lawsuit be filed.

#### SECTION 5. Additional Enforcement Information

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

Robert A. Young Federal Building  
1222 Spruce St.  
Rm 8.100  
St. Louis, MO 63103  
United States

Phone: 1-800-669-4000

**POLICY NO: HR0005 - Judicial, Military Duty, and Religious Leave Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

**SECTION 1. Purpose of Policy**

SECTION 1.1. The purpose of the policy of the Board of St. Louis Voices Academy of Media Arts is to outline employee's rights regarding leave for judicial, military, and religious reasons.

**SECTION 2. Types of Leave**

SECTION 2.1. All St. Louis Voices Academy of Media Arts employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school.

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

SECTION 2.2. All St. Louis Voices Academy of Media Arts employees will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed.

SECTION 2.3. Leave for religious holidays may be granted to benefits eligible employees. Leave for religious holidays may not exceed three days per work year. The leave should be made up by the employee at a time mutually agreed upon by the employee and the Executive Director, but shall not be deducted from sick or personal leave

**SECTION 3. Notice**

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



**POLICY NO: HR0006 - At-Will Employment Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**AT-WILL EMPLOYMENT POLICY**

SECTION 1. Employment Status.

SECTION 1.1. Employees of St. Louis Voices Academy of Media Arts are considered at-will employees.

SECTION 1.2. Employees shall execute a(n) At-Will Employment Agreement demonstrating an understanding of the conditions and expectations of employment at St. Louis Voices Academy of Media Arts.

SECTION 1.3. St. Louis Voices Academy of Media Arts shall follow all requirements of the Fair Dismissal Act should termination be necessary.

**POLICY NO: HR0007- Professional Personnel Hiring & Recruitment Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**PROFESSIONAL PERSONNEL HIRING AND RECRUITMENT POLICY**

**SECTION 1. Authority to Hire**

SECTION 1.1. The Governing Board shall approve through formal resolution or through an approved budget all positions for employment.

**SECTION 2. Recruitment.**

SECTION 2.1. All public announcements for positions and vacancies shall assure applicants of nondiscrimination on the basis of race, color, national origin, sex, age, religion, or handicap. Public announcements shall include only the following information: title of the position, full or part time status, salary range, job description, certification requirements, and start date.

SECTION 2.2. All job announcements for all certificated positions shall be published on the school's website and sent to appropriate third parties, including colleges, universities, The Missouri Charter Public School Association, and other agencies or employment organizations.

SECTION 2.3. Public notice shall be provided for no less than two weeks prior to hiring of a position.

SECTION 2.4. The School Leader or Governing Board may elect to hire a qualified internal candidate in lieu of or in addition to publicly posting the position.

**SECTION 3. Qualifications**

SECTION 3.1. The St. Louis Voices Academy of Media Arts shall endeavor to hire the most highly qualified individual to execute the functions of the posted position. St. Louis Voices Academy of Media Arts will give strong consideration to the following qualifications:

1. **(When applicable)** Demonstrated global awareness as evidenced by international travel or study abroad, ability to read and understand one or

more languages, which may include sign language, and/or other relevant experiences;

2. Advanced degrees;
3. High academic achievement;
4. Experience in a charter school setting;
5. Competency in the use of technology that would enhance the instructional program;
6. Demonstrated leadership potential;
7. Demonstrated ability and/or desire to work with students from demographic backgrounds St. Louis Voices Academy of Media Arts serves;
8. Experience with community-based and/or parental involvement activities;
9. Exemplary written and oral communication skills;
10. Demonstrated effective management and instructional practices;
11. Professionalism in demeanor and appearance;
12. Certification by a national certification agency;
13. Certification from the state of Missouri or eligibility for such; and
14. Willingness to work with athletics and extra-curricular activities.

This profile is not all-inclusive and may change depending on the school's needs at the time of hire. The Board's ultimate goal is to attract and retain highly competent individuals who share the school's mission and who will provide the best educational opportunities possible for our students.

**POLICY NO: HR0008 - Personnel Evaluation Policy**  
**Board Chair: D. Catchings-Smith** **Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**PERSONNEL EVALUATIONS POLICY**

**SECTION 1. Staff Observations and Evaluations**

SECTION 1.1. The Executive Director shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the Co-Heads of School or their designee on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the Co-Heads of School or their designee on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.4. The Co-Heads of School or their designee shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

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

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

**POLICY NO: HR0009 - Employee Dress Code Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**EMPLOYEE DRESS CODE POLICY**

**SECTION 1. Purpose of Employee Dress Code**

SECTION 1.1. The purpose of establishing an employee dress code is to provide an example of appropriate attire that:

- Clearly distinguishes staff from students;
- Models modesty and professionalism; and
- Is functional given the nature of the position

SECTION 1.2. All staff shall dress in a manner and style in accordance with administrative regulations set forth by the Executive Director.

**SECTION 2. Dress Code**

SECTION 2.1. An employee who is inappropriately dressed, in the opinion of the Executive Director or their designee, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

SECTION 2.2. Appropriate dress includes but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks
- Sweaters, blouses, knit tops, jackets
- Coordinated dress shorts ensemble with appropriate shoes and hosiery
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire in accordance with the environmental requirements for specific job assignments

SECTION 2.3. To ensure that employees are professionally attired, the following are considered unacceptable:

- Shorts (except for physical education)

- Hats
- Immodest dress such as a dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Leggings/spandex
- Tank tops
- See-through clothing
- Sundress without a jacket
- Clothing that exposes the midriff
- Extremely low cut dresses and blouses
- Exercise/jogging suit
- Other attire as deemed inappropriate by the School Leader

SECTION 2.4. The St. Louis Voices Academy of Media Arts Governing Board recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as part of a bona fide personal religious practice. When such is the case, the employee shall provide documentation to the Co-Heads of School of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from the policy.

SECTION 2.5. In addition, some job functions necessitate attire that may otherwise be considered “inappropriate” (i.e., Physical Education teachers may wear exercise attire). Discretion of these instances is by the Co-Heads of School.

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## **STAFF COMPLAINTS AND GRIEVANCES POLICY**

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

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

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

### **SECTION 2. Definitions**

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

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

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

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

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

SECTION 2.6. Complaint File - A file maintained by the Executive Director or their designee containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

SECTION 2.7. Board - The Governing Board of St. Louis Voices Academy of Media Arts.

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

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

SECTION 3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of St. Louis Voices Academy of Media Arts who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.

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

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

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

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

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

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



received.

SECTION 4.7. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the Executive Director within twenty (20) business days of the hearing.

SECTION 4.8. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the Executive Director either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Governing Board.

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

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

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

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

## SECTION 5. Prohibited Reprisal Provision

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

## SECTION 6. Collection of Information

SECTION 6.1. Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

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

**[http://dese.mo.gov/sites/default/files/Model\\_Grievance\\_Procedure\\_and\\_Forms.pdf](http://dese.mo.gov/sites/default/files/Model_Grievance_Procedure_and_Forms.pdf)**

**POLICY NO: HR0011 - Personal Leave Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Compensable Leave**

**SECTION 1.1.** Full-time employees (40 hours per week) of the school shall be eligible for up to 12 days compensable leave (eg. sick leave, bereavement) 2 of which can be used for personal leave (see Section 2). Employees paid on a part-time, seasonal, or temporary basis are not eligible for leave benefits.

**SECTION 1.2.** Compensable time for full time employees is granted at the start of each school year at the rate of 12 days per year.

**SECTION 1.3.** Certified employees who are absent from work may remain on the requisition as long as the teacher is in-state pay status. However, that person will receive full pay for the remainder of unused compensable leave. An employee will not be on payroll thereafter unless actually present.

**SECTION 1.7.** Upon the approval of the Director of Teaching and Learning or Director of School Operations, an employee may utilize sick leave for the following reasons:

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

**SECTION 1.8.** Employees absent for other than approved reasons, or absent after compensable leave has been exhausted, shall have deducted from their paycheck their daily rate of pay for each day's absence not covered by leave or unapproved.

**SECTION 1.9.** When an employee terminates or resigns employment with St. Louis Voices Academy , they will not be compensated for unused leave.

**SECTION 1.10.** Retirement requires at least (180 days) notification and budget adjustments for accumulated and unused compensable leave must be approved by the Governing Board.

**SECTION 1.11.** This payment will be made one month after the employee received his/her final check or in the next payroll cycle following board resolution for budget adjustment, whichever comes sooner.

## **SECTION 2. Personal Leave**

**SECTION 2.1.** Per fiscal year, an employee may use up to a maximum of (two) days of any accumulated compensable time for personal or professional reasons if prior approval of their absence is given by the Director of Teaching and Learning or Director of School Operations.

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

## **SECTION 3. Adoption Leave**

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

## **SECTION 4. Vacation for 12 Month Employees**

**SECTION 4.1.** Vacation schedule applies for all twelve month employees. Service refers to continuous St. Louis Voices Academy service.

**SECTION 4.2.** Annually, employees will accumulate vacation on a monthly basis, with the number of days earned calculated by using the total vacation days earned per year divided by twelve.

An employee must be at work or on paid leave 13 days within a month to earn vacation leave.

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

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

1 - 10 years service	20 days
11 -plus years service	25 days

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

**SECTION 4.4.** All vacation leave is subject to approval by the Executive Director, Director of Teaching and Learning, or Director of School Operations

**SECTION 4.5.** At the time of termination, employees will not receive pay for earned vacation.

**SECTION 4.6.** Earned vacation may be used in order to extend sick leave.

**SECTION 4.7.** Holidays for St. Louis Voices Academy twelve month employees:

No. of Working Days Holidays

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

**SECTION 4.8.** The Board may grant extended leaves of absence. (All extended leaves of absence will be without pay, and extended leave will be for not more than (12) months unless approved by the Executive Director, Director of Teaching and Learning, or Director of School Operations. In order to qualify for extended leave, an employee must have completed at least (three) full years of service with St. Louis Voices Academy.

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

- Continuing Education
- Health Issues
- Child-Care Reasons
- Run for political office

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

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

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

**POLICY NO: HR0013 - Mandatory Reporting Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**MANDATORY REPORTING POLICY**

**Section 1. Mandatory Reporting.**

**Section 1.1** School employees, volunteers, and contractors who know or have reasonable cause to suspect that a child has been or may be subject to abuse or neglect, or observes a child being subject to conditions or circumstances which would reasonably result in abuse or neglect, by any person (whether a parent, a school employee or a third party) shall immediately report such belief to the Children's Division of the Department of Social Services. With student safety paramount, the employee(s), volunteer(s), or contractor(s) shall be temporarily relieved of other duties for such time as required to make the mandated report. After the report is made to the Children's Division, the Executive Director or designee may also make contact with law enforcement.

**Section 1.2** Regardless of the source, St. Louis Voices Academy of Media Arts takes all allegations of sexual misconduct against a student seriously, especially if the allegations involve an St. Louis Voices Academy of Media Arts employee, volunteer or contractor. If a report is received alleging sexual misconduct on the part of an employee, volunteer or contractor to a school employee, volunteer, or contractor, both that employee, volunteer, or contractor and the Executive Director shall report the allegation to the Children's Division.

**Section 1.3** No internal investigation shall be initiated until such a report has been made, and even then the internal investigation may be limited in accordance with law if the report involves sexual misconduct by a school employee, volunteer, or contractor. St. Louis Voices Academy of Media Arts may investigate the allegations for the purpose of making employment decisions.

**Section 1.4** Employees who make such reports to Children's Division must notify the Executive Director that a report has been made. No supervisor or administrator may impede any reporting under state law.

**Section 1.5** No employee making a good faith report in accordance with this policy shall be subject to any sanction, including any adverse employment action, for making such a report.

## **Section 2. Training**

The Executive Director or designee shall implement annual training necessary to assist staff members, volunteers and relevant contractors in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Such training shall:

1. Provide current and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults.
2. Emphasize how to establish an atmosphere of trust so that students feel that their school has concerned adults with whom they feel comfortable discussing matters related to abuse.
3. Emphasize that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. These reports must be made even if the person suspected of abusing the child is another mandated reporter, such as another school employee.
4. Emphasize that no supervisor or administrator may impede or inhibit any reporting under state law.
5. Emphasize that no person making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report.



**POLICY NO: HR0014 - Communicable Diseases Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**COMMUNICABLE DISEASES POLICY**

**SECTION 1. Purpose of Policy**

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

**SECTION 2. Definitions.**

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

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

**SECTION 3. Protections**

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

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

**SECTION 4. Prevention of Transmission**

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

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

## SECTION 5. Identification of Potential Risks

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

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

SECTION 5.1. Once the student's or employee's medical condition has been determined, the (School Leader or other title) shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Governing Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

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

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

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

setting.

## SECTION 6. Privacy Rights

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

**POLICY NO: HR0015 - Employee Information Sharing Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**EMPLOYEE INFORMATION SHARING POLICY**

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

Section 2. Information Sharing

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

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

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

**POLICY NO: HR0016 - Prohibition Against Discrimination, Harassment and Retaliation Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY**

**Section 1 General Rule**

**Section 1.1** St. Louis Voices Academy of Media Arts is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the school strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, familial status, disability, age, veteran status, genetic information or any other characteristic protected by law. St. Louis Voices Academy of Media Arts is an equal opportunity employer.

**Section 1.2** The Board of Directors ("Board") also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the school, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

**Section 1.3** All employees, students and visitors must promptly report to the Executive Director for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off school property and that is unrelated to the school's activities negatively impacts the school environment, St. Louis Voices Academy of Media Arts will investigate and address the behavior in accordance with this policy, as allowed by law.

## **Section 2 Boy Scouts of America Equal Access Act**

**Section 2.1** As required by law, St. Louis Voices Academy of Media Arts will provide equal access to school facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

## **Section 3. School Nutrition Programs**

**Section 3.1** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including St. Louis Voices Academy of Media Arts), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the Breakfast Program, and the Summer Food Service Program.

**Section 3.2** Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or St. Louis Voices Academy of Media Arts' compliance officer identified in this policy. Only the U.S. Secretary of Agriculture may extend the time for filing a complaint. Any person who files a complaint will be advised of confidentiality laws, such as the Privacy Act of 1974.

**Section 3.3** St. Louis Voices Academy of Media Arts' staff who receive a complaint alleging illegal discrimination in the school's nutrition program will forward the complaint to St. Louis Voices Academy of Media Arts' compliance officer immediately. The compliance officer will transcribe the complaint if it is not

provided in writing. As required by the USDA, the compliance officer will forward the complaint to the USDA Office of the Assistant Secretary for Civil Rights immediately and will not first attempt to resolve the complaint prior to contacting the USDA. However, once a complaint has been directed to the USDA, St. Louis Voices Academy of Media Arts will take action to investigate the concern and make necessary corrections as required by this policy.

#### **Section 4. Interim Measures**

**Section 4.1** When a report is made or the school otherwise learns of potential discrimination, harassment or retaliation, St. Louis Voices Academy of Media Arts will take prompt and appropriate action to protect the alleged victim, including implementing interim measures. For example, the school may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. St. Louis Voices Academy of Media Arts will take prompt and appropriate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

#### **Section 5. Consequences and Remedies**

**Section 5.1** If St. Louis Voices Academy of Media Arts determines that discrimination, harassment or retaliation have occurred, the school will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

**Section 5.2** Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The Executive Director or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

**Section 5.3** In accordance with law and St. Louis Voices Academy of Media Arts' policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

**Section 5.4** Remedies provided by St. Louis Voices Academy of Media Arts will attempt to minimize the burden on the victim. Such remedies may include, but

are not limited to: providing additional resources such as counseling, providing access to community services, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. St. Louis Voices Academy of Media Arts may provide additional training to students and employees, make periodic assessments to make sure behavior complies with school policy, or perform a climate check to assess the environment in the school.

## **Section 6. Definitions**

**Section 6.1 *Compliance Officer*** – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

**Section 6.2 *Discrimination*** – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

**Section 6.3 *Grievance*** – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation (as defined in Section 1.2 of this policy) made to the compliance officer. Formal complaints under Title IX will be handled in accordance with St. Louis Voices Academy of Media Arts' Title IX Sexual Harassment policy.

**Section 6.4 *Harassment*** – Harassment is unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law. Behaviors that could constitute harassment include, but are not limited to, the following acts: graffiti; display of written material, pictures or electronic images, including text messages; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Harassment is unlawful when it is sufficiently severe or pervasive that it denies or limits a student's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive.

**Section 6.6 *Working Days*** – Days on which the school's business offices are open.



## **Section 7. Compliance Officer**

**Section 7.1** The Board designates the following individual to act as St. Louis Voices Academy of Media Arts' compliance officer:

Director of Teaching and Learning

**Section 7.2** In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer, which shall be the Director of School Operations.

**Section 7.3** The compliance officer or acting compliance officer will:

1. Coordinate school compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation.
3. Serve as St. Louis Voices Academy of Media Arts's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether school employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the Board.
8. Seek legal advice when necessary to enforce this policy.

9. Report to the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
10. Make recommendations regarding changing this policy or the implementation of this policy.
11. Coordinate and institute training programs for school staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
12. Perform other duties as assigned by the Board.

## **Section 8. Public Notice**

**Section 8.1** The Executive Director or designee will publicize St. Louis Voices Academy of Media Arts' policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the school's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees.

**Section 8.2** School bulletins, catalogs, application forms, recruitment material and the school's website will include a statement that St. Louis Voices Academy of Media Arts does not discriminate in its programs, services, activities, facilities or with regard to employment. St. Louis Voices Academy of Media Arts will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Section 9. Reporting**

**Section 9.1** Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to St. Louis Voices Academy of Media Arts.

**Section 9.2** Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All school employees will instruct all persons seeking to make a grievance to

communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, school employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for St. Louis Voices Academy of Media Arts to take action upon finding a violation of law, school policy or school expectations.

**Section 9.3** Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, St. Louis Voices Academy of Media Arts will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

## **Section 10. Student-on-Student Harassment**

**Section 10.1** The Executive Director or designee may discipline a student for prohibited behavior in accordance with St. Louis Voices Academy of Media Arts' discipline policy. If an administrator other than designated compliance officer disciplines the student, that administrator will report any incident of discrimination, harassment and retaliation to the designated compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance.

**Section 10.2** The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Section 11. Investigation**

**Section 11.1** St. Louis Voices Academy of Media Arts will promptly investigate all grievances. All persons are required to cooperate fully in the investigation. The compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation, but is not required to do so.

**Section 11.2** In determining whether alleged conduct constitutes discrimination, harassment or retaliation, St. Louis Voices Academy of Media Arts will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action

or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, St. Louis Voices Academy of Media Arts will take prompt and appropriate corrective action.

## **Section 12. Grievance Process Overview**

**Section 12.1** If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the Executive Director, the compliance officer may designate someone outside the school to hear the grievance in lieu of the Executive Director or the grievance may be heard directly by the Board.

**Section 12.2** An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the school's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, an appeal may be taken to the next level.

**Section 12.3** Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

**Section 12.4** St. Louis Voices Academy of Media Arts will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

**Section 12.5** St. Louis Voices Academy of Media Arts will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

**Section 12.6** Upon receiving a grievance, school administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

## **Section 13. Grievance Process**

**Section 13.1 Level I** – A grievance is filed with the school's compliance officer. The compliance officer may, at his or her discretion, assign the Executive Director or other appropriate employee to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence promptly, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the Executive Director to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the alleged victim if someone other than the alleged victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and school policy, regarding whether the school's compliance officer or designee determined that school policy was violated.

**Section 13.2 Level II** – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the Executive Director by notifying him or her in writing. The Executive Director may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the Executive Director has acted as the compliance officer, the appeal will be heard directly by the Board as described in Level III.

Within ten working days, the Executive Director will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the Executive Director conducts the appeal, the Executive Director will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The

person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the Executive Director's decision, regarding whether the School Leader or designee determined that St. Louis Voices Academy of Media Arts policy was violated.

**Section 13.3 Level III** – Within five working days after receiving the Level II decision, the person filing the grievance, the alleged victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the School Leader's decision to the Board in writing. The person filing the grievance, the alleged victim if someone other than the victim filed the grievance, and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The decision of the Board is final.

## **Section 14. Confidentiality and Records**

**Section 14.1** To the extent permitted by law and in accordance with Board policy, St. Louis Voices Academy of Media Arts 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. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. St. Louis Voices Academy of Media Arts will disclose information to the school's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, St. Louis Voices Academy of Media Arts will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

**Section 14.2** St. Louis Voices Academy of Media Arts will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the school's attorney.

## **Section 15. Training**

**Section 15.1** St. Louis Voices Academy of Media Arts will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. St. Louis Voices Academy of Media Arts will instruct employees to make all complaints to the designated compliance officer or acting

compliance officer and will provide current contact information for these persons. St. Louis Voices Academy of Media Arts will inform employees of the consequences of violating this policy and the remedies the school may use to rectify policy violations. All employees will have access to St. Louis Voices Academy of Media Arts' current policy, required notices and grievance forms. St. Louis Voices Academy of Media Arts will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.



**POLICY NO: HR0017 - Staff-Student Relations Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STAFF-STUDENT RELATIONS POLICY**

**Section 1. Expectations Regarding Communications with Students**

**Section 1.1** Staff members of St. Louis Voices Academy of Media Arts are expected to maintain courteous and professional relationships with students at all times. For purposes of this policy, “staff member” means any individual employed by St. Louis Voices Academy of Media Arts, including part-time and substitute employees, and student teachers. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline 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. Maintaining these boundaries is an essential requirement for employment at St. Louis Voices Academy of Media Arts.

**Section 1.2** Staff member communication with students shall be appropriate and consistent with Board policy and the St. Louis Voices Academy of Media Arts mission. This requirement applies to both personal and professional communication regardless of when, where, in what form (verbal or non-verbal) or through what medium (in person or electronic) the communication occurs.

**Section 1.3** Communication shall be deemed to be inappropriate if such communication is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy or the St. Louis Voices Academy of Media Arts’ mission.

**Section 1.4** Although this policy applies to the communications and relationships between staff members and St. Louis Voices Academy of Media Arts’ students, staff members who inappropriately interact with any child may be disciplined or terminated when St. Louis Voices Academy of Media Arts determines such action is necessary to protect students.

**Section 2. Goal and Scope of this Policy**

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Policies adopted January 5, 2022 - adapted from ©2020 Missouri Charter Public School Association’s Model Policies in 40 CFR 143.12, as amended. Reviewed and amended 8/9/2023



**Section 2.1** The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. St. Louis Voices Academy of Media Arts does not intend to interfere with or impede appropriate interactions between staff members and students. This policy does not apply to staff members' communications with their children, stepchildren or other persons living within the staff member's home who happen to be students of St. Louis Voices Academy of Media Arts.

### **Section 3. Absolute Prohibitions**

**Section 3.1** There are some interactions between staff members and students that are never acceptable and are absolutely prohibited. Examples of such behavior include, but are not limited to:

1. Dating a student or discussing or planning a future romantic or sexual relationship with a student
2. Making sexual advances toward a student, engaging in a sexual relationship with a student, or touching a student in a sexual manner
3. Engaging in any conduct that constitutes illegal harassment or discrimination as defined by law or in Board Policy, or that could constitute a violation of that policy if pervasive.
4. Engaging in any conduct that violates Board policies and procedures, or that constitutes criminal behavior.

**Section 3.2** Any staff member who engages in any of these behaviors will be disciplined up to and including termination of employment.

### **Section 4. Electronic Communication**

**Section 4.1** Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by St. Louis Voices Academy of Media Arts or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

**Section 4.2** Staff members may use electronic communication with students only as frequently as necessary to accomplish an educational purpose.

Communication for an educational purpose would include communications related to a staff member's position, including but not limited to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury, or other purposes related to a staff member's job duties.

**Section 4.3** When communicating electronically with students for educational purposes, staff members are encouraged to use St. Louis Voices Academy of Media Arts provided devices, accounts, and forms of communication (such as computers, phones, telephone numbers, email addresses, and St. Louis Voices Academy of Media Arts sponsored web pages or social networking sites), when available. Staff members must maintain professional boundaries with students while communicating electronically, regardless of whether the communication methods are provided by St. Louis Voices Academy of Media Arts or the staff member uses his or her own electronic communication devices, accounts, web pages, or other forms of electronic communication. Staff members' electronic communications may be monitored. With the Executive Director's permission, staff members may establish websites or other accounts on behalf of St. Louis Voices Academy of Media Arts that enable communications between staff members and students or parents/guardians. Any such website or account is considered St. Louis Voices Academy of Media Arts-sponsored and must be professional and conform to all St. Louis Voices Academy of Media Arts policies and procedures.

**Section 4.4** Staff use of any electronic communication is subject to St. Louis Voices Academy of Media Arts' policies and procedures including, but not limited to, policies, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Staff members who obtain pictures or other information about identifiable students through their connections with St. Louis Voices Academy of Media Arts are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from the Executive Director or designee and the student's parent or legal guardian.

**Section 4.5** St. Louis Voices Academy of Media Arts discourages staff members from communicating with students electronically for reasons other than educational purposes. However, an emergency situation or the temporary unavailability of St. Louis Voices Academy of Media Arts' communication systems might justify deviation from the policy's restrictions on electronic communications. Likewise, staff members might be related to students or have contact with students through participation in civic, religious or other organizations. These contacts might justify deviation from this policy as well. If concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. St. Louis Voices Academy of Media Arts

encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate any of the restrictions set forth in this policy. As stated above, this policy does not limit staff members from communicating with their own children, stepchildren or other persons living within the staff member's home who happen to be students at St. Louis Voices Academy of Media Arts.

## **Section 5 Consequences for Violation**

**Section 5.1** Staff members who violate this policy may be disciplined, up to and including termination of employment. Depending on the circumstances, St. Louis Voices Academy of Media Arts may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and St. Louis Voices Academy of Media Arts may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

## **Section 6 Reporting**

**Section 6.1** 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 a teacher, counselor, or administrator. If illegal discrimination or harassment is suspected, St. Louis Voices Academy of Media Arts policies related to discrimination and harassment will be followed.

**Section 6.2** Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to a St. Louis Voices Academy of Media Arts administrator. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with St. Louis Voices Academy of Media Arts policy and state law. Staff members must also immediately report a violation or perceived violation of St. Louis Voices Academy of Media Arts' discrimination and harassment policy to St. Louis Voices Academy of Media Arts' nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

**Section 6.3** St. Louis Voices Academy of Media Arts will not discipline, terminate or otherwise discriminate or retaliate against any student or staff member for reporting in good faith any action that may be a violation of this policy.

## **Section 7. Training**

**Section 7.1** St. Louis Voices Academy of Media Arts will provide training to staff members that includes current and reliable information on identifying signs of sexual abuse of children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

**POLICY NO: HR0018 - Background Check Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**BACKGROUND CHECK POLICY**

This policy will summarize the policy for background checks.

St. Louis Voices Academy of Media Arts is committed to providing a safe learning environment for our students. Accordingly, St. Louis Voices Academy of Media Arts requires criminal background checks of employees, as well as members of the Board of Directors, certain volunteers and others working on school grounds. The Board directs the Executive Director to develop procedures and practices consistent with this policy.

**Section 1. Definitions**

**Section 1.1. Criminal Background Check** – A search of the Federal Bureau of Investigation’s criminal history files; the Missouri Highway Patrol’s criminal history database and sexual offender registry; the Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children’s Division (CD) of the Department of Social Services; Missouri Case.net; and other databases required by law or by St. Louis Voices Academy of Media Arts.

**Section 1.2. Driving Records** – Traffic-related offenses contained in the Missouri Department of Revenue’s databases.

**Section 1.3. Screened Volunteer** – any person who assists a school by providing uncompensated service and who periodically may be left alone with students. Screened volunteers include, but are not limited to, a person who regularly assists in the office or library, mentors or tutors students, coaches, supervises or sponsors a school-sponsored activity, before or after school workers and volunteers, and/or chaperones students on an overnight trip.

**Section 2. Employees**

**Section 2.1.** Generally, St. Louis Voices Academy of Media Arts shall conduct criminal background checks in accordance with law on all new employees, screened volunteers, contractors or others authorized to have contact with

students prior to the employees working with students; however, St. Louis Voices Academy of Media Arts may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from St. Louis Voices Academy of Media Arts.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and St. Louis Voices Academy of Media Arts receives a copy of the background check directly from the other school or district.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.

**Section 2.2** Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by St. Louis Voices Academy of Media Arts. St. Louis Voices Academy of Media Arts has the sole and absolute discretion to determine whether the outcome is satisfactory.

### **Section 3. Board Members**

**Section 3.1** St. Louis Voices Academy of Media Arts will conduct a search of the Missouri Highway Patrol's criminal history database and the FCSR or the central registry of child abuse and neglect of the CD on each person serving as a member of St. Louis Voices Academy of Media Arts's Board of Directors.

### **Section 4. Volunteers**

**Section 4.1.** St. Louis Voices Academy of Media Arts will conduct a full criminal background check consistent with Section 1.1 above on all screened volunteers. All screened volunteers must satisfactorily complete the criminal background check required of employees prior to being left alone with a student or students. The Executive Director or designee is directed to identify any additional volunteer positions at St. Louis Voices Academy of Media Arts that will also require a criminal background check. Volunteers that are not screened shall not be left alone with a student or students.

**Section 4.2.** The Executive Director or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position.

### **Section 5. Payment**

**Section 5.1.** In general, applicants for employment and volunteers are responsible for the cost of the criminal background checks, but St. Louis Voices Academy of Media Arts may later reimburse the person at St. Louis Voices Academy of Media Arts' discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and St. Louis Voices Academy of Media Arts receives a copy of the background check directly from the other school or district, St. Louis Voices Academy of Media Arts will not require an additional background check as a condition of employment unless St. Louis Voices Academy of Media Arts pays the cost, in accordance with law.

**Section 5.2.** St. Louis Voices Academy of Media Arts will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where St. Louis Voices Academy of Media Arts requires independent contractors to conduct criminal background checks, payment for the background checks will be determined by the contract.

## **Section 6. Updating Information**

**Section 6.1.** St. Louis Voices Academy of Media Arts reserves the right to require any employee or volunteer to submit to additional criminal background checks at St. Louis Voices Academy of Media Arts' expense or to rerun background checks at any time. St. Louis Voices Academy of Media Arts will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct post employment background checks as allowed by law.

**Section 6.2.** Any employee refusing to submit to a background check may be disciplined or terminated. St. Louis Voices Academy of Media Arts may decline to utilize the services of volunteers or contractors who refuse to submit to background checks.

## **Section 7. School Notification**

**Section 7.1.** As a condition of continuing to work within St. Louis Voices Academy of Media Arts, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify St. Louis Voices Academy of Media Arts if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

## **Section 8. Reporting Requirements**



**Section 8.1.** St. Louis Voices Academy of Media Arts will report to DESE when information is obtained that a certificated person has pled guilty or no contest to or been found guilty of a crime or offense, regardless of whether a sentence has been imposed, in Missouri, another state or another country that may put the person's certificate in jeopardy pursuant to Missouri law.

## **Section 9. Confidentiality**

**Section 9.1.** Information received by St. Louis Voices Academy of Media Arts pursuant to a criminal background check is confidential. Except as allowed by law, St. Louis Voices Academy of Media Arts will only use this information for St. Louis Voices Academy of Media Arts's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on St. Louis Voices Academy of Media Arts property. St. Louis Voices Academy of Media Arts will keep this information in a location that is only accessible to persons who need to know the information to carry out their responsibilities with St. Louis Voices Academy of Media Arts.

**Section 9.2.** Any person submitting to a criminal background check may, upon request, receive a copy of the background check information received by St. Louis Voices Academy of Media Arts.

**Section 9.3.** Pursuant to state law and upon the written request of an employee or former employee, St. Louis Voices Academy of Media Arts may transfer a criminal background check to another public school or school district within one year of receiving the background check.

## **Section 10. Consequences**

**Section 10.1.** The Executive Director or designee is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults.

**Section 10.2.** Employees who fail to keep background checks confidential as required by law or this policy or who violate any portion of this policy or St. Louis Voices Academy of Media Arts procedure will be subject to disciplinary action up to and including termination.



**POLICY NO: HR0019 - COVID Vaccination Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**COVID-19 VACCINATION POLICY**

**Purpose**

The COVID-19 pandemic has dramatically changed the way we work, live, and interact with one another. It is of the utmost importance to St. Louis Voices Academy of Media Arts to safeguard the health and well-being of employees, students, families, visitors, close contacts, and communities. Consistent with this concern, St. Louis Voices Academy of Media Arts encourages teachers and staff members to get a COVID-19 vaccination in accordance with the terms of this policy.

**SCOPE:** This policy applies to ALL teachers and staff members (full-time, part-time, seasonal, temporary, on-call, etc.). This policy does not apply to students or visitors.

**Section 1. Recommendation**

In order to conform with recommendations from the Centers for Disease Control and Prevention (CDC) and Missouri's Department of Health and Senior Services, along with protecting staff, students and the public from COVID-19, teachers, staff members and volunteers are encouraged to be vaccinated against COVID-19 at their earliest possible opportunity.

**Section 2. Procedures**

- Teachers and staff members must establish they have received the COVID-19 vaccine, or certify that they are choosing not to receive the vaccination by informing the Executive Director in writing. Because of the serious health and safety implications arising from non-vaccination, teachers and staff members who do not receive a COVID-19 vaccination may be subject to alternative infection control and safety requirements in accordance with applicable law, such as wearing face coverings in the workplace.
- To establish proof of vaccination, teachers and staff members may present written evidence of immunization from a designated site or healthcare provider.

- Cost should not be a deterrent to obtaining the vaccine. In the event there is a charge for vaccination, employees who have insurance through St. Louis Voices Academy of Media Arts are fully covered. Any teacher or staff member who does not have insurance fully covering the vaccination costs may submit proof of the costs incurred to the St. Louis Voices Academy of Media Arts for reimbursement.

### **Section 3. Employees with Disabilities**

Teachers and staff members who have a qualifying disability may request an accommodation in order to be able to continue to perform their essential duties. Any teacher or staff member who wishes to request an accommodation must notify the Executive Director in writing. Upon receiving an accommodation request, St. Louis Voices Academy of Media Arts will engage in an interactive dialogue with the staff member to determine if a reasonable accommodation may be provided, while avoiding undue hardship for St. Louis Voices Academy of Media Arts and direct threats to the health and safety of others in the workplace.

Retaliation against anyone for requesting an accommodation under this policy is prohibited. If you believe you are experiencing retaliation, please contact the Executive Director.

**POLICY NO: HR0020 - Victims of Domestic Violence and Sexual Assault Leave  
and Accommodations Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy,  
effective on the date of adoption by the Board.

**VICTIMS OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT LEAVE AND  
ACCOMMODATIONS POLICY**

**Eligibility**

Employees eligible for leave or safety accommodations under this Policy must  
meet the following criteria:

1. He or she is a victim of domestic violence or sexual violence; or
2. He or she has a household member who is a victim of domestic or sexual  
violence whose interests are not adverse to the employee as it relates to  
the domestic or sexual violence.

**Leave for Victims of Domestic Violence and Sexual Assault**

The School will provide up to one week of unpaid leave to eligible employees  
who are (1) seeking medical attention for, or recovering from, physical or  
psychological injuries caused by domestic violence or sexual violence, as defined  
herein, against the employee or the employee's family or household member; (2)  
obtaining victim services for the employee or the employee's family or household  
member; (3) obtaining psychological or other counseling for the employee or the  
employee's family or household member; (4) participating in safety planning,  
including temporary or permanent relocation, or other actions to increase the  
employee or the employee's family or household member's safety from future  
domestic or sexual violence or to ensure economic security; or (5) seeking legal  
assistance or remedies to ensure the health and safety of the employee or the  
employee's family or household member, including preparing for or participating  
in court proceedings related to the violence.

To provide notice to the School of your intention to take leave under this Policy,  
please contact Hollie Russell-West at (314) 755-7139 or via email at  
[hrussellwest@stlouisvoicesacademy.org](mailto:hrussellwest@stlouisvoicesacademy.org).

## Safety Accommodation Requests

The School will also make reasonable safety accommodations in a timely manner to known limitations resulting from the domestic or sexual violence experiences of an eligible employee or an eligible employee's a family or household member unless such accommodation would result in an undue hardship for the School. Examples of accommodations for eligible employees include:

- adjustment to a job structure, workplace facility or work requirement;
- a transfer or reassignment;
- a modified schedule;
- leave from work (as described above);
- a changed telephone number or seating assignment;
- installation of a lock or implementation of a safety procedure; or
- assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence.

To request a reasonable safety accommodation under this Policy, please contact Hollie Russell-West at (314) 755-7139 or via email at [hrussellwest@stlouisvoicesacademy.org](mailto:hrussellwest@stlouisvoicesacademy.org).

## Definitions

1. "Abuse" means any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control. Victims of abuse shall also include any victims of sex trafficking or severe forms of trafficking as those terms are defined in 22 U.S.C. 78 Section 7102(9)-(10).
2. "Domestic violence" means abuse or stalking committed by a family or household member, as such terms are defined in this policy.
3. "Family or household member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.
4. "Sexual violence" means sexual assault (causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent) or trafficking for the purposes of sexual exploitation.

5. "Victim of domestic or sexual violence" means an individual who has been subjected to domestic violence, sexual violence, or abuse.

### **Notice and Documentation**

An employee must provide the School with at least 48 hours' advance notice of the need for leave under this Policy unless such notice is impractical, and in which case, the notice must be given as soon as possible. The School may, in its discretion, require documentation showing that the employee is eligible for leave under this Policy (such as a police report or documentation from a victim services organization, medical professional, attorney, member of the clergy, or another professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and/or the effects of such violence) and/or a sworn statement from the employee.

If an employee requests a reasonable safety accommodation under this Policy, the School may, in its discretion, require the employee to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the employee is eligible for a reasonable safety accommodation under this Policy.

If documentation is requested by the School under this Policy, such documentation will be maintained by the School in the strictest confidence and will not be disclosed unless consent is provided by the employee or disclosure is otherwise required by applicable federal or state law.

### **Coordination with Other Policies**

Eligible employees who have exhausted all leave allowed under the School's Family and Medical Leave Act Policy, shall not be allowed additional unpaid leave under this Policy.

### **Benefits During Leave**

Eligible employees who take leave under this Policy will be entitled to maintain all accrued benefits through the School. Additionally, the eligible employee will continue to be covered by the School's group health insurance policy while taking leave under this Policy at the same level and under the same conditions coverage would have been provided if the eligible employee had continued his or her employment with the School continuously for the duration of such leave,

assuming the eligible employee participated in the School's group health insurance coverage prior to taking leave under this Policy.

If an eligible employee fails to return to work after the expiration of leave under this Policy for any reason other than the continuation, recurrence, or onset of domestic violence, sexual violence, abuse, a sexual assault, or human trafficking that entitled the employee to leave under this Policy or for other circumstances beyond the control of the eligible employee, the School may seek reimbursement for the premiums paid by the School, if any, for maintaining coverage under the School's group health insurance plan for the eligible employee's and/or the eligible employee's family or household member(s), if applicable, during leave under this Policy.

### **Retaliation Prohibited**

The School will not retaliate against eligible employees for taking or requesting leave or a reasonable safety accommodation under this Policy. Any eligible employee who takes leave under this Policy shall be entitled, on return from such leave, to be restored to the position of employment held by the eligible employee when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Reference: Section 285.630 RSMo

**POLICY NO: HR0021 - Employee Alcohol and Drug Testing Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**EMPLOYEE ALCOHOL AND DRUG TESTING POLICY**

**Section 1. General**

**Section 1.1** No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or unauthorized controlled substances in violation of St. Louis Voices Academy of Media Arts's Drug-Free Workplace policy. St. Louis Voices Academy of Media Arts may elect to test an employee for alcohol and/or unauthorized controlled substances if St. Louis Voices Academy of Media Arts has reasonable suspicion that the employee has consumed alcohol or unauthorized controlled substances in violation of St. Louis Voices Academy of Media Arts policy.

**Section 2. Program Coordinator and Training**

**Section 2.1** The Director of School Operations or designee will serve as the program coordinator to implement the alcohol and drug testing program within the guidelines of this policy.

**Section 2.2** All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use.

**Section 3. Testing Program**

**Section 3.1** Any employee who suspects that an employee has violated the alcohol or drug prohibitions of this policy or the Drug-Free Workplace policy shall immediately report that concern to the Director of School Operations. The Director of School Operations will determine if there is reasonable suspicion that the employee has consumed alcohol or drugs in violation of St. Louis Voices Academy of Media Arts policy, and will determine if a drug or alcohol test is appropriate.

**Section 3.2** Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. The Director of School Operations or designee must escort the employee to the facility and make arrangements for the employee to be transported home from the facility.

**Section 3.3** St. Louis Voices Academy of Media Arts will use testing facilities with appropriately trained personnel for alcohol and drug testing. The testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised. The testing program will allow for review by a Medical Review Officer, including an opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result.

**Section 3.4** Any alcohol or drug test will be administered as soon as possible. Employees will be drug-tested for marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP), benzodiazepines, methadone, methaqualone and propoxyphene.

#### **Section 4. Refusal to Submit to Tests**

**Section 4.1** Drug and/or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath, saliva or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

#### **Section 5. Consequences**

**Section 5.1** Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including but not limited to suspension, termination, and/or referral for prosecution in accordance with Board policy and law.

**Section 5.2** If an employee who violates or is suspected of violating this policy is not terminated, the employee may be required to satisfactorily participate in one or more rehabilitation programs and to submit to substance testing, all in accordance with terms established by St. Louis Voices Academy of Media Arts.



**Section 5.3** In addition to any disciplinary action taken, St. Louis Voices Academy of Media Arts will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

## **Section 6. Records and Reports**

**Section 6.1** Alcohol and drug test results and records shall be maintained by St. Louis Voices Academy of Media Arts under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records maintained by St. Louis Voices Academy of Media Arts pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests.

**Section 6.2** Test records shall be maintained with the separate medical files of each employee. St. Louis Voices Academy of Media Arts shall maintain records and reports of its alcohol and drug prevention program as required by law.

**POLICY NO: HR0022 - Employee Reference Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**EMPLOYEE REFERENCE POLICY**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Section 1. Definitions**

**Section 1.1** *Employee* – Any staff member or student teacher of the St. Louis Voices Academy of Media Arts.

**Section 1.2** *Former Employee* – An employee who was terminated or resigned or whose contract was nonrenewed, and/or an employee who has been notified that his or her contract with St. Louis Voices Academy of Media Arts will not be renewed.

**Section 1.3** *Potential Employer* – Another charter school, school district, business or person seeking to hire a current or former employee or screening the current or former employee for a volunteer position, internship or other activity.

**Section 1.4** *Reference* – Information regarding the employment of, or services provided by, a current or former employee including, but not limited to, specific information regarding dates of employment or service, salary, job duties, performance or character.

**Section 1.5** *Sexual Misconduct* – Includes, but is not limited to, any conduct with a student, on or off St. Louis Voices Academy of Media Arts property, that could constitute a crime that is sexual in nature under Chapter 566 of the Missouri Revised Statutes, including, but not limited to, the crime of sexual misconduct; any conduct with a student that could constitute a serious violation of St. Louis Voices Academy of Media Arts' policies prohibiting sexual harassment, as determined by St. Louis Voices Academy of Media Arts; any conduct that is inappropriate and of a sexual nature that endangers the welfare of a student or students, as determined by St. Louis Voices Academy of Media Arts; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

## **Section 2. General References**

**Section 2.1.** St. Louis Voices Academy of Media Arts will maintain information regarding current and former employees as confidential within the limits of the law. Only the Executive Director or a person or persons specifically designated by the Executive Director may respond on behalf of St. Louis Voices Academy of Media Arts to a reference request for a current or former employee. St. Louis Voices Academy of Media Arts employees must direct reference requests to the Executive Director or designee. Upon request, employees will assist the Executive Director or designee with the preparation of accurate reference information.

**Section 2.2.** In response to a reference request, the Executive Director or designee may provide information regarding the employee's work performance, including, but not limited to, the following information:

1. Name, positions, salary, and length of service.
2. A description of the employee's job duties when employed.
3. Additional School-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
4. Honors and awards received by the employee.
5. Factual information on work performance.
6. Whether the employee resigned, was terminated, or the employee's contract, if any, was not renewed.
7. When requested, a "yes" or "no" answer to a question about whether St. Louis Voices Academy of Media Arts would re-employ the current or former employee if an appropriate position existed or whether the Executive Director would recommend re-employment.
8. Allegations of sexual misconduct with a student as required below.

### **Section 3. Disclosing Allegations of Sexual Misconduct to Other Public Schools**

**Section 3.1** If a potential public school employer requests a reference regarding a former employee whose job involved contact with children, St. Louis Voices Academy of Media Arts will, in accordance with state law, notify the potential public school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination (whether through a separation agreement or otherwise) as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the CD's child abuse and neglect review board. In addition, St. Louis Voices Academy of Media Arts is required to disclose, to any public school that contacts St. Louis Voices Academy of Media Arts about a former employee, information regarding any violation of St. Louis Voices Academy of Media Arts' policies by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board of Directors.

**Section 3.2.** If a potential public school employer contacts St. Louis Voices Academy of Media Arts for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, St. Louis Voices Academy of Media Arts will provide the results of the CD investigation to the potential public school employer, regardless of whether the employee's job involved contact with children.

### **Section 4. Recordkeeping**

**Section 4.1.** When St. Louis Voices Academy of Media Arts is contacted for a reference for a current or former employee, the Executive Director or designee will document the date, the name of the person and entity requesting the information, the person responding to the request, the method of disclosure, the information provided and, when applicable, the consent received.

### **Section 5. Notice**

**Section 5.1** St. Louis Voices Academy of Media Arts will notify all current employees of this policy. The Executive Director or designee will provide notification of the existence of this policy to all potential employers who contact St. Louis Voices Academy of Media Arts for a reference. The notification must also include a statement that the St. Louis Voices Academy of Media Arts' responses are limited to the scope of this policy.

**Section 5.2.** St. Louis Voices Academy of Media Arts will also provide copies of the policy to former employees upon request.

## **Section 6. Immunity**

**Section 6.1.** Any St. Louis Voices Academy of Media Arts employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by the former employee arising out of the communication of such information, in accordance with law.

**Section 6.2.** St. Louis Voices Academy of Media Arts employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

**POLICY NO: HR0023 - Workers' Compensation Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**WORKERS' COMPENSATION POLICY**

**Section 1. General**

The purpose of this policy is to ensure that employees of St. Louis Voices Academy of Media Arts who are injured within the course and scope of their employment will receive appropriate medical care and a managed return to work in accordance with the mandates of the Missouri Workers' Compensation Act.

**Section 2. Workers' Compensation Benefits Payable**

**Section 2.1** Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by St. Louis Voices Academy of Media Arts according to the Workers' Compensation Act of the State of Missouri ("the Law").

**Section 2.2** St. Louis Voices Academy of Media Arts's insurer shall determine whether the injury is compensable under the Law. If the injury is deemed compensable, the employee will receive, subject to all provisions of the Law:

1. Medical treatment (if approved by St. Louis Voices Academy of Media Arts in advance).
2. If the employee is off work more than three work days, the employee will receive 2/3 of his/her average weekly wage, up to a state maximum, while temporarily and totally disabled.
3. If the injury is severe and it causes permanent disability, the Division of Workers' Compensation may award a lump-sum benefit for the disability.

**Section 3. Direction of Medical Care**

**Section 3.1** In Missouri, the employer is afforded the right to select the medical care provider(s) for employee work-related injuries. St. Louis Voices

Academy of Media Arts's administrative office maintains a current list of approved providers. The employee ultimately maintains the right to use the provider of the employee's choice, but any expenses associated with that use will be borne solely by the employee.

#### **Section 4. Continuation of Employee Benefits While Off Work Due to Compensable Injury**

**Section 4.1** If an employee is not able to work due to a compensable injury, and as long as the injured person remains an employee of St. Louis Voices Academy of Media Arts, all regular employee benefits may continue. However, since the employee will be receiving wage benefit checks directly from the insurer and not through St. Louis Voices Academy of Media Arts's regular payroll system, the employee's portion of the cost for those benefits cannot automatically be deducted from the employee's payroll check. Therefore, the employee is responsible for making separate payment arrangements with St. Louis Voices Academy of Media Arts's administrative office.

**Section 4.2** The employee does not continue to accrue benefits, such as PTO, while off work, unless St. Louis Voices Academy of Media Arts accrues benefits for other employees who are off work for reasons other than a work-related injury.

#### **Section 5. Continuation of Temporary Total Disability ("TTD") Benefits**

**Section 5.1** An employee will receive Temporary Total Disability "TTD" benefits in accordance with the Law.

**Section 5.2** An employee who is receiving unemployment benefits may not receive concurrent TTD benefits.

**Section 5.3** An employee who is terminated from employment with St. Louis Voices Academy of Media Arts for post-accident misconduct will not be entitled to continue to receive TTD benefits.

**Section 5.4** An employee who has returned to work after a work-related accident, but is still receiving medical treatment, will not receive TTD benefits for time missed from work for physical therapy, employer-requested medical evaluations, to attend medical treatment and/or evaluations. The employee will be allowed to use accumulated PTO for this missed time.

#### **Section 6. Compliance with Physician's Orders**

**Section 6.1** An employee with a compensable injury must strictly follow any and all instructions of the treating physician. This compliance includes, but is not limited to: prescription use, therapy, rest, following activity restrictions, and returning for follow-up visits. Compliance with medical instructions is mandatory on and off the job.

## **Section 7. Notice Requirements**

**Section 7.1** A work-related accident or injury must be reported in writing by the injured employee to his or her supervisor immediately. If an injured employee fails to report an injury in writing within 30 days, the Division of Workers' Compensation may be entitled to deny any benefits under the Law.

## **Section 8. Drug and/or Alcohol Use**

**Section 8.1** Under the Law, worker's compensation benefits can be denied if it is determined that the employee used alcohol and/or non-prescribed controlled drugs in the workplace and the use was the proximate cause of the injury.

**Section 8.2** If it is determined that the employee used alcohol or and/or non-prescribed controlled drugs in the workplace and the use was not the proximate cause of the injury, a 50% penalty can be levied against otherwise payable benefits.

## **Section 9. Rule Violation or Willful Failure to Use Safety Devices**

**Section 9.1** If an employee violates an St. Louis Voices Academy of Media Arts rule or fails to use a required safety device, that employee's workers' compensation benefits may be reduced by 25-50%.

## **Section 10. Failure to Return to Work After Physician Release**

**Section 10.1** An employee who fails to return to work after receiving a release from his/her treating physician to do so, will be considered absent from his/her job without authorization.

**Section 10.2** St. Louis Voices Academy of Media Arts considers three (3) days of unauthorized absences without notice to be a voluntary resignation.

## **Section 11. Penalties for Fraud**



**Section 11.1** In accordance with Missouri law, any employee who submits a fraudulent workers' compensation claim and/or misrepresents facts can be found guilty of a Class A misdemeanor and may be subject to substantial criminal fines.

## **Section 12. Policy Compliance**

**Section 12.1** Employees are expected to comply with these policies as a condition of employment with St. Louis Voices Academy of Media Arts. This includes, but is not limited to, the expectation that employees shall:

1. comply with physician's orders;
2. immediately notify supervisor of work-related injury or illness;
3. refrain from the use of drugs and/or alcohol in violation of St. Louis Voices Academy of Media Arts's policies;
4. comply with safety standards;
5. return to work upon release of physician; and
6. be absolutely truthful and accurate in all claims and reports.

**Section 12.2** Failure to comply with this policy may result in discipline up to and including discharge.

**POLICY NO: HR0024 - Working Hours and Salary Deductions Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**WORKING HOURS AND SALARY DEDUCTIONS POLICY**

**Section 1. General**

**Section 1.1** St. Louis Voices Academy of Media Arts will regularly pay employees for work performed and will not make deductions from salary except as required by law, as authorized by the employee in writing, or in accordance with Board policy.

**Section 1.2** Nothing in the policy shall prevent St. Louis Voices Academy of Media Arts from properly charging absences against Board-approved Paid Time Off or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

**Section 2. Working Hours**

**Section 2.1** Non-exempt employees must maintain a record of the total hours worked each day. These hours must be accurately recorded on a timesheet that will be provided by St. Louis Voices Academy of Media Arts. The employee must sign the timesheet to verify that the reported hours worked are complete and accurate. The time sheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. Employees should review each paycheck, and verify immediately that the employee was paid correctly for all regular and overtime hours worked during each work week.

**Section 2.2** Employees should not work any hours that are not authorized by a supervisor. Employees should not start work early, finish work late, work during a meal break or perform any overtime work unless authorized to do so and the time is recorded on the timesheet. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work performed but not reported on the employee’s timesheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

### **Section 3. Voluntary Deductions**

**Section 3.1** The employee must authorize all voluntary deductions in writing. St. Louis Voices Academy of Media Arts will deduct the administrative cost of compliance in addition to the deduction amounts authorized by the employee.

**Section 3.2** The Board may authorize voluntary payroll deductions from compensation earned by employees. These deductions may be taken for, but are not limited to, credit unions, individual retirement accounts (IRAs), group insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. The Board shall not be responsible for any good-faith error in the administration of this service.

### **Section 4. Involuntary Deductions**

**Section 4.1** St. Louis Voices Academy of Media Arts will make all deductions as required by law and will make deductions when presented with a garnishment, wage attachment or other legal order. The [position] or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

**Section 4.2** In addition, St. Louis Voices Academy of Media Arts may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave, or absences that exceed the paid leave provided to the employee. St. Louis Voices Academy of Media Arts may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and St. Louis Voices Academy of Media Arts policy. St. Louis Voices Academy of Media Arts may make deductions when an employee clearly owes St. Louis Voices Academy of Media Arts money and the deduction does not otherwise violate the law.

**Section 4.3** Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

### **Section 5. Improper Deductions**

**Section 5.1** St. Louis Voices Academy of Media Arts will comply with federal and state wage and hour regulations. The [position] or designee shall be informed of any required wage adjustments and any necessary budget adjustments shall be brought to the Board of Directors for approval.

**Section 5.2** St. Louis Voices Academy of Media Arts shall pay its exempt employees on a salary basis and will not make deductions from the salary that are prohibited under the Fair Labor Standards Act (FLSA). Employees who believe their pay has been improperly reduced should immediately report this information to their direct supervisor(s). If not resolved by the supervisor to the employee's satisfaction, the employee should contact the [position] to request an investigation. The employee will be asked to complete an investigation form. If the deduction is determined to be improper, St. Louis Voices Academy of Media Arts will reimburse the employee as promptly as possible, but in no case longer than two pay periods from the identification of the problem. The resolution of the situation will be documented on the part of the employee that the situation has been resolved and placed with the employee's pay records.

**POLICY NO: HR0025 - Employment Status Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**EMPLOYMENT STATUS POLICY**

**SECTION 1. Employment Status**

**Section 1.1.** Employees of St. Louis Voices Academy of Media Arts are considered at-will employees, unless otherwise explicitly designated in writing by the Board of Directors.

**Section 1.2** Eligibility for Public Service Loan Forgiveness

Employees of St. Louis Voices Academy of Media Arts may be eligible for public service loan forgiveness. St. Louis Voices Academy of Media Arts will provide current, accurate, and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

**Section 2. Hiring**

**Section 2.1.** The Board of Directors may, upon recommendation of the Executive Director, employ certified and non-certified staff members in order to accomplish Atlas' mission, goals and objectives. The Board of Directors may, in its discretion, elect to delegate to the Executive Director the authority to hire staff members for positions approved by the Board.

**Section 2.2** Prior to offering employment to any teacher who was employed previously by a Missouri school district or charter school, St. Louis Voices Academy of Media Arts must contact the Missouri Department of Elementary and Secondary Education to determine the school district or charter school that previously employed such applicant. St. Louis Voices Academy of Media Arts shall request from the most recent prior school district or charter school having employed the individual information relating to prior sexual misconduct.

**Section 3. Suspension**

**Section 3.1.** The Executive Director may suspend employees, with or without pay. An employee may request a review by the Board of Directors of a suspension without pay. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

#### **Section 4. Termination**

**Section 4.1.** Unless otherwise explicitly designated by the Board, employment at St. Louis Voices Academy of Media Arts is at-will, and thus can be terminated by the Board of Directors at any time for any lawful reason.

**Section 4.2.** The Board of Directors may, in its discretion, elect to delegate to the Executive Director the authority to terminate the employment of staff members. When the authority to terminate has been delegated to the Executive Director, and an employee is terminated, the employee may request a review by the Board of Directors of the termination. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

**POLICY NO: HR0026 - Staff Conduct Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STAFF CONDUCT POLICY**

St. Louis Voices Academy expects all employees to behave professionally and responsibly, and in a manner that is consistent with Board policy and the St. Louis Voices Academy of Media Arts' mission. The following list represents a non-exhaustive list of conduct that all employees must follow:

1. Report to work promptly.
2. Responsibly carry out the policies of St. Louis Voices Academy of Media Arts.
3. Submit any required reports at the time specified. Grades, attendance records, textbook issuance records, and reports to parents/guardians shall be submitted as required.
4. Attend all meetings called by the administration. Exceptions should be discussed with and approved by the administration.
5. Maintain concern for and attention to St. Louis Voices Academy of Media Arts' legal responsibility for the safety and welfare of students, including the need to ensure that students are under appropriate supervision.
6. Comply with all professional and support staff duties.
7. Dress professionally and in a manner that will not interfere with the educational environment.
8. Conduct oneself in a professional manner so as not to engage in conduct that is likely to bring discredit to St. Louis Voices Academy of Media Arts.
9. Maintain courteous and professional relationships with pupils, parents/guardians, other St. Louis Voices Academy of Media Arts employees, and patrons of St. Louis Voices Academy of Media Arts.

10. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, school procedures and the employee's supervisor.
11. Take care of school-owned property, keep it properly secured, report necessary repairs, and inventory as requested.
12. Obey all safety rules, including rules protecting the safety and welfare of students.
13. Properly supervise all students.
14. Do not engage in any criminal or fraudulent activity.
15. Perform one's duties in an honest and truthful manner.
16. Report instances of vandalism immediately.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior. Concerns regarding a student's compliance with the dress code policy and this section shall be directed to the Executive Director.
18. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
19. School employees shall not make a contribution or expenditure of public funds (including, but not limited to, use of work time or other school resources) to advocate, support, or oppose any ballot measure or candidate for public office.
20. Do not represent your personal opinions as the opinions of the St. Louis Voices Academy of Media Arts.



**POLICY NO: HR0027 - Staff Leaves and Absences Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STAFF LEAVES AND ABSENCES POLICY**

Consistent contact with students and staff is important to the learning environment and school operations and therefore is an essential function of a staff member's position. St. Louis Voices Academy of Media Arts will allow staff members to be absent from their duties for the reasons and lengths of time specified in Board policy or an employee's contract, if applicable, as long as the absences are not excessive or otherwise protected by law.

**SECTION 1. Paid Time Off Leave Eligibility**

**Section 1.1** Unless otherwise provided in an employment contract, full-time employees will receive ten (10) Paid Time Off (PTO) days per year. An employee may not use PTO days during the employee's initial thirty (30) days of employment with St. Louis Voices Academy of Media Arts, except with prior written permission from the Executive Director.

**Section 1.2** Employees who work part-time will receive Paid Time Off days on a prorated basis per year.

**Section 1.3** Full-time employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of fifteen (15) days of Paid Time Off.

**Section 1.4.** Employees will not receive payment for any unused PTO days upon resignation or termination of employment, nor will employees receive any payment for unused PTO days accumulated beyond the maximum allowed under this policy.

**SECTION 2. Use of Paid Time Off**

**Section 2.1** *Sick Leave.* PTO days may be used for sick leave, defined as follows:

- a. Illness, injury or incapacity of the employee. The Executive Director reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the employee and/or inclusive dates of the employee's incapacitation.
- b. Illness, injury or incapacity of a member of the employee's immediate family and for which it is necessary for the employee to be with the family member during the incapacity.
- c. Illness, injury or incapacity of other relatives with permission granted by the Executive Director or designee.

**Section 2.2** *Court Appearances.* PTO days may be used for required court appearances other than jury duty or appearances required by subpoena or other court order arising out of the employee's duties as an employee of the school.

**Section 2.3** *Religious Observance.* PTO days may be used for mandatory religious observance.

**Section 2.4** *Bereavement Leave.* Employees may use PTO days to extend bereavement leave beyond the three days provided in Section 3 of this policy.

**Section 2.5** *Pregnancy, Childbirth and Adoption Leave.* PTO days may be used for the birth, first year-care, adoption or foster care of a child. An employee must exhaust all accumulated PTO days, prior to any unpaid leave as provided in Section 4. The employee shall provide notice of the need for use of maternity/paternity leave as soon as is reasonably possible, but at least thirty days prior to the commencement of the anticipated leave.

**Section 2.6** *Vacation.* Twelve month employees are permitted to use up to five (5) PTO days at a time for vacation. An employee must submit a written request for vacation to the Executive Director and receive written authorization before taking vacation days.

**Section 2.7** *Personal Leave.* PTO days may be used for personal leave under the following conditions:

- a. The Executive Director or designee shall be given five days prior notification when feasible.
- b. No more than two instructional employees may use personal leave on any one day.

- c. Personal leave may not be used the day before or the day after holidays or breaks.
- d. Any exceptions to these requirements must be approved by the Executive Director.

### **SECTION 3. Bereavement Leave**

**Section 3.1.** Employees may use three (3) days of bereavement leave for bereavement of family members. Employees may use PTO days for bereavement leave exceeding three days.

### **SECTION 4. Jury Duty and Court Subpoena Leave**

**Section 4.1** All School employees shall be allowed a leave of absence without loss of pay for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school.

**Section 4.2** Employees who qualify for this leave are not required to assign any jury duty pay vouchers to St. Louis Voices Academy of Media Arts before payment is made for days of jury duty. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

**Section 4.3** Employees who receive a summons for jury duty or a subpoena for a court appearance must provide a copy to the Executive Director or designee as soon as practicable.

### **SECTION 5. Voting Leave**

**Section 5.1** St. Louis Voices Academy of Media Arts believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her three consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay or deducted from an employee's PTO days. St. Louis Voices Academy of Media Arts reserves the right to select the hours the employee is excused to vote.

**Section 5.2** An employee must notify the Executive Director or designee of the need for voting leave at least five days before the election. When the employee

returns from voting leave, the employee must present a voter's receipt to the Executive Director or designee as soon as possible.

## **SECTION 6. Parent Volunteer Leave**

**Section 6.1** St. Louis Voices Academy of Media Arts extends to any employee who is a parent, guardian or person in loco parentis up to ten paid hours per fiscal year to attend or otherwise be involved at his or her child's school.

**Section 6.2** The leave shall be at a mutually agreed upon time between St. Louis Voices Academy of Media Arts and the employee. The employee will receive a form for his or her child's school to sign off on stating the employee was in attendance and/or volunteered at the child's school.

## **SECTION 7. Military Leave**

**Section 7.1** All employees will be granted military leave in accordance with state and federal law.

## **SECTION 8. Pregnancy, Childbirth and Adoption Leave**

**Section 8.1** This section creates no rights extending beyond any contracted period of employment, if a contract exists. FMLA procedures, including certification and recertification procedures, apply to FMLA-eligible employees, if any.

**Section 8.2** Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. St. Louis Voices Academy of Media Arts shall only apply accrued paid leave up to the maximum allotted PTO days under this policy.

**Section 8.3** Employees who are ineligible for FMLA leave may take up to twelve weeks of leave for the birth, first-year care, adoption or foster care of a child. The twelve weeks may consist of a combination of accrued PTO days, up to the maximum allotted under this policy, and unpaid leave. PTO runs concurrently with the maternity/paternity leave, and does not extend the length of such leave. Should the employee's leave overlap or coincide with known school holidays (i.e. spring, winter or summer break), then those holidays are included in the employee's allotted leave. The employee shall provide notice of the need for use maternity/paternity leave as soon as is reasonably possible, but at least thirty days prior to the commencement of the anticipated leave. In circumstances where employees are requesting leave prior to the birth of a child or for longer than twelve weeks, St. Louis Voices Academy of Media Arts may require that a

request for leave be supported by certification issued by the appropriate health care provider.

## **SECTION 9. Unauthorized Absences**

**Section 9.1** St. Louis Voices Academy of Media Arts considers three (3) days of unauthorized absences without notice to be a voluntary resignation.

**POLICY NO: HR0028 - Missouri Victims' Economic Security And Safety Act  
Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

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

**Section 1. Definitions**

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

**Section 2. Eligible Employees**

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

**Section 3. Qualifying Reasons for Leave**

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

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.

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

#### Section 4. Leave Time

Eligible employees may take up to one workweek of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period, but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

#### Section 5. Notice of Need for Leave and Certification

Eligible employees must provide St. Louis Voices Academy with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply [PERSON/POSITION] with a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, St. Louis Voices Academy may require the following supplemental information:

1. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
2. A police report or court record.
3. Other corroborating evidence.

This information must be provided to the School Operations Manager] within a reasonable time after it is required by St. Louis Voices Academy. Full cooperation to obtain this supplemental information is required under this policy.

During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

#### Section 6. Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

#### Section 7. Reasonable Safety Accommodations

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence, unless it would impose an undue hardship on St. Louis Voices Academy. Employees seeking a reasonable safety accommodation may be required by St. Louis Voices Academy to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

#### Section 8. Non-Retaliation

Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If you believe you have been subject to retaliation or discrimination, you should report it to [PERSON/POSITION].

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact the School Operations Manager.



**POLICY NO: HR0029 - Personnel Evaluation Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Personnel Evaluations Model Policy**

**SECTION 1. Staff Observations and Evaluations**

**SECTION 1.1.** The (School Leader or other title) shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

**SECTION 1.2.** Each certified staff member shall be formally observed and evaluated by the (School leader or other title) on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

**SECTION 1.3.** Each classified staff member shall be formally evaluated by the (School Leader or other title) on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

**SECTION 1.4.** The (School Leader or other title) shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

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

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

**POLICY NO OPS001: Reading Instruction Civil Rights, Title IX, Section 504 Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**READING INSTRUCTION CIVIL RIGHTS, TITLE IX, SECTION 504 POLICY**

The School will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended<sup>3</sup>, prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended<sup>4</sup>, prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended<sup>5</sup>, prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended<sup>6</sup>, prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards are lawfully adopted under the above statutes by the United States Department of Education.
6. The School shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.
7. The School may designate only one employee to serve as both the Title IX and Section 504 Coordinator. That individual must assume the responsibilities of both coordinators.
8. It is the policy of the School to process all grievances fairly and expeditiously, with the intent of resolving them in a mutually agreeable manner.

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<sup>3</sup> 42 U.S.C. 2000d *et seq.*

<sup>4</sup> 29 U.S.C. 794.

<sup>5</sup> 20 U.S.C. 1681 *et seq.*

<sup>6</sup> 42 U.S.C. 6101 *et seq.*

## POLICY NO OPS2: Title IX Sexual Harassment Policy

Board Chair: Deborah Catchings-Smith

Effective Date 1/5/2022

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

### TITLE IX SEXUAL HARASSMENT POLICY

#### Section 1. Definitions

**Section 1.1 Complainant** – A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX, in connection with his or her participation in or attempt to participate in an educational program or activity of the School. A Complainant may be a student, an employee, or a third party. However, a Title IX Coordinator who signs a Formal Complaint is not considered a complainant.

**Section 1.2 Respondent** – A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the School in any respect.

**Section 1.3 Complaint** - A verbal or written report of discrimination, harassment, or retaliation made to the Compliance Officer/Title IX Coordinator or designee. A “Formal Complaint” for purposes of Title IX complaints includes a document or electronic complaint filed with or signed by the Title IX Coordinator involving a Complainant that is participating in or attempting to participate in the education program or activities of the School. Formal Complaints will be handled in accordance with the grievance procedure described in this Policy.

**Section 1.4 Sexual Harassment** – Sexual harassment is conduct based on sex that may be one or more of the following:

- 1) Employee conditioning the provision of an aid, benefit or service on an individual’s participation in unwelcome sexual conduct (i.e., often called *quid pro quo* harassment);
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive it effectively denies a person equal access to the School’s education program or activity; or
- 3) Sexual assault, stalking, dating/domestic violence, as defined herein.

- *Sexual Assault* – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- *Domestic Violence* – Domestic violence includes violent misdemeanor and felony offenses, committed by a victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family law, or anyone else protected under domestic or family violence law.
- *Stalking* – Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media.
- *Dating Violence* – Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Sexual harassment may occur between members of the same or opposite sex.

**Section 1.5 Business Days** – Days on which the school’s business offices are open.

**Section 1.6 Title IX Coordinator** – The School designates the following employee as the Title IX Coordinator:

Bridgette Taylor, btaylor@stlouisvoicesacademy.org

“Title IX Coordinator” and “Compliance Officer” may be used interchangeably in this policy.

## **Section 2. Supportive Measures**

**Section 2.1** When a Formal Complaint is made, or the School otherwise learns of alleged discrimination, harassment or retaliation against a student without a Formal Complaint; the School will take prompt and appropriate action to protect the alleged victim or the Respondent (i.e., the accused party), including implementing supportive measures, as appropriate and as reasonably available. For example, supportive measures may include counseling, extensions of deadlines or other class-related adjustments, modifications of work or class schedules, mutual restrictions on contact

between the parties, increased security and monitoring of certain areas of the school, and other similar measures. The School shall maintain the confidentiality of the supportive measures provided to the Complainant or the Respondent, so long as maintaining such confidentiality does not impair the School's ability to provide such measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures and explaining the grievance procedures to the Complainant and Respondent. The School will take prompt and appropriate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the Complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Section 3. Scope of Sexual Harassment Grievance Process**

**Section 3.1** The Sexual Harassment Grievance Process pertains to sexual harassment under Title IX, as defined by this Policy, committed by or against students and/or employees when: (1) the conduct occurs at school or other property owned or controlled by the School; or (2) the conduct occurs in the context of School employment or education program or activity within the United States.

**Section 3.2** All members of the school community have the right to submit a complaint or raise concerns regarding sexual harassment under Title IX pursuant to this Policy without fear of retaliation.

### **Section 4. Filing a Formal Complaint**

**Section 4.1** If a Complainant wishes for the School to proceed with an investigation into the allegations of sexual harassment pursuant to the grievance procedures in this section of the Policy, the Complainant, must file a Formal Complaint. A Formal Complaint is a document alleging sexual harassment against a Respondent and requesting that the School investigate the allegation of sexual harassment. The Complainant must be participating in or attempting to access a School program or activity at the time the Formal Complaint is submitted. A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email to the Title IX Coordinator. It must be signed by the Complainant, but the required signature may be physical or digital.

**Section 4.2** The Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. The Title IX

Coordinator may only sign a Formal Complaint after he or she has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the School responds to the report of Sexual Harassment.

**Section 4.3** The Title IX Coordinator may consolidate Formal Complaints where the allegations of sexual harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple complainants or respondents.

## **Section 5. Dismissal of Formal Complaints**

**Section 5.1** Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may be investigated and resolved pursuant to another School policy, Formal Complaints of sexual harassment brought pursuant to this policy must be dismissed if:

1. The conduct alleged would not constitute Sexual Harassment as defined in this policy;
2. The conduct did not occur in connection with a School education program or activity;
3. The conduct did not occur against a person in the United States.

Furthermore, the Title IX Coordinator may, in his or her discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint may be dismissed if:

1. Complainant notified Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations within;
2. Respondent is no longer enrolled in or employed by the School;
3. Specific circumstances prevent the School from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply.

Following any dismissal of a Formal Complaint, the Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal.

**Section 5.2** To the extent the behavior alleged in the Formal Complaint could constitute a violation of another School policy; it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the Superintendent or appropriate designee.

## **Section 6. Interim Action**

**Section 6.1** The School may remove the Respondent from its education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that the School:

1. Performs an individualized safety and risk analysis;
2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
3. Provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
- 4.

This provision may not be construed to modify any rights under federal disability laws.

**Section 6.2** The School may place a Respondent who is an employee on administrative leave during the pendency of the grievance process in accordance with Board policy and law.

## **Section 7. Sexual Harassment Grievance Process**

**Section 7.1** If any party believes that the Title IX Coordinator has a conflict of interest or bias for or against the individual parties and/or for or against complaints or respondents generally, that party should report their concern to the Superintendent within five (5) business days of filing a Formal Complaint. If the Superintendent determines that a conflict of interest or bias exists, the Superintendent will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

**Section 7.2** The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the Respondent is found responsible by the decision-maker at the conclusion of the grievance process.

**Section 7.3** The grievance process generally will be completed within ninety (90) days. However, extensions to this time frame may be granted at the request of either party or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted, and the reason for the extension.



**Section 7.4** Within five (5) business days of the receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that policies related to student conduct prohibit making false statements or submitting false information during the grievance procedure.

**Section 7.5** If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

**Section 7.6** Parties will also be provided with notice of all meetings, interviews, or hearings at least three (3) days in advance. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

**Section 7.7** Each party has the right to select an advisor of their choice, and for that advisor to accompany the party to any part of the grievance process, including all meetings and interviews. An advisor can be a family member, staff member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as an advisor.

**Section 7.8** The Title IX Coordinator or designee will designate an investigator (which maybe himself or herself) to conduct a fair, thorough investigation of the allegations in the Formal Complaint. The investigator will have received training as required by Title IX regulations. The School may designate an outside investigator as the investigator.

**Section 7.9** The investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least three (3) business days in advance of the meeting or interview. This notice will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

**Section 7.10** The burden will be on the investigator to fully and fairly investigate the allegation in the Formal Complaint. All parties will have an equal opportunity to present witnesses and evidence to the investigator.

**Section 7.11** At the conclusion of the investigation, the investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have ten (10) business days to submit a written response to the evidence if they choose to do so. The



investigator will consider any written response to the evidence before the completion of the investigative report.

**Section 7.12** The investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the investigator. The investigator will send a copy of the report to the parties and their advisors within ten (10) business days following completion of the investigation report.

**Section 7.13** Following the delivery of the investigative report to the parties and before reaching a determination, the decision-maker(s) (who may not be the Title IX Coordinator or investigator) will allow the parties the opportunity to submit written, relevant questions that a party wants to ask of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant in most scenarios.

**Section 7.14** The Decision-maker(s) shall issue a written determination whether the Respondent is responsible for the policy violations alleged in the Formal Complaint within five (5) business days of the conclusion of the follow-up period described in Section 6.13. The Decision-maker(s) must determine the weight of the evidence and credibility of the parties in reaching a determination. The written determination shall include:

- An identification of the allegations in the Formal Complaint;
- A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigators, and hearings;
- Findings of fact that support the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement and rationale for the result of each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the School's educational program will be provided to the Complainant; and
- The procedures and acceptable bases for appeal of the determination.
- The standard of proof will be "preponderance of the evidence," which means whether the evidence shows it is more likely than not that a policy violation occurred.

The written determination will be provided simultaneously to all parties. It will become final and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, within 48 hours after the issuance of the written determination.

**Section 7.15** If a Respondent is found responsible for any violations of policy, then the decision-maker will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the School's educational programs will be offered to the Complainant. Possible sanctions that can be imposed on a Respondent found responsible include but are not limited to: (a) written warning/behavioral agreement; (b) loss of privilege; (c) educational project or service hours; (d) removal from activities; (e) no contact with certain persons; (f) suspension; (g) expulsion; or (h) termination. The discipline of employees and students is addressed in the policies, regulations, procedures, and handbooks of the School.

## **Section 8. Appeals of Decision**

**Section 8.1** A party may appeal the determination of responsibility or dismissal of a Formal Complaint by submitting a written request to the designated Appeals Officer, Hollie Russell-West within 48 hours of the issuance of the decision-maker's determination of responsibility or dismissal. The request should include a short statement outlining the basis for appeal. Appeals are limited to the following bases:

- The procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter; or
- The Title IX Coordinator, Investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The Appeals Officer will notify the parties in writing that an appeal has been filed. Each party will then have five (5) days to submit a written statement in support of or challenging the outcome of the hearing.

**Section 8.2** The Appeals Officer will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within five business days of the deadline for parties to submit their written statements. The Appeals Officer's written determination will be provided simultaneously to all parties.

## **Section 9. Recordkeeping**

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report

or Formal Complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the School's response was not deliberately indifferent, and 2) that the School has taken measures designed to restore or preserve equal access to the School's educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript from a grievance hearing, if any;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal from a grievance process and the result of the appeal;
- Records related to any informal resolution and the result of the informal resolution;
- All materials used to train the Title IX Coordinators, Investigator, decision-maker, and any individual who facilitates an informal resolution.





## **POLICY NO OPS004: School Annual Report Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## School Annual Report Policy

School officials will submit to the Department of Elementary and Secondary Education all data and reports as required by applicable laws and regulations.

School officials will provide information included in the school accountability report card to parents, community members, news media, and to each member of the General Assembly whose legislative district contains a portion of the School's attendance area by December 1 annually or as soon thereafter as the information is available to the school.

**POLICY NO OPS005: Public Inspection Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**PUBLIC INSPECTION POLICY**

1. The School shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the LEA in which the school is located the following information<sup>7</sup>:

- A. The school's charter;
- B. The school's most recent annual report card published according to section 160.522, RSMo;
- C. The results of background checks on the charter school's board members; and
- D. If operated by a management company, a copy of the written contract between the Governing Board of the School and the educational management organization or the charter management organization for services. The charter school may charge reasonable fees, not to exceed the rate specified in section 610.026, RSMo for furnishing copies of documents under this subsection.

2. The school website shall contain a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year.<sup>8</sup>

The website of the school shall contain a direct link to the department of elementary and secondary education's website section containing a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year.<sup>9</sup>

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<sup>7</sup> § 160.410, RSMo.

<sup>8</sup> § 160.066, RSMo.

<sup>9</sup> § 160.066, RSMo.

**POLICY NO OPS006: Title I Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**TITLE I POLICY**

**Section 1. Parent Involvement**

The Board recognizes the importance of parental involvement in the education of their children. The School believes that the education of each student is a responsibility shared by the school, parents, families, and other members of the community. Therefore, the School will work to provide a variety of parental involvement activities throughout the school year.

**Section 2. Title I Parental Involvement Plan.**

School administrators, staff, and parents will jointly develop and agree upon a written parental involvement program that will be distributed to parents of all children participating in a Title I program. The written parental involvement program will be reviewed annually, and will describe how the school will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist the school in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the school's and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement program and its effectiveness in improving the academic quality of the school. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the school.

### Section 3. Reporting Requirements

Pursuant to the provisions of the Every Student Succeeds Act of 2015, the School will submit its Federal Title I LEA Plan, describing the School's Title I services.



**POLICY NO OPS007: Accommodation of Students with Disabilities Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**ACCOMMODATION OF STUDENTS WITH DISABILITIES POLICY**

**Section 1. General**

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any School program, including nonacademic services and extracurricular activities. The School seeks to identify and evaluate students who may have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). The School will provide students with disabilities a free and appropriate public education as required by law.

The School Leader or designee is directed to create procedures to assist the School in properly identifying, evaluating and serving students with disabilities who need accommodation to participate in the School's educational programs.

**Section 2. Section 504 and ADA Compliance Officer**

The School designates the Director of School Operation as the School's Section 504 and ADA compliance officer. All complaints or concerns regarding illegal discrimination must be brought to the attention of the compliance officer.

**Section 3. Notice and Child Find**

School publications will include notification to students and the public that the School does not discriminate on the basis of disability in admission or access to, or treatment in, its programs or activities. The notice will provide School contact information for members of the public to notify the School if they know or believe that a child may have a disability.

**Section 4. Grievance Procedure**

All complaints alleging discrimination, violation of law or failure to follow School policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The School will use the grievance procedure outlined in the Nondiscrimination and Anti-Harassment Policy. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.



## POLICY NO OPS008: Students of Legal Age Policy

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## STUDENTS OF LEGAL AGE POLICY

Upon attainment of the age of eighteen (18), students shall be deemed adults for purposes of educational records, placement, and reporting.



## **POLICY NO OPS009: Health Information Records Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## HEALTH INFORMATION RECORDS POLICY

Except as otherwise required by the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file. Only the School Leader or his/her designee shall have access to the locked file cabinet or secure computer file.

**POLICY NO OPS010: School Safety Plan and Emergency Closing Procedures Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SCHOOL SAFETY PLAN AND EMERGENCY CLOSING PROCEDURES POLICY**

**SECTION 1. School Safety Plan:**

The School will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

**SECTION 2. Emergency Suspension of School Operations or Activities**

**SECTION 2.1.** The School [may/shall] abide by school closures for St. Louis Public Schools.

**SECTION 2.2.** The Governing Board further authorizes the School Leader or his/her designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

**SECTION 2.3.** The School Leader or his/her designee shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

**SECTION 2.4.** School activities, including but not limited to extracurricular events, activities, clubs, competitions, and athletic events, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The School Leader or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

**SECTION 2.5.** At the Executive Director or his/her designee's discretion, school activities as described in Section 2.4, may be canceled even after a completed school day if conditions exist to warrant such suspension. The School Leader or his/her

designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

**POLICY NO OPS011: Communicable Diseases Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**COMMUNICABLE DISEASE POLICY**

The School recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The School also has a responsibility to protect individual privacy, educate all students regardless of the medical condition, and treat students and employees in a nondiscriminatory manner.

**Section 1. Immunization**

**Section 1.1** In accordance with the law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

**Section 2. Standard Precautions**

**Section 2.1** The School requires all staff to routinely employ standard precautions to prevent exposure to disease-causing organisms. The School will provide the necessary equipment and supplies to implement standard precautions.

**Section 3. Categories of Potential Risk**

**Section 3.1** Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

**Section 3.2** Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The School will not require any medical evaluations or tests for such diseases.

**Section 4. Exceptional Situations**

**Section 4.1** There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non-bloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with the transmission of pathogens.

**Section 4.2** Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

**Section 4.3** Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

## **Section 5. Confidentiality**

**Section 5.1** The School Leader or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with School employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are a school nurse, or other employee designated to administer medications, and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor if accommodations are necessary.

**Section 5.2** All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

## **Section 6. Reporting and Disease Outbreak Control**

**Section 6.1** Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

## **Section 7. Notification**

**Section 7.1** Missouri state law provides that chief administrative officers of schools who supply a copy of this policy, adopted by the school's Board, to DHSS shall be entitled to confidential notice of the identity of any school student reported to DHSS as HIV-infected and known to be enrolled in the school. Missouri law also requires the parent or guardian to provide such notice to the chief administrative officer.

Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the School Leader.



## **POLICY NO OPS012: Distribution of Medicine Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

### **DISTRIBUTION OF MEDICINE POLICY**

#### **Section 1. School Distribution and Administration of Medication**

**Section 1.1.** The school nurse (or another employee designated by the Executive Director or his/her designee) may administer medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

Section 1.1.1 Prescription drugs must be in the original container, bear the name of the student, the name of the physician, and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.

Section 1.1.2. The appropriate approval form for medication distribution must have been completed and signed by the parent or guardian for each medication.

Section 1.2.3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

Section 1.2.4. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

**Section 1.2.** The School reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the Executive Director or his/her designee) when such administration could prove harmful to staff or student without proper training or direction of a physician.

#### **Section 2. Student Possession and Self-Administration of Medication**

**Section 2.1.** The School prohibits students from possessing or self-administering medications while on School grounds, on School transportation or during School activities unless explicitly authorized in accordance with this section.

**Section 2.2.** The school shall grant any student authorization for the possession and self-administration of medication to treat the student's chronic health condition, including but not limited to asthma or anaphylaxis if:

Section 2.2.1. A licensed physician prescribed or ordered such medication for use by the pupil and instructed such pupil in the correct and responsible use of such medication;

Section 2.2.2. The pupil has demonstrated to the pupil's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered;

Section 2.2.3. The pupil's physician has approved and signed a written treatment plan for managing the pupil's chronic health condition, including asthma or anaphylaxis episodes and for medication for use by the pupil. Such plan shall include a statement that the pupil is capable of self-administering the medication under the treatment plan;

Section 2.2.4. The pupil's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan and the liability statement.

Section 2.2.5. The pupil's parent or guardian has signed a statement acknowledging that the school and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil or the administration of such medication by school staff. Such statement shall not be construed to release the school and its employees or agents from liability for negligence.

**Section 2.3.** Pupils authorized to possess and self-administer medication may possess and self-administer such medication while in school, at a school-sponsored activity, and in transit to or from school or school-sponsored activity.

**Section 2.4.** Such authorization shall only be effective for the school year in which it is granted. Such authorization shall be renewed by the student's parent or guardian each subsequent school year.

**Section 2.5.** Any current duplicate prescription medicine, if provided by a student's parent or guardian or by the school shall be kept at the school in a location at which the student or school staff has immediate access in the event of an asthma or anaphylaxis or other emergency.

**Section 2.6.** The written treatment plan, liability statement, and any other written documentation shall be kept on file at the school in a location easily accessible in the event of an emergency.

**Section 2.7** Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication

appropriately or that the student's actions may be harming their own health or the health and safety of others.

### **Section 3. Consequences**

**Section 3.1** Students who possess or consume medications in violation of this policy while on School grounds, on School transportation or during a School activity may be disciplined up to and including suspension or expulsion.

**Section 3.2** Employees who violate this policy may be disciplined up to and including termination.

**Section 3.3** The School will notify law enforcement when they believe a crime has occurred.

**POLICY NO OPS013: Immunizations Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**IMMUNIZATIONS POLICY**

**Section 1. General**

Section 1.1 It is the policy of the School that all students attending the School shall be immunized in accordance with law.

Section 1.2 The School will not allow a student to attend school until the School has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

**Section 2. Immunization Exceptions**

Section 2.1 A student is exempted from obtaining immunizations if the School has the completed, original forms from the Missouri Department of Health and Senior Services (DHSS) necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs.

Section 2.2 Homeless students, students in the custody of the Children's Division (CD) of the Department of Social Services and students in the household of an active duty member of the military who do not have an exemption and cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled, permitted to attend and given 30 days to provide satisfactory evidence that the student has completed all age-appropriate immunizations or has begun the process of immunization. If the student has begun the process of immunization, the student may continue to attend as long as the process is being accomplished according to the schedule recommended by DHSS.

### **Section 3. Failure to Provide Evidence of Required Immunizations**

Section 3.1 The School will exclude from school all students who are not immunized or exempted as required by law.

Section 3.2 The School must report to DHSS the names of any parents/guardians who neglect to immunize their student or refuse to permit the immunization of a non-exempted student. The School will also report to the CD any instance of educational or medical neglect.

Section 3.3 Pursuant to law, any contacts with parents/guardians regarding immunizations will also include information about influenza and influenza vaccines.

### **Section 4. School-Sponsored Preschool, Daycare Centers and Nursery Schools**

Section 4.1 No child is permitted to enroll in or attend School-sponsored preschools, daycare centers or nursery schools until the School has satisfactory evidence demonstrating that the child has been immunized unless:

1. There is satisfactory proof that immunizations are in progress and that the process is being accomplished in accordance with the schedule recommended by DHSS; or
2. The student is homeless or in the custody of the CD and cannot provide satisfactory evidence of required immunizations. Such students will be given 30 days to provide satisfactory evidence of completion or evidence that immunizations are in process.
3. A parental, medical or religious exemption is on file. Exemptions must be on original forms from DHSS.

Section 4.2 Upon request from a parent/guardian of a student enrolled in or attending School-sponsored preschools, daycare centers or nursery schools, the School will inform the parent/guardian whether any student enrolled or currently attending the facility in which the School-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The School will verify only whether any student has an exemption on file. The School will not release any information that would identify a particular student with an exemption or a particular type of exemption.

Section 4.3 The School will notify parents/guardians at the time of initial enrollment of their student in school-sponsored preschools, daycare centers or nursery schools that they may request notice from the School as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the School.

### **Section 5. Records**

The School Leader or designee shall institute procedures for the maintenance of health records that show the immunization status of every child enrolled in or attending the School and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

**POLICY NO OPS014: Transportation Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**TRANSPORTATION POLICY**

**SECTION 1. Car Riders**

SECTION 1.1. [The School's primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.]

SECTION 1.2. To ensure the safety of all students, staff, and visitors, the School Leader or his/her designee shall establish procedures including, but not limited to: authorization processes for drop off, dismissal, and pickup, drop off and pick up times, routes, supervision, and load/unload processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

SECTION 1.3. Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the School Leader or his/her designee. The School Leader or his/her designee is authorized to take measures (including prohibiting access to the property) to address habitual non-compliance with the School's transportation policy and procedures that jeopardizes the safety of students, staff, and visitors or impedes the efficiency of arrival and dismissal processes.

SECTION 1.4. The School will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

**SECTION 2. Busing**

SECTION 2.1. When available, students may be transported to and from school in vehicles owned by the [school system] or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and regulations related to transporting students.

SECTION 2.2. Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

SECTION 2.3. Students or children under the age of 18 who are not enrolled at School shall not be permitted to ride in vehicles provided by School.

### SECTION 3. Walking and Biking.

SECTION 3.1. The School's Governing Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, St. Louis Voices Academy of Media Arts prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established crosswalks, crossing guards, or signage on streets within 1 mile of the School are not present.

### SECTION 4. Field Trips and Off-site Events

Section 4.1 For field trips and other off-site events where transportation is provided, School shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 4.2. Transportation for field trips and off-site events is subject to the requirements of this Policy.

SECTION 4.3 For school-sponsored events, such as field trips, the priority of transportation to be used should be in the following order:

1. System or school-owned buses
2. Alternate transportation
3. School employee's private vehicles
4. Parent's private vehicles



**POLICY NO OPS015: Building Maintenance Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**BUILDING MAINTENANCE POLICY**

Safe and adequate grounds shall be maintained for the educational and recreational programs provided at the School. The Governing Board shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. [The Board's Facilities Committee], in collaboration with the School Leader or his/her designee shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The School Leader or his/her designee shall manage janitorial and custodial staff in maintaining all school facilities and grounds.



## **POLICY NO OPS016: Student Group Use of Facilities Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## STUDENT GROUP USE OF FACILITIES POLICY

Pursuant to the Equal Access Act of 1984, the Board will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, or philosophical content of the speech at such meetings.

**POLICY NO OPS017: Procurement Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**PROCUREMENT POLICY**

**SECTION 1. Procurement of Goods and Services.**

SECTION 1.1. Any procurement of goods and services up to \$5000 shall be made by the Executive Director. Any procurement of goods and services exceeding \$5000 shall require the release of a request for proposal (RFP) and Governing Board approval. All purchases shall be in the best interest of the School, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, timeliness, reputation, and prior dealings.

SECTION 2.2. The School shall not purchase any goods or services from any member of the Governing Board, an immediate family member of any member of the Governing Board nor from any entity in which any member of the Governing Board or an immediate family member of a Governing Board member may benefit from such a procurement unless authorized by the Governing Board after full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in Section 1.1.

SECTION 2. This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

**Section 1 General**

The Board recognizes the importance of a sound fiscal management program and expects the School staff to maximize the resources available for the school's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. All purchases shall be in the best interest of the School considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, delivery, timeliness, reputation and prior dealings, and other factors considered important to the school. The School will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the school. No contract for goods or services whose value is in excess of \$10,000 will be entered into

or terminated without the proper documentation and without an affirmative vote from a majority of the Board.

## **Section 2 Purchasing Supervision**

The School Leader will serve as the School's purchasing officer and may designate another or additional purchasing officers. The purchasing officer may develop procedures to implement this policy in a manner that will meet the needs of the School while protecting its resources. Such procedures shall allow the School to benefit from the cooperative purchase and shall address unusual situations such as purchasing when there is a single feasible source for the purchase. The purchase officer is also authorized to create a process where authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers. The purchasing officer will supervise purchases of products and services and may authorize purchases on behalf of the school that complies with the Board-adopted budget and this policy. Purchasing procedures shall comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

## **Section 3 Competitive Purchasing**

Section 3.1 The School staff will research all purchases and compare prices prior to making decisions regarding the expenditure of funds unless a purchase is covered by an exception pursuant to this policy or any procedures adopted hereunder. Employees are expected to contact multiple providers before making a decision regarding purchases greater than \$3,000. Purchases of \$3,000 or more will be competitively bid as provided in Section 3.2, and sealed bids in response to Requests for Proposal will be required for purchases that may exceed \$150,000. The School will select the lowest or best bid, quote, or proposal that provides the best services or resources, and reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

Section 3.2 For the purposes of this policy, a quotation is defined as a written or oral offer to sell a specific good or service at a prescribed price within a prescribed timeline. At least three written or oral quotations will be obtained for purchases of budgeted expenditures for supplies, materials, furniture, equipment, and other similar items or services having a value of more than \$3,000 but less than \$150,000. If three or more quotations are not possible, the purchase request will include an explanation. The purchasing officer will determine the best quotation in accordance with this policy. Records of all quotations will be kept on file for at least one year after receipt.

Section 3.3 When the purchase officer determines that the purchase of goods or services might exceed \$150,000, the purchase officer will prepare a Request for Proposal detailing the goods or services to be bid and such other factors that must be

included in the proposal submitted by the vendors. Proposals shall be kept sealed until the date specified for opening.

#### **Section 4    Exceptions to General Purchasing Policy**

When materials or services are urgently needed and/or the bid or quote process is not practical, a waiver from the normal purchasing procedures may be requested. The purchasing officer shall make the determination of whether to grant such a waiver. For example, unless otherwise required by law, the purchasing officer may waive the requirement for competitive bids or proposals when he or she has determined that there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary in order to protect against further loss of or damage to property or to prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and will only be utilized for purchases that are necessary to alleviate the emergency. In addition, the purchasing officer may waive the requirement for competitive bids or proposals when he or she has determined there exists a single feasible source for the goods or services. Any such waiver shall be documented by the purchasing officer.

#### **Section 5    Debarred or Suspended Providers**

The School will not do business with providers who have been suspended or debarred on a state or federal level unless the purchasing officer authorizes the transaction and provides the Board with written justification. If St. Louis Voices Academy of Media Arts is currently under contract with a provider who becomes suspended or debarred, then the School will comply with all legal obligations to the provider, but will not do business with the provider in the future until the provider is no longer suspended or debarred or until the purchasing officer approves the purchase in writing.

#### **Section 6    Confidentiality**

Sealed bids and related documents will be kept confidential until bids are opened. The School staff will not disclose offers, bids, or price quotations to competitors except as necessary to conduct negotiations or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

#### **Section 7    Conflict of Interest**

As provided in the Conflict of Interest Policy adopted by the Board, the School will not purchase services, supplies, or materials from a staff member, a Board member or their families, except in compliance with such policy

## **Section 8 Endorsements**

Employees will not endorse products or services in such a manner that will identify the employee as an employee of the School.

## **Section 9 Credit and Purchasing Cards**

Section 9.1 All purchases made using School credit or purchasing cards must be attributed to the appropriate budget code and must conform to the Board-adopted budget.

Section 9.2 Unless otherwise authorized by the Board, only the School Leader, the purchasing officer or other designees will have access to a School credit card, and the Board will set the amounts that may be charged to those cards.

Section 9.3 Any employee or Board member using a School credit card or purchasing card shall sign a card usage agreement if the purchasing officer determines that such a usage agreement should be part of the School's procurement procedure. School employees or the Board member issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will notify the School Leader immediately if any purchase was made in violation of law or school policies or procedures.

Section 9.4 All employees issued a credit or purchasing card must take all reasonable measures to protect the cards against damage, loss, theft, or misuse. Any damage, loss, theft or misuse of the card must be reported to the Business and Operations Manager or purchasing officer immediately. No person may use the card other than the authorized employee to whom the card was issued. School employees will surrender all cards upon completion of their employment or upon demand.

Section 9.5 School expects all staff members to comply with the letter and intent of all policies and procedures regarding purchasing. Under no circumstances may employees use the School funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

Section 9.6 All School employees must report suspected fraud, theft or misuse of funds to the School Leader or purchasing officer immediately. School employees may be disciplined or terminated from employment for failing to follow Board policy or procedures and for any misuse of School resources, including School cards.

Section 9.7 The School Leader, Business and Operations Manager, or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the School in situations where a crime may have occurred.

## **Section 10 Use of Federal Grant Funds for Procurement**

The School seeks to abide by all purchasing guidelines and regulations for Federal grants and special funds, as outlined in the federal Office of Management and Budget final regulations known as the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Omni Super Circular”). The following requirements shall apply to all Federal grants (including, but not limited to Title I, Title II, and Title IV of NCLB or ESSA, Perkins Grants, etc.).

The School Leader or its delegate shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the School considering the price, quality, and other relevant factors deemed appropriate by the School.

No Board member, employee, officer, or agent, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Board members, employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

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

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

### **Additional Requirements.**

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women’s business enterprises whenever possible;

- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- e. Procurement documents shall be made available, upon request, to appropriate government officials.

Record Documentation. The School Leader shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The School Leader shall also ensure the evaluation of the contractor's performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

## **Section 11 Conformance with other Policies and Laws**

Nothing in this policy shall be construed to contradict any other Board policy. No provision of the purchasing policy shall be deemed to permit any expenditure of public education revenues outside the parameters of applicable state or federal laws. It is acknowledged that state law regarding bidding may apply to certain procurements and that as a condition of the receipt of certain federal funds, federal procurement requirements also apply.





## **POLICY NO OPS018: Solicitations of Staff and Students Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## SOLICITATIONS OF STAFF AND STUDENTS POLICY

## SECTION 1. Approval of Solicitation

SECTION 1.1. School employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without the approval of the School Leader or his/her designee. Solicitation within the school must have prior approval of the School Leader or his/her designee.

SECTION 1.2. Prior to each school year, the Board shall approve an annual Fundraising Plan.

SECTION 1.3. No fundraising organizations shall be permitted to solicit funds from students or employees without prior approval from the School Leader or his/her designee. Charitable organizations' solicitations must be approved annually.

SECTION 1.4. Door-to-door collection shall be prohibited for all students.

**POLICY NO OPS019: Student and Classroom Observations Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STUDENT AND CLASSROOM OBSERVATIONS POLICY**

**SECTION 1. Classroom Observations.**

SECTION 1.1. While the School acknowledges that some educational benefits may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the School to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional for research purposes must be submitted in writing to the Executive Director or his/her designee for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected, and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. Executive Director or his/her designee must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the Executive Director or his/her designee.

SECTION 1.5. Upon request, the Executive Director or his/her designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services, including evaluation services, to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Executive Director or his/her designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) complete a certification that the provider will comply

with FERPA and other applicable state or federal laws pertaining to student privacy; (4) have the parent/guardian coordinate the observation date and time; (5) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (6) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.



## **POLICY NO OPS020: School Attendance Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## SCHOOL ATTENDANCE POLICY

SECTION 1. The Board shall abide by the compulsory attendance laws of the state.

SECTION 2. Students may attend the School on a part-time basis as provided by applicable state law and regulations of the Board.

SECTION 3. In order to receive maximum benefit from instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

**POLICY NO: OPS021 - Reporting of Child Abuse and Neglect Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Reporting of Child Abuse and Neglect Policy**

**SECTION 1. Mandatory Reporters**

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

**Section 2. Reporting.**

Section 2.1. All mandatory reporters have a duty<sup>10</sup> to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children's Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

Section 2.2. Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

Section 2.3. Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

**SECTION 2.4.** An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.

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**POLICY NO OPS022: Textbook Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**TEXTBOOK POLICY**

SECTION 1. The term "textbook" means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

SECTION 2. The school shall purchase and loan-free all textbooks for all children who have enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students.

SECTION 3. Only textbooks filed with the state board of education shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.

## POLICY NO OPS023: Parents and Student Complaints and Grievances Policy

Board Chair: Deborah Catchings-Smith

Effective Date 1/5/2022

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

### PARENTS AND STUDENT COMPLAINTS AND GRIEVANCE POLICY

#### SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express school-related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of authority shall be as follows:

1. **Classroom related concerns** – teachers
  2. **School-related concerns** (including policies, procedures, administration, unresolved classroom-related concerns, etc.) – School Operations Manager
  3. **Appeals** – Governing Board Grievance Committee
- Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3. All Appeals to the Governing Board Grievance Committee must be submitted in writing and submitted

#### **Appeal to the Board**

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, the grievant will have the right to appeal a final administrative decision to the Board of Directors. If a grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion

### **Mandatory Appeals**

1.If the grievant is dissatisfied with the Executive Director's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education Policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the Executive Director response.

2.A hearing will be conducted, Hearings Before the Board.

3.The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

### **Discretionary Appeals**

1.If the grievant is dissatisfied with the Executive Director's response to his or her grievance but has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education Policy or procedure, or local board of education policy or procedure, then within five days of receiving the Executive Director's response, the grievant may submit to the Executive Director a written request for a hearing before the Board of Directors.

2.If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three person panel to Review the request and determine if a hearing should be granted. The Panel Student and Parent Grievance Procedure will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.

3.If the board decides to grant a hearing, the hearing will be conducted.

4.The board will provide a final written decision within 30 days of the decision to grant a hearing, unless further investigation or the hearing necessitates that more time be taken to respond.



**POLICY NO OPS024: Technology Acceptable Use Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**TECHNOLOGY ACCEPTABLE USE POLICY**

**Section 1. Technology Use and Safety.**

The School recognizes that its technology resources have an important educational purpose when used properly.

**Section 1.1** The School will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all School technology with Internet access, as required by law. In accordance with the law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the School cannot guarantee that users will never be able to access offensive materials using School equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the School is prohibited. The Executive Director or designee will create a procedure that allows students, employees, or other users to request that the School review or adjust the content filter to allow access to a website or specific content.

**Section 1.2** In addition to the use of a content filter, the School will take measures to prevent minors from using School technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The School Leader, designee and/or the technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

**Section 1.3** All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms, or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the School's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in

instruction. Students are required to follow all School rules when using School technology resources and are prohibited from sharing personal information online unless authorized by the School.

**Section 1.4** All School employees must abide by state and federal law and Board policies and procedures when using School technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

**Section 1.5** All users are prohibited from using School technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy School files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto school technology; or evade or disable a content filter.

**Section 2** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

**Section 2.1** Employees may be disciplined or terminated, and students suspended or expelled, for violating the School's technology policies and procedures. Any attempted violation of the School's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The School will cooperate with law enforcement in investigating any unlawful use of the School's technology resources.

### **Section 3. Staff Responsibilities for Use of Technology**

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use the information to meet educational goals;
- Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy;
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
- Supervise student Internet and computer usage.
- Comply with School policies

#### **Section 4. Student Responsibilities for Use of Technology**

- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities, or any other inappropriate language.
- Comply with School policies when using School technology.

#### **Section 5. Network User Responsibilities**

- Use of the School's technology resources must be in support of education and research consistent with the educational objectives of the School.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain the security of LEA technology resources by following this policy and maintaining the secrecy of all passwords. All known breaches of security must be reported to the School Leader or authorized School Leader.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

#### **Section 6. Unacceptable Uses Include, but are not limited to:**

- Providing unauthorized or inappropriate access to School technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material, including child pornography and any other material that is harmful to minors, including any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

### **Section 7. Transmission of any material in violation of any federal or state regulation is prohibited.**

This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

### **Section 8. User Privacy**

Section 8.1 A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the School's technology resources including, but not limited to, voice mail, telecommunications, e-mail, and access to the Internet or network drives. By using the School's network and technology resources, all users are consenting to have their electronic communications and all other use monitored by the School. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received, or stored using School technology.

Section 8.2 Electronic communications, downloaded material and all data stored on the School's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by School administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with School policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return School technology resources to the School upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Section 9. Closed Forum**

Section 9.1 The School's technology resources are not a public forum for the expression of any kind and are to be considered a closed forum to the extent allowed by law. The School's web page will provide information about the school, but will not be used as an open forum.

Section 9.2 All expressive activities involving School technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the School and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school for legitimate pedagogical reasons. All other expressive activities involving the school's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

## **Section 10. No Warranty/No Endorsement**

Section 10.1 The School makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The School's technology resources are available on an "as is, as available" basis.

Section 10.2 The School is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The School does not endorse the content nor guarantee the accuracy or quality of information obtained used the School's technology resources.

**POLICY NO OPS025: Drug Free Schools Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**DRUG-FREE SCHOOLS POLICY**

SECTION 1. Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the School shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. (See also Policy 6130 - Drug Education.) Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SECTION 2. The School shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

SECTION 3. The School certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The School conducts a biennial review of such a program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.



**POLICY NO OPS027: Student Records Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STUDENT RECORDS POLICY**

SECTION 1. The School will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

SECTION 2. The parents/guardians of students who are attending or have attended the School have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. The School has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case, more than forty-five (45) days after the request is made.

SECTION 3. All information contained in a student's educational record, except information designated as directory information by the School, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

SECTION 4. Upon request by military recruiters or an institution of higher learning, the School will provide students' names, addresses, and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.



**POLICY NO OPS028: Student Discipline Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STUDENT DISCIPLINE POLICY**

**SECTION 1. Purpose**

SECTION 1.1. The School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the School community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

The Board authorizes the immediate removal of a student upon a finding by a School Leader that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with the law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

## SECTION 2. Enforcement

The School Leader is responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the School Leader. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All LEA staff is required to enforce LEA policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the LEA shall annually receive instruction related to the specific contents of the LEA's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## SECTION 3. Definitions of Disciplinary Methods

SECTION 3.1. In-School Suspension. Defined as the removal of a student from regular classes and assignment to an in-school suspension setting in the School. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The School Leader has the final decision.

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

SECTION 3.2. Out-of-School Suspension. Defined as the removal of a student from school for a specific number of days. The School Leader may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from school for more than ten school days and up to 180 school days. Only the Student Evidentiary Hearing Committee (defined below) or the school's Governing Board may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, makeup work, or take semester exams unless allowed to do so by the School Leader. A student who is suspended out of school is not allowed on school property and may not participate in any school activities or school functions during the period of suspension.

SECTION 3.3. Expulsion. Defined as the removal of a student from school for an indefinite period. Only the school's Governing Board may impose expulsion.

SECTION 3.4. Alternative School. A student who is removed from his/her school for more than 10 school days may be allowed to attend an alternative school or program for instruction, academic support, and counseling. The alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

SECTION 3.5. Restrictions on School Activities. Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, [including the prom or graduation exercises] if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the School Leader for permission for the student to participate in school-sponsored activities.

#### Section 4. Suspension and Expulsion Procedures.

Section 4.1 In Missouri, a principal may suspend a student for up to ten school days. A School Leader may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or School Leader must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or School Leader concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act

additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.

3. The principal or School Leader should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or School Leader may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the School Leader, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten school days, the following rules also apply:
  - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the School Leader's decision to the Board or a committee of the Board appointed by the Board.
  - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the School Leader's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - c. All notices of appeal shall be transmitted, either by the appealing party or by the School Leader, to the secretary of the Board. Oral notices, if made to the School Leader, shall be reduced to writing and communicated to the secretary of the Board.
  - d. The School Leader, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
  - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel and procedural requirements for the hearing.
  - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

## Section 4.2 Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the School Leader must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the School Leader concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
  - a. The School Leader will recommend to the Board that the student be expelled or suspended for more than 180 school days. The School Leader may also immediately suspend the student for up to 180 school days.
  - b. Upon receipt of the School Leader's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
  - c. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

#### Section 4.3 Student Discipline Hearings

The Board of Directors may originate student discipline hearings upon recommendation of the School Leader. In such cases, the Board of Education will review the School Leader's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the School Leader or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

The hearing shall be heard by the Board or a committee thereof, which shall have full authority to act in lieu of the Board. A decision of the Board committee shall be considered the decision of the Board. In conducting a disciplinary hearing, the Board, or its designated committee, will carefully consider the information presented by the administration and by the parent/guardian and student. Generally, the hearing will be informal; however, the Board or the designated committee, in its discretion, may decide to conduct the hearing as a contested case proceeding in accordance with Chapter 536 of the Missouri Revised Statutes.

The following procedures apply to all hearings before the Board:

1. The student and the student's parents/guardians will be provided written notice of the date, time and place of the hearing.
2. The parent/guardian may represent their student or may retain an attorney to act as a representative of the student. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Board of such representation at least forty-eight hours prior to the scheduled time of the hearing.
3. The student and parent/guardian will be advised of the charges against the student, and will be given the opportunity to respond to those charges. Prior to the hearing, the student and parent/guardian, or their attorney, may review the student's file, the discipline report, and related records.
4. The hearing will be closed unless the Board or its designated committee decides otherwise. The hearing may only be open with parental consent.
5. The student and the student's parents/guardians will be provided written notice of the Board's decision.

When the Board of Directors or its designated committee elects to conduct a contested case hearing, the following procedures will also apply:

1. The student, student's parents/guardians, or their representative will be provided written notice of the date, time and place of the hearing, and their right to call witnesses, enter exhibits and cross-examine adverse witnesses during the hearing.
2. Prior to the hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration. In addition, the student and the student's parents/guardians will be provided copies of the documents to be introduced at the hearing by the administration.
3. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, the student's parents/guardians or their representatives shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board or the designated committee shall deliberate in executive session and shall render a decision to dismiss the charges, to suspend the student for a specified period of time, or to expel the student from Hawthorn. The administration or its counsel, by direction of the Board or the designated committee, shall promptly prepare and transmit to the student and the student's parents/guardians written notice of the Board's decision.



## Section 5. Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The School Leader shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri.

## SECTION 6. Offenses and Consequences

SECTION 6.1. Reporting to Law Enforcement. It is the policy of the School to report crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the School is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The School Leader shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the LEA's policy.

In addition, the School Leader shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the School is aware is under the jurisdiction of the court.

SECTION 6.2. Documentation in Student's Discipline Record. The School Leader, his/her designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any of the following offenses constitute a serious violation of the School's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

SECTION 6.3. Prohibition Against Being On or Near School Property During Suspension. All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the School Leader or his/her designee. Any student who is suspended for any offenses listed in section 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of any public school in the LEA unless one of the following conditions exist:

1. The student under the direct supervision of the student's parent, legal guardian, or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the School Leader of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.
4. 4. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.



If a student violates this prohibition he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

SECTION 6.4. Prohibited Conduct. The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

### **Arson**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### **Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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### **Automobile/Vehicle Misuse**

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense:	School Leader/Student conference, suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

### **Bullying**

Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, cyber-bullying, and exclusion from a peer group.

First Offense:	School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

### **Bus or Transportation Misconduct**

Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

### **Dishonesty**

Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Disrespect to Staff**

Willful or continued willful disobedience of a directive or request by a LEA staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a LEA staff member and that is rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings.

First Offense:	School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Disruptive Conduct or Speech**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Drugs/Alcohol**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	School Leader/Student conference, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense:	School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense: Expulsion.

### **Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Failure to Meet Conditions of Suspension**

Coming within 1,000 feet of any public school in the LEA while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity. See section of this regulation entitled, "Prohibition Against Being On or Near School Property During Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **False Alarms (see also "Threats or Verbal Assaults")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Fighting (see also, "Assault")**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Harassment/Discrimination**

Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Hazing**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

### **Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Sexual Harassment/Discrimination**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense:	School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

### **Sexual Misconduct**

Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense:	School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Technology Misconduct**

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense: Teacher/Student conference, temporary confiscation of device, and/or detention.

Subsequent Offense: Teacher/Student conference, School Leader/Student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use LEA technology to connect to other systems in evasion of the physical limitations of the remote system; to copy LEA files without authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. School Leader/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or netiquette rules governing student use of LEA technology.

First Offense: Restitution. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

### **Threats or Verbal Assault**

Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitute a “true threat” against the LEA, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of “true threat” shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense: School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Tobacco**

Defined as possession and/or use of any tobacco products on school grounds, school transportation or at any school-activity.

First Offense: Confiscation of tobacco product. School Leader/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 day out-of-school suspension.

### **Truancy**

Defined as absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: School Leader/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

### **Unauthorized Entry**



Entering or assisting any other person to enter a LEA facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a LEA facility through an unauthorized entrance; assisting unauthorized persons to enter a LEA facility through any entrance.

First Offense:	School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

### **Vandalism**

Defined as the willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense:	Restitution. School Leader/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Weapons**

1. Defined as the possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or section 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense:	School Leader/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in section 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

**POLICY NO OPS029: Threats of Violence Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**THREATS OF VIOLENCE POLICY**

**SECTION 1. Policy.**

It is the policy of the Governing Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

**SECTION 2. Responsibility for Reporting**

SECTION 2.1. Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

SECTION 2.2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat including taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the Administrator(s). If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Administrator(s) so that the Administrator(s) can be responsible for taking such steps.

**SECTION 3. Administrative Action.**

SECTION 3.1. The School Leader or his/her designee should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

SECTION 3.2. Whenever the responsible Administrator(s) feels that it is necessary to contact outside officials to respond to a threat appropriately, the School Leader or his/her designee should also contact the Governing Board.



## **POLICY NO OPS030: Teacher Externship Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

## TEACHER EXTERNSHIP POLICY

If St. Louis Voices Academy of Media Arts uses a salary schedule in which a teacher receives a higher salary if he or she has earned credit hours in graduate-level courses, the school shall consider any teacher who has completed a certified teacher externship to have completed credit hours in graduate-level courses on its salary schedule in the manner prescribed by the equivalency schedule developed under this section and compensate the teacher accordingly.

**POLICY NO OPS029: Title I Policy-Parent Involvement**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Title I Policy - Parent Involvement**

**Section 1. Parent Involvement**

The Board recognizes the importance of parental involvement in the education of their children. The School believes that the education of each student is a responsibility shared by the school, parents, families, and other members of the community. Therefore, the School will work to provide a variety of parental involvement activities throughout the school year.

**Section 2. Title I Parental Involvement Plan.**

School administrators, staff, and parents will jointly develop and agree upon a written parental involvement program that will be distributed to parents of all children participating in a Title I program. The written parental involvement program will be reviewed annually, and will describe how the school will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist the school in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the school's and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement program and its effectiveness in improving the academic quality of the school. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the school.

**Section 3. Reporting Requirements**

Pursuant to the provisions of the Every Student Succeeds Act of 2015, the School will submit its Federal Title I LEA Plan, describing the School's Title I services.



**POLICY NO OPS031: Volunteers and Chaperones Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**VOLUNTEERS AND CHAPERONES POLICY**

SECTION 1. The School encourages the participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services. -

SECTION 2. Chaperone Duties and Responsibilities.

SECTION 2.1. All students must ride in school-provided transportation both to and from the field trip and during transport during a field trip to multiple locations. At no time will students ride in transportation not provided by the school unless prior approval by administration is granted in writing.

SECTION 2.2. School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all St. Louis Voices Academy of Media Arts students.

SECTION 2.3. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a St. Louis Voices Academy of Media Arts staff member or administration.

SECTION 2.4. School staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of the trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

SECTION 2.5. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 2.6. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 2.7. Chaperones may not bring siblings of their child who is attending the trip.

SECTION 2.8. Chaperones may not leave the group or venue at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

SECTION 2.9. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.

SECTION 2.10. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.11. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.12. A School staff member or chaperone should never leave students unattended.

SECTION 2.13. Students should remain with their specific chaperone unless authorized by a St. Louis Voices Academy of Media Arts staff member.

SECTION 2.14. Students who become ill during the course of a field trip should be brought to a St. Louis Voices Academy of Media Arts staff member. Parents of the student should be promptly contacted by the St. Louis Voices Academy of Media Arts staff member. The School staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.15. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and St. Louis Voices Academy of Media Arts staff.



**POLICY NO OPS032: Weapons at School Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**WEAPONS AT SCHOOL POLICY**

SECTION 1. The presence of firearms and weapons poses a substantial risk of serious harm to School students, staff, and community members and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school property at all times except for law enforcement officials.

School property is defined as Property utilized, supervised, rented, leased, or controlled by the School including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Executive Director to the Board of Directors. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.



**POLICY NO OPS034: Seclusion, Restraint and Corporal Punishment Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECLUSION, RESTRAINT, AND CORPORAL PUNISHMENT POLICY**

**Section 1. Purpose**

The purpose of this policy is as follows:

1. Meet the requirements of § 160.263, RSMo;
2. Promote safety and prevent harm to all students, school personnel and visitors in the School;
3. Treat all students with dignity and respect in the use of discipline and behavior management techniques;
4. Provide school personnel with clear guidelines about the use of seclusion, isolation, and restraint in response to emergency situations;
5. Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner;
6. Promote parent understanding about state guidelines and school policies related to the use of discipline, behavior management, behavior interventions, and responses to emergency situations; and
7. Promote the use of non-aversive behavioral interventions.

**Section 2. Definitions**

**Section 2.1 Aversive behavioral interventions:** an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of a noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.

**Section 2.2 Behavioral intervention:** an individualized instructional and environmental supports that teach students appropriate behaviors to replace inappropriate or unacceptable behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of problem behavior and takes into

consideration any known medical, developmental or psychological limitation(s) of the child.

Section 2.3 Behavior Intervention Plan (BIP): a component of a student's IEP or Section 504 plan that describes positive behavioral interventions and other strategies that must be implemented to prevent and manage a student's inappropriate or unacceptable behavior.

Section 2.4 Behavior management: those comprehensive, school-wide procedures applied in a proactive manner that constitutes a continuum of strategies and methods to support and/or alter behavior in all students.

Section 2.5 Chemical restraint: the use of medication for the sole purpose of controlling behavior and restricting freedom of movement. This does not include medication prescribed by a physician and administered according to that physician's directions (including but not limited to medication for disabilities and health conditions such as: seizure disorders, hyperactivity, bi-polar disorder, HIV, diabetes, etc.).

Section 2.6 Confinement: the act of preventing a child from leaving an enclosed space.

Section 2.7 Discipline: the consequences for violating the school's student code of conduct.

Section 2.8 Emergency situation: one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of school or another person's property.

Section 2.9 Functional Behavior Assessment: a formal assessment with the purpose to isolate target behavior and develop a hypothesis regarding the function of the target behavior which is one that interferes with a student's ability to progress in curriculum and to achieve the student's IEP goals. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

Section 2. 10 IEP: a student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA) [20 U.S.C. 141, et seq., and its authorizing regulations].

Section 2. 11 Isolation: the placement of a student alone in an enclosed, unlocked space and monitored by school personnel in close proximity who is able to see and hear the student at all times.

Section 2. 12 Law enforcement officer: any public servant having both the power and duty to make arrests for violations of the laws of this state.

Section 2. 13 Locked space: an area where egress is prevented by a mechanical device, electrical device, or any other device, object, or mechanism.

Section 2. 14 Mechanical Restraint: the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Section 2. 15 Physical Escort: the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Section 2.16 Physical Restraint: a personal restriction that immobilizes or reduces the ability of a student to move his torso, arms, legs, or head freely. It does not include briefly holding a student without undue force for instructional purposes, briefly holding a student to calm them, taking a student's hand to transport them for safety purposes, physical escort or intervening in a fight.

Section 2.17 Positive behavior supports: a range of instructional and environmental supports to teach students pro-social alternatives to problem behavior and allow multiple opportunities to practice pro-social skills and receive high rates of positive feedback. The intensity of instructional and environmental supports should be matched to student need.

Section 2.18 School personnel: includes employees of the School; any person, paid or unpaid, working on school grounds in an official capacity; any person working at a school function under a contract or written agreement with the School to provide educational or related services to students; and any person working on school grounds or at a school function for another agency providing educational or related services to students.

Section 2.19 Seclusion: the confinement of a student in an unattended, locked space.

Section 2.20 Section 504 Plan: a student's individualized plan as defined by Section 504 of the Rehabilitation Act.

Section 2.21 Time-Out: a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

### Section 3. Use of Restrictive Behavioral Interventions.

Section 3.1 Time-Out: nothing in this policy is intended to prohibit the use of time-out.

Section 3.2 Seclusion is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in § 160.263, RSMo.

Section 3.3 Isolation may only be used:

1. After de-escalating procedures have failed; and
2. In an emergency situation as defined in this section; or
3. If applicable, as specified in a student's Individualized Education Program (IEP) or Section 504 plan.

Use of isolation requires all of the following:

1. Monitoring shall be face-to-face unless personal safety is significantly compromised, in which case technology-supported monitoring may be utilized;
2. The total time in isolation is to be reasonably calculated based on the age of the child and circumstances and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan.
3. The enclosed, unlocked space in which the student is placed shall be a normal-sized meeting or classroom commonly found in a school setting and be comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school; and
4. The space in which the student is placed must be free of objects that could cause harm or that the student could use to cause harm to self or others.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

Section 3.4 Physical Restraint shall only be used:

1. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations; and
2. In an emergency situation as defined in this section; or
3. If applicable, when otherwise specified in an IEP, Section 504 Plan.

Physical restraint shall:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint;
2. Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury;
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck, or throat of the student which restricts breathing; and
4. Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

1. Use methods of restraint in which the person has received school-approved training; and
2. Conduct restraint with at least one additional adult present and in line of sight unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

School personnel should never use physical restraints as a form of punishment or for the convenience of school personnel.

Section 3.5 Mechanical Restraint shall only be used as specified in a student's IEP or Section 504 plan, with the exception of mechanical restraints employed by law enforcement officers in school settings, which should be used in accordance with their policies and appropriate professional standards.

Section 3.6 Chemical Restraint: School personnel shall never use chemical restraints.

Section 3.7 School personnel shall never use other aversive interventions that compromise health and safety.

Section 4. Communication and Training.

Section 4.1 School Personnel Debriefing: Following any emergency situation involving the use of seclusion, isolation, or restraint, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum:

1. A discussion of the events that led to the emergency and why the de-escalation efforts were not effective;
2. Any trauma reactions on the part of the student, other students or school personnel;
3. What, if anything, could have been done differently; and
4. An evaluation of the process.



Section 2.2 Parental Notification: Except as otherwise specified more stringently in a student's IEP or Section 504 plan, following an emergency situation involving the use of seclusion, isolation, or restraint, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.

The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration, and description of the incident and interventions;
2. Event(s) that led up to the incident;
3. Nature and extent of any injury to the student;
4. Name of a school employee the parent or guardian can contact regarding the incident; and
5. Plan to prevent the need for future use of seclusion, isolation, or restraint.

### Section 2.3 School Personnel Training

The School shall ensure that all school personnel receive annual training and know the policy and procedures involving the use of seclusion, isolation, and restraint. Training shall include all of the following:

1. A continuum of prevention techniques;
2. Environmental management techniques;
3. A continuum of de-escalation techniques; and
4. Information about the policy.

School personnel who utilize seclusion, isolation, and/or restraint shall receive annual training in:

1. De-escalation practices;
2. Appropriate use of seclusion, inclusion, physical restraint, and mechanical restraint;
3. Professionally-accepted practices in physical management and use of restraints;
4. Methods to explain the use of restraint to the student who is to be restrained and to the individual's family; and
5. Information on the policy and appropriate documentation and notification procedures.

### Section 2.4 Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions



The School shall maintain records documenting the use of seclusion, isolation, restraint, and aversive behavior interventions showing the following:

1. When the seclusion, isolation, restraint or aversive behavior intervention is used;
2. The reason for use;
3. The duration;
4. The name of school;
5. The personnel involved;
6. Whether students or school personnel were injured;
7. The name and age of the student;
8. Whether the student has an IEP, Behavior Intervention Plan (BIP) or personal safety plan;•When the parents were notified;
9. If the student was disciplined; and
10. Any other documentation required by federal or state law.

**POLICY NO OPS035: Active Shooter Training and Drills Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**ACTIVE SHOOTER TRAINING AND DRILLS POLICY**

**SECTION 1. Teacher and Employee Training**

At the discretion of school administration, the school may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property.

The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

**SECTION 2. Simulated Active Shooter and Intruder Response**

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

- (1) Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
- (2) Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission.

**SECTION 3.** The school shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.



**POLICY NO OPS037: Program and Homeless Students Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**PROGRAM FOR HOMELESS STUDENTS POLICY**

**Section 1. General**

The School shall ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other students. Homeless students shall not be stigmatized or segregated into other educational programs on the basis of their status as homeless. The School shall establish safeguards that protect students from discrimination on the basis of their homelessness, and the School will remove barriers that affect the enrollment and retention of homeless students.

**Section 2. Definitions**

**Section 2.1** Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; or are living in emergency or transitional shelters.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described characteristics.

**Section 2.2** For purposes of this policy, “school of origin” is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

**Section 3. Placement**

The School will consider the best interest of the homeless student, with parental input, in determining whether the student should be enrolled in the school of origin or a school that non-homeless students who live in the attendance area are eligible to attend. To

the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue enrollment in the student's school of origin, unless doing so is contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where the student will be enrolled.

The School must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the School selects a school for enrollment other than the school of origin or a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in school, the homeless student shall be immediately admitted to or permitted to remain in the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent, or guardian shall be referred to the School's homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

#### **Section 4. Enrollment**

If the school is selected as the school of best interest, and the student is otherwise eligible in accordance with the School's Student Admissions Policy, the School will immediately enroll the student, even if she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the School may require a parent or guardian of the homeless student to submit contact information.

#### **Section 5. Services**

Homeless students attending the school shall be provided services and educational programs comparable to those offered to other students in the school. Transportation services will be provided to homeless students in accordance with the law.

#### **Section 6. Coordinator**

The Board designates the Director of Support Services to act as the School's homeless coordinator. The homeless coordinator will work to ensure that homeless children and youth have equal access to the same public education as is provided to other children and youth. The homeless coordinator's responsibilities include:

1. Identifying homeless students with school personnel and other entities and agencies with which the school coordinates activities;
2. Assisting with immediate enrollment of homeless children and youth and providing assistance with obtaining academic and medical records;

3. Making school placement decisions on the basis of the best interest of the child and wishes of the parent, guardian, or unaccompanied youth;
4. Handling enrollment disputes;
5. Prohibiting the segregation of homeless children and youth;
6. Informing the parents or guardians of homeless students of the educational and related opportunities available to the students and providing them with meaningful opportunities to participate in the education of their students;
7. Providing /arranging transportation for students in accordance with law;
8. Assisting in obtaining necessary immunizations or medical records;
9. Informing parent, guardian, or unaccompanied homeless youth of the educational and related opportunities available to them;
10. Disseminating public notice of the educational rights of homeless children and youth as appropriate; and
11. Coordinating and collaborating with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.

## **Section 7. Complaint Resolution**

*Level I* – A complaint regarding placement or access to educational programs of a homeless student should first be presented orally and informally to the School's homeless coordinator. If the complaint is not promptly resolved, the homeless student or parent/guardian may present a formal written complaint to the homeless coordinator. The written complaint should include the following: date of filing, description of complaint, the name of the person or persons involved, and a description of any action taken prior to the written complaint to resolve the complaint. The homeless coordinator will assist the parent/guardian or unaccompanied minor with filing the complaint as needed. Within five (5) business days of receiving the complaint, the coordinator will provide the complainant with a written decision regarding the complaint.

*Level II* – Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the School Leader by filing a written request for appeal. The written request for appeal shall include the written complaint and written decision from Level I. The homeless coordinator will assist the parent/guardian or unaccompanied minor with filing the appeal as needed. The School Leader may, but is not required to, meet with the complainant at a time of mutual convenience. Within five (5) business days after receiving the written request for appeal, the School Leader will issue a decision in writing.

*Level III* – If the complainant is not satisfied with the decision at Level II, the complainant may file a written request for appeal to the Board of Directors. The written request for appeal must be submitted to the School Leader or the homeless coordinator within five (5) business days after receiving the written decision at Level II. The homeless coordinator will assist the parent/guardian or unaccompanied minor with filing

the appeal as needed. The Board shall conduct a hearing and, within 30 business days after receiving the written request for appeal, the Board will issue its decision in writing.

*Level IV* – If the complainant is dissatisfied with the action taken by the Board of Directors, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, MO 65102-0480. An Appeal of this decision can be made within ten days to the Deputy Commissioner of Education.

**POLICY NO OPS038: Local Educational Agency and School Title IA Parental  
Involvement Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy,  
effective on the date of adoption by the Board.

**LOCAL EDUCATIONAL AGENCY & SCHOOL TITLE IA PARENTAL INVOLVEMENT  
POLICY**

*In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parental and family engagement policy as required the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (parental involvement policy).*

**I. LOCAL EDUCATIONAL AGENCY POLICY.**

In General: A local educational agency may receive Title I, Part A funds only if such agency Conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members consistent with the provisions below. Such programs, activities, and procedures shall be planned and implemented with meaningful consultations with parents of participating children.

Written Policy: Each local educational agency that receives funds under Title I, Part A shall develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent and family engagement policy that is incorporated into the local educational agency's plan developed under section 1112, establishes the expectations and objectives for meaningful parent and family involvement, and describes how the local educational agency will:

- involve parents and family members in the joint development of the plan under section 1112, and the support and improvement plans under section 1111.
- provide the coordination, technical assistance, and other support necessary to assist and build the capacity of participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance; which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education



- coordinate and integrate parent and family involvement strategies under this part with parent and family engagement strategies under relevant federal, state, and local programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs;
- conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions. The LEA should use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parental and family engagement policies described in this section; and
- involve parents in the activities of the schools served under Title I, Part A, which may include establishing a parental advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

### **Reservation of Funds.**

Each local educational agency shall reserve at least 1 percent of such agency's allocation under Title I, Part A, subpart 2 to carry out parental and family involvement, including family literacy and parenting skills, (unless 1 percent of such agency's allocation under Title I, Part A, subpart 2 for the fiscal year for which the determination is made is \$5,000 or less.)

Parents of children receiving services under Title I, Part A shall be involved in the decisions regarding how funds reserved as set forth above are allotted for parental involvement activities.

## **II. SCHOOL PARENTAL INVOLVEMENT POLICY.**

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, that shall describe the means for

carrying out the requirements of Policy Involvement, Shared Responsibilities for High Student Academic Achievement, and Building Capacity for Involvement and Accessibility..

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

*Special rule.*--If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.

*Amendment.*--If the local educational agency has a school district-level parental and family engagement policy that applies to all parents and family members in all schools served by the local educational agency, such agency may amend that policy, if necessary, to meet the requirements of this subsection.

*Parental comments.*--If the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

### **Policy Involvement.**

Each school served under Title I, Part A shall:

- (1) convene an annual meeting, at a convenient time, at the beginning of the school year, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain Title I, Part A, its requirements, and their right to be involved. The school shall have sign-in sheets for this meeting and retain such sign-in sheets, the agenda for the meeting, and minutes of the meeting for audit purposes by DESE;
- (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- (3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents of participating children;

(4) provide parents of participating children--

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

(5) if the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

### **Shared Responsibilities for High Student Academic Achievement.**

As a component of the school-level parent and family engagement policy, each school shall served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

(1) describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their children's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress; and

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

**Building Capacity for Involvement.**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A:

- (1) shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;
- (3) shall educate teachers, specialized instructional support personnel, principals, and other School Leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
- (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- (7) may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

- (8) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (9) may train parents to enhance the involvement of other parents;
- (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (11) may adopt and implement model approaches to improving parental involvement;
- (12) may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (14) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

### **III. ACCESSIBILITY.**

In carrying out the parent and family engagement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the informed participation of parents and family members including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

**POLICY NO OPS039: Migrant Procedure Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**MIGRANT PROCEDURE POLICY**

**Identification**

For purposes of Board policies and regulation, a child is a “migratory child” and is eligible for the Migrant Education Program (MEP) if all of the following conditions are met:

1. The child is not older than 21 years of age; and
2. The child is entitled to a free public education (through grade 12) under State law or is below the age of compulsory school attendance; and
3. The child is a migratory agricultural worker or a migratory fisher or has a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher; and
4. The child moved within the preceding 36 months in order to seek or obtain qualifying work, or to accompany or join the migratory agricultural worker or migratory fisher identified in paragraph three above, in order to seek or obtain qualifying work; and
5. The child has moved from one LEA to another.

Potential migrant students will be identified through a question on the school enrollment form. If it appears that a migrant student is enrolling, the school will notify the State Migrant, English Language Learner (MELL) Director and request assistance with the identification of the student.

**Services**

If a migrant student is identified by the MELL office, the school must:

- assess the educational, health, and social needs of the identified student and develop objectives to address those needs so that migrant children meet the same challenging State academic content standards and academic achievement standards that all children are expected to meet;
- Provide advocacy to allow children and families to gain access to health, nutrition, and social services;
- Review existing programs and resources to determine which can help meet the needs of migrant children and assure that the children have access to them;
- provide professional development activities for teachers to improve the quality of education for migrant children; and,

- provide opportunities for participation of migrant parents in the educational activities of their children.

**POLICY NO OPS040: Strip Search Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STRIP SEARCH POLICY**

**Section 1. Strip Searches**

Section 1.1. No employee or volunteer at the school shall perform a strip search of any student of the school.

Section 1.2. A student may be stripped search by or under the authority of a commissioned law enforcement officer.

Section 1.3. A student may be strip-searched by a school employee only if a commissioned law enforcement officer is not immediately available and if the school employee reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person.

Section 1.4. If a student is strip-searched by an employee of the school or a commissioned law enforcement officer, the school will attempt to notify the student's parent or guardian as soon as possible.

Section 1.5. For the purposes of this policy, strip search means the inspection of a person's anus or genitalia, including but not limited to inspections conducted visually, manually or by means of any physical instrument. A strip search shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student; give medical attention to a student; provide health services to a student; or screen a student for medical conditions.

**Section 2. Emblem, Insignia, or Garment**

Section 2.1. No employee of or volunteer in or board member of the school shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.

**Section 3. Violation of Policy**



Section 3.1. Any employee of the school who violates Section 1 of this policy shall be subject to discipline, up to and including termination of employment in accordance with policy and law.

**POLICY NO OPS041: Students with Diabetes Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**STUDENTS WITH DIABETES POLICY**

**SECTION 1. Training**

SECTION 1.1. St. Louis Voices Academy of Media Arts will provide training developed by the Department of Elementary and Secondary Education to a minimum of three school employees if the school has a student with diabetes.

SECTION 1.2. If at any time fewer than three school employees are available to be trained at such a school, the school leader shall distribute to all staff members a written notice seeking volunteers to serve as diabetes care personnel. The notice shall inform staff of the following:

(1) The school shall provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;

(2) The tasks to be performed;

(3) Participation is voluntary and the school district or school shall take no action against any staff member who does not volunteer to be designated;

(4) Training shall be provided to employees who volunteer to provide care;

(5) Trained personnel are protected from liability under section 167.821; and

(6) The identity and contact information of the individual who should be contacted to volunteer.

SECTION 1.3. School employees shall not be subject to any penalty or disciplinary action for refusing to serve as trained diabetes care personnel nor shall a school or school district discourage employees from volunteering for training.

SECTION 1.4. The training shall be coordinated by a school nurse, if the school has a school nurse, and provided by a school nurse or another health care professional with expertise in diabetes.

SECTION 1.5. Such training shall take place prior to the commencement of each school year, or as needed when a student with diabetes is newly enrolled at a school or a

student is newly diagnosed with diabetes, but in no event more than thirty days following such enrollment or diagnosis.

SECTION 1.6 The school nurse or another health care professional with expertise in diabetes shall promptly provide follow-up training and supervision as needed. Coordination, delegation, and supervision of care shall be performed by a school nurse or other qualified healthcare professional.

SECTION 1.7. The school may provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations to all school personnel who have primary responsibility for supervising a child with diabetes during some portion of the school day and to bus drivers responsible for the transportation of a student with diabetes.

## SECTION 2. Diabetes Plan

SECTION 2.1. The parent or guardian of each student with diabetes who seeks diabetes care while at school should submit to the school a diabetes medical management plan, which upon receipt shall be reviewed by the school.

## SECTION 3. Diabetes Care

SECTION 3.1. The school may provide all students with diabetes in the school appropriate and needed diabetes care as specified in their diabetes medical management plan.

SECTION 3.2. In accordance with the request of the parent or guardian of a student with diabetes and the student's diabetes medical management plan, the school nurse or, in the absence of the school nurse, trained diabetes care personnel may perform diabetes care functions including, but not limited to:

- (1) Checking and recording blood glucose levels and ketone levels or assisting a student with such checking and recording;
- (2) Responding to blood glucose levels that are outside of the student's target range;
- (3) Administering glucagon and other emergency treatments as prescribed;
- (4) Administering insulin or assisting a student in administering insulin through the insulin delivery system the student uses;
- (5) Providing oral diabetes medications; and
- (6) Following instructions regarding meals, snacks, and physical activity.

SECTION 3.3. The school nurse or at least one of the trained diabetes care personnel may be on site and available to provide care to each student with diabetes during

regular school hours and during all school-sponsored activities, including school-sponsored before-school and after-school care programs, field trips, extended off-site excursions, extracurricular activities, and on buses when the bus driver has not completed the necessary training.

#### SECTION 4. Student Self-Care

SECTION 4.1. Upon written request of the parent or guardian and authorization by the student's diabetes medical management plan, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

SECTION 4.2. If the parent or student so requests, the student shall have access to a private area for performing diabetes care tasks.

**POLICY NO OPS042: Admissions, Lottery, Enrollment Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**ADMISSIONS, LOTTERY, ENROLLMENT POLICY**

St. Louis Voices Academy is a free, open-enrollment public school for students residing within the St. Louis Public Schools district boundaries. This policy covers admission procedures, lottery, waitlist, registration process, and age requirements.

**Section I Admissions**

St. Louis Voices Academy will be nonsectarian in its programs, admissions policies, and all other operations, and will not discriminate, for admission or otherwise, on the basis of race, ethnicity, religion, national origin, sexual orientation, disability, gender, income level, or proficiency in the English language in accordance with RSMo. 160.410.3. St. Louis Voices Academy will not administer any qualifying enrollment tests or have specific requirements for admission (e.g. minimum grade point average, test scores, discipline records, etc).

The School shall enroll only:

- Students who reside in the district in which St. Louis Voices Academy of Media Arts operates
- Nonresident students eligible to attend a district's school under an urban voluntary transfer program;
- Nonresident students who transfer from an unaccredited district under section 167.895, RSMo, provided that the charter school is an approved charter school, as defined in section 167.895, RSMo, and subject to all other provisions of section 167.895.

Students will not be required to complete any test or measure in order to be admitted to School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

St. Louis Voices Academy gives a preference for admission of the following prospective students:

- Students who live in St. Louis Voices Academy's targeted zip codes

- Students whose siblings attend the school
- Students who live in the city and whose parents are employed at the school

## **Section II Application and Lottery**

St. Louis Voices Academy will publicly advertise open enrollment for applicants to apply to enroll for the following school year. If at the end of the initial application period, the number of students exceeds the school capacity or the capacity of a grade level, then enrollment will be determined on the basis of a lottery to be conducted within seven calendar days of the close of the initial application period.

All applicants must complete an application for admission. There is no fee to apply to or attend St. Louis Voices Academy. Applications are available online and must be completed and submitted to St. Louis Voices Academy's Schoolmint web page. Applications for admission for each academic year are valid solely for that academic year. Any offers of admission to St. Louis Voices Academy or waitlist positions from one academic year shall not carry over to any other academic year. Any applicant who was not offered admission in one academic year, and who wishes to reapply to St. Louis Voices Academy in the future, must submit a new application for the new academic year.

Submission of an application for admission is not a guarantee of admission to St. Louis Voices Academy. The open enrollment deadline will be posted on St. Louis Voices Academy's website and also indicated on all admissions applications. If a parent/guardian is unable to access the Schoolmint web page, St. Louis Voices Academy will provide the use of a computer with an internet connection for families to access the online application. Applicants will receive a confirmation email from Schoolmint that confirms the application has been submitted.

All applications must be complete. Regardless of the reason, failure to have a completed application package in the office of St. Louis Voices Academy of Media Arts by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

The School's admission procedures will be published annually. A register of all complete applications, received in a timely manner, will be maintained in the School's office for review by applicants.

## **Section III Waitlist**

At the conclusion of the lottery drawing, St. Louis Voices Academy will notify families of all applicants to inform them of their status. All students who were not granted admission due to capacity will be given the option to have their name placed on a waitlist in the order according to their lottery draw. St. Louis Voices Academy will enroll students from the waitlist if there is an opening during the school year. Once on the waitlist, the student will remain until offered a spot or the family submits in writing to the school that they are no longer interested. The waitlist will be active for six

months into the school year. Families must accept an open position within two weeks of being notified of an opening. If the family cannot be contacted the student will be moved to the bottom of the waitlist. If the family declines the student will be removed from the waitlist.

The waitlist shall be cleared at the end of the academic year for which the lottery was drawn and shall not carry over from one year to the next. Students who remain on the waitlist at the end of the academic year will be required to submit an application again for the next school year.

#### **Section IV Enrollment**

Once offered enrollment, applicants of St. Louis Voices Academy are expected to provide documentation that correctly identifies their child's age and grade level in both the current and upcoming school year. Once documentation has been verified students will be enrolled in the next consecutive grade level that follows their current grade level. Kindergarten students will be admitted only in accordance with the statutory age requirements described in section V below. Any unilateral retention or promotion decisions will not be made during the admissions process but can be revisited after the first week of school.

Enrollment offers are valid only for the applied for the academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for admissions preference, as defined above, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for preference, as defined above, may still receive such preference if they reapply for a future academic year.

#### **Section V Age Requirements**

According to Missouri law, to be eligible to attend Kindergarten at St. Louis Voices Academy a student must have turned age 5 by September 30 of that same school year. The compulsory age in Missouri is age 7.

#### **Section VI Registration Process**

Once a student has been accepted the family must submit a full enrollment packet including, but not limited to, the following documents with the exception of requirements outlined in the McKinney-Vento Act:

- Proof of Residency
- Current Immunization and Shot Records
- Completion of Emergency Medical Information Form
- Family Contact information
- Birth Certificate

Per 160.200, RSMo, the residency requirement is waived for children of military

personnel.

### **Section VII Notification of Special Needs Students**

In accordance with RSMo. 160.415, St. Louis Voices Academy will request information about special education services on the enrollment form. Within two business days of enrollment, St. Louis Voices Academy will request academic, special needs, and discipline records from all schools the students have attended in the last twelve months. To determine the number of at-risk students in each enrolling class, St. Louis Voices Academy will download direct certification forms and distribute applications for free-or-reduced-priced lunch. St. Louis Voices Academy will report all required data, including, but not limited to the average daily attendance data, free and reduced-price lunch count, special education pupil count, and limited English proficiency pupil count to the state department of elementary and secondary education.

### **Section VIII Issues Not Covered Under This Policy**

In the case that the procedures herein do not cover a situation that arises during the admissions and enrollment process, the Executive Director or designee will take any additional steps necessary to execute the admissions and enrollment process.



**POLICY NO OP043: Missouri Students Religious Liberties Act Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**MISSOURI STUDENTS RELIGIOUS LIBERTIES ACT POLICY**

**Section 1. Anti-Discrimination**

Section 1.1. St. Louis Voices Academy of Media Arts shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

Section 1.1. St. Louis Voices Academy of Media Arts shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner St. Louis Voices Academy of Media Arts treats a student's voluntary expression of a secular or other viewpoints on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

**Section 2. Student Expression in Homework and Classroom Assignments**

Section 2.1. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

Section 2.2. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by St. Louis Voices Academy of Media Arts.

Section 2.3. Students shall not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork, or other written or oral assignments, St. Louis Voices Academy of Media Arts shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.

**Section 3. Student Prayer, Religious Activities, and Religious Expression**

Section 3.1. Students in St. Louis Voices Academy of Media Arts may pray or engage in religious activities or religious expression, before, during, and after the school day in the

same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive of scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

Section 3.2. Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups.

Section 3.3. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

Section 3.4. Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

Section. 3.5. St. Louis Voices Academy of Media Arts may only disclaim sponsorship of non-curricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

#### Section 4. Student Clothing, Accessories, and Jewelry

Section 4.1. Students at St. Louis Voices Academy of Media Arts may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

#### Section 5. Construction

Section 5.1. This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person
- Prohibit St. Louis Voices Academy of Media Arts from maintaining order and discipline in content and viewpoint-neutral manner
- Prohibit St. Louis Voices Academy of Media Arts from protecting the safety of students, employees, and visitors of St. Louis Voices Academy of Media Arts
- Prohibit St. Louis Voices Academy of Media Arts from adopting and enforcing policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.

**POLICY NO OPS044: Limited Public Forum Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**LIMITED PUBLIC FORUM POLICY**

**Section 1. Establishment of Limited Public Forum**

Section 1.1. A limited public forum is hereby established for student speakers at all St. Louis Voices Academy of Media Arts events at which a student is to publicly speak.

**Section 2. Student Speakers**

Section 2.1. Student speaking at school events and graduation ceremonies shall be selected using the following neutral criteria:

- Present a topic or subject area that is appropriate to the age and maturity of the audience to be addressed and relevant to the enhancement of the student's educational development.

Section 2.2. Student speakers are prohibited from engaging in obscene, vulgar, offensively lewd, or indecent speech.

Section 2.3. Student expression in the limited public forum on an otherwise permissible subject shall not be excluded from the limited public forum because the subject is expressed from a religious viewpoint.

**Section 3. Disclaimer**

Section 3.1. Any student speech at a school event or graduation ceremony does not reflect the endorsement, sponsorship, position, or expression of St. Louis Voices Academy of Media Arts

Section 3.2. Such disclaimer shall be made in writing, orally, or both prior to a student speech at any school event or graduation ceremony.

**Appropriate Corrective Action If the Guest Speaker Violates the Policy**

The School Leader or designee is the responsible employee for school-wide assemblies. On behalf of the District and as a professional educator, appropriate

corrective action by the responsible employee(s) may be exercised at his or her discretion, which may include terminating the presentation.

**POLICY NO OPS045: Interstate Compact on Educational Opportunity for Military  
Children Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy,  
effective on the date of adoption by the Board.

**INTERSTATE COMPACT ON EDUCATIONAL OPPORTUNITY FOR MILITARY  
CHILDREN POLICY**

This policy implements the obligations of St. Louis Voices Academy of Media Arts under  
the Interstate Compact on Educational Opportunity for Military Children.

**Section 1. Definitions**

- A. Active Duty: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
- B. Deployment: the period one (1) month prior to the service members' departure from their home station on military orders through six (6) months after return to their home station.
- C. Education(al) records: those official records, files, and data related to a student and maintained by the school or local education agency including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocol, and individualized education programs.
- D. Extracurricular activities: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local educational agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
- E. Military installation: a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American

Samoa, the Northern Marianas Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

- F. Receiving state: the state to which a child of a military family is sent, brought, or caused to be sent or brought.
- G. Sending state: the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- H. Transition: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

## Section 2. Applicability

Section 2.1. This policy applies to the children of (1) active-duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Section 2.2. This policy shall not apply to children of (1) inactive members of the National Guard and military reserves; (2) members of the uniformed services now retired, except as provided for in Section 2.1; (3) veterans of the uniformed services, except as provided for in Section 2.1; and (4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active-duty members of the uniformed services.

## Section 3. Student Eligibility and Enrollment

Section 3.1. Upon receipt of the unofficial education records by St. Louis Voices Academy of Media Arts, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Section 3.2. Simultaneous with enrollment and conditional placement of students, St. Louis Voices Academy of Media Arts shall request the student's official education record from the school in the sending state. If St. Louis Voices Academy of Media Arts is the school in the sending state, St. Louis Voices Academy of Media Arts will process any such request and furnish the official education records to the school in the receiving state within ten (10) days.

Section 3.2. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Section 3.3. St. Louis Voices Academy of Media Arts is prohibited from charging tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

Section 3.4. A transitioning military child shall have thirty (30) days from the date of enrollment to obtain any required immunization(s).

Section 3.5. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend St. Louis Voices Academy of Media Arts if he/she was enrolled while residing with the custodial parent.

Section 3.6. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the state of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

Section 3.7. St. Louis Voices Academy of Media Arts shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

#### Section 4. Placement and Attendance

Section 4.1. When the student transfers before or during the school year, St. Louis Voices Academy of Media Arts shall initially honor placement of the student in educational courses on the student's enrollment in the sending state school and/or educational assessment conducted at the school in the sending state if the courses are offered. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude St. Louis Voices Academy of Media Arts from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Section 4.2. St. Louis Voices Academy of Media Arts shall initially honor the placement of the student in educational programs based on the current educational assessment conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include, but are not limited to 1) gifted and talented programs, and 2) English as a second language (ESL). This does not preclude St. Louis Voices Academy of Media Arts from performing subsequent evaluations to ensure appropriate placement of the student.



Section 4.3. St. Louis Voices Academy of Media Arts shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). St. Louis Voices Academy of Media Arts shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities to provide such students with equal access to education. This does not preclude St. Louis Voices Academy of Media Arts from performing subsequent evaluations to ensure appropriate placement of the student. Nothing in this section exempts St. Louis Academy of Media Arts from the requirements of federal and state law.

Section 4.4. St. Louis Voices Academy of Media Arts may waive course/programs prerequisites, or other preconditions for placement in courses/programs.

Section 4.5. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of St. Louis Voices Academy of Media Arts to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

## Section 5. Graduation

Section 5.1. St. Louis Voices Academy of Media Arts shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency, or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, St. Louis Voices Academy of Media Arts shall provide an alternative means of acquiring coursework so that graduation may occur on time.

Section 5.2. Should a military student transferring at the beginning or during his or her senior year of high school be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency if the student meets the graduation requirements of the sending local education agency. St. Louis Voices Academy of Media Arts shall ensure cooperation, as either the sending or receiving local education agency, in the event of the situation described in this section.



**POLICY NO OPS046: Visitors to School Property Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**VISITORS TO SCHOOL PROPERTY POLICY**

All parents and other visitors of St. Louis Voices Academy of Media Arts must adhere to the following policy in order to maximize the safety of our staff and students.

- If a parent or guardian wishes to visit a classroom or have a conference with a teacher or other St. Louis Voices Academy staff member, an appointment must be set with the teacher during non-instructional time in advance. Visitors must coordinate their visit by completing the Visitor Request Form or by contacting the main office email at [info@stlouisvoicesacademy.org](mailto:info@stlouisvoicesacademy.org) or calling (314-901-4071). Office staff members will coordinate any visit with an administrator, and upon confirmation, will contact the visitor and verify the visit including the date, time, and purpose of the visit. St. Louis Voices Academy retains sole discretion to approve or deny appointment requests
- All visits to the school must be approved at least 24 hours in advance. This will alert staff and school administrators of the appointment and allow the school to prepare accordingly.
- Emergency appointments may be authorized with a School Leader's approval.
- All approved appointments will be posted immediately in the visitor log located in the main office.
- All visitors shall enter through the St. Louis Voices Academy main entrance as posted, and register with the front office immediately upon entering the school building. When registering, the visitor is required to provide his/her appropriate identification, including a driver's license, MO state ID, or other valid ID. For the purposes of school safety and security, a visitors' badge must be worn the entire time the visitor is in the St. Louis Voices Academy building.
- Visitors shall not enter any classroom without the accompaniment of a staff member.
- While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening

or recording device may be used in a classroom without the teacher's and Executive Director's written permission.

- Where the Executive Director or School Leader, or his/her designee has reasonable cause to believe that a visitor has willfully disrupted the orderly operation of the school, he or she may take steps to withdraw consent for that visitor to enter school grounds. This means that the visitor is barred from returning to campus for a period of time.
- At the conclusion of an appointment, the visitor must return to the main school office of the St. Louis Voices Academy building, return the visitor badge, sign out and immediately exit the school.

### **VISITOR SCREENING**

All visitors coming to St. Louis Voices Academy will be screened for COVID-19 symptoms before they are allowed to enter. This includes a series of questions and a check of your temperature.

### **COVID RESTRICTIONS:**

All visitors must wear a facemask while in any St. Louis Voices Academy building. If you have one bring your own mask. Anyone without a mask will be given one before they can enter any location.

Visitors will also need to:

- Limit moving in and out of educational areas
- Practice social distancing
- Not wait in the lobby, cafeteria, or other waiting rooms, aside from approved exceptions

**POLICY NO OPS047: School Calendar Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SCHOOL CALENDAR**

- SECTION 1. Approval of Annual Calendar
- SECTION 1.1. The Executive Director or his/her designee shall submit for approval by the Governing Board a calendar for the upcoming school year no later than April of each preceding year. The calendar shall specify the dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable laws and regulations.
- SECTION 1.2. No later than the last regularly scheduled board meeting in June, the Governing Board shall officially adopt the upcoming school year calendar.
- SECTION 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall be published on the School's website and via other communication channels.
- SECTION 2. Attendance Hours
- SECTION 2.1 The school calendar adopted by the Board will provide for a minimum of 1,044 hours of pupil attendance. The calendar shall also include thirty-six make-up hours for possible loss of attendance due to inclement weather<sup>11</sup>.
- SECTION 2.2. The School shall be required to make up the first 36 hours of school lost or canceled due to inclement weather and half the number of hours lost or cancelled in excess of the 36 make-up hours if the make-up of the hours is necessary to ensure the students attend a minimum of 1,044 hours for the school year.
- SECTION 2.3. The School is exempt from the requirement to make-up school lost or cancelled due to inclement weather when the school has made up the required thirty-six hours (see above) and half the number of additional lost or cancelled hours (with a cap of forty-eight hours), resulting in no more than sixty total make-up hours.

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<sup>11</sup> For purposes of this Policy, "inclement weather" means ice, snow, extreme cold, flooding or a tornado

- The School shall be exempt from making up, up to 36 hours of school, lost or cancelled to due to exceptional or emergency circumstances<sup>12</sup> if the School has an alternative methods of instruction plan approved by the department of elementary and secondary education.<sup>13</sup>
- SECTION 2.4. The School Leader has the authority to make the final decision to close school buildings on a day-to-day or short-term basis due to inclement weather or other exceptional or emergency circumstances where the safety of employees or students could be at immediate risk or the School does not have the necessary resources available to education students in the building(s).
- SECTION 3. Alternative Methods of Instruction
- SECTION 3.1. The School will develop and maintain a plan for educating students during times when school buildings must be closed. Such planning will particularly address potential long-term school building closures. In accordance with law, the School Leader or designee will seek approval for the plan from the Department of Elementary and Secondary Education. If approved, these methods may be used to avoid lost hours of instruction and make-up days. Any alternatives proposed will ensure rigorous instruction of students that is equivalent to the instruction missed due to canceled school.
- SECTION 4. Authorization to Revise the Annual Calendar
- SECTION 4.1. The Governing Board, upon recommendation by the School Leader or his/her designee has the authority to make changes to the official school calendar through a duly adopted board resolution.

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<sup>12</sup> For purposes of this Policy, exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease.

<sup>13</sup> § 171.033, RSMo.

**POLICY NO OPS048: Official School Year And School Day Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 8/9/2023**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Official School Year And School Day Policy**

The Board will annually adopt a school calendar that provides for 1,044 hours of pupil attendance. Hours, in excess of the state-required minimum, may be recommended by the School Leader and approved by the Board.

The length of the school day shall be [insert number of hours per day].

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

The School shall be exempt from making up, up to 36 hours of school, lost or canceled due to exceptional or emergency circumstances<sup>14</sup> if the School has an alternative methods of instruction plan approved by the Department of Elementary and Secondary Education.

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<sup>14</sup> For purposes of this Policy, exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease.

**POLICY NO OPS049: Get the Lead Out of School Drinking Water Act Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 8/9/2023**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Get the Lead Out of School Drinking Water Act Policy**

1. Beginning in the 2023-2024 school year and every subsequent school year, the School shall provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff.
2. On or before January 1, 2024, the School shall:
  - a. Conduct an inventory of all drinking water outlets and all outlets that are used for dispensing water for cooking or cleaning cooking and eating utensils;
  - b. Develop a plan for testing every water outlet inventoried under paragraph (a) above and make such plan available to the public; and
  - c. Provide general information on the health effects of lead contamination and additional informational resources for employees and parents if information is requested.
3. Before August 1, 2024, or the first day on which students will be present, the School shall:
  - a. Conduct testing for lead by first-draw and follow-up flush samples of a random sampling of at least twenty-five percent of remediated drinking water outlets until all remediated sources have been tested as recommended by the 2018 version of the United States Environmental Protection Agency's Training, Testing, and Taking Action program. Such testing shall be conducted and results analyzed by an entity approved by the Department of Health and Senior Services;
  - b. Make all test results and any lead remediation plans available on the school's website within two weeks after receiving test results; and
  - c. Remove and replace any drinking water coolers or drinking water outlets that the United States Environmental Protection Agency has determined are not lead-free under the federal Lead Contamination Act of 1988, as amended. The School is not required to replace drinking water outlets or water coolers

that tested under the testing requirements in the United States Environmental Protection Agency's Training, Testing, and Taking Action program and have been determined to be dispensing drinking water with a lead concentration less than five parts per billion.

4. If testing indicates the water source is causing the contamination and until such time remediation is complete, the School shall:
  - a. Install a filter at each point at which the water supply enters the School;
  - b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion; or
  - c. Provide purified water at each water outlet inventories in Section 2(a) above.
5. If testing indicates that the internal building piping is causing the contamination and until such time remediation is complete, the School shall:
  - a. Install a filter at each point at which the water supply enters the School; or
  - b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion.
6. Any pipe, solder, fitting, or fixture replaced as part of remediation shall be lead free, as such term is defined in 40 CFR 143.12, as amended.
7. If test results show lead concentration that exceeds five parts per billion, the School shall provide written notification to staff within seven business days of receiving such test result. The written notification shall include:
  - a. The test results and a summary that explains the results;
  - b. A description of remedial steps taken; and
  - c. A description of general health effects of lead contamination and community specific resources.
8. If test results show lead concentration that exceeds five parts per billion, the School shall also provide bottled water if there is not enough water to meet the drinking water needs of students, teachers, and staff.
9. The School shall test for lead annually, however, if the School tests and does not find a drinking water source with a lead concentration above 5 parts per billion, the School is only required to test every five years.

**POLICY NO OPS050: Community Engagement Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 8/9/2023**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Community Engagement Policy**

1. The School shall adopt a community engagement policy that provides residents of the district with methods of communicating with the Board of the School and the School's administration.
2. The School's community engagement policy shall include a process for allowing any resident of the district to place an item on the agenda of the Board meeting. Such process shall include the following:
  - a. No item shall be placed on a meeting agenda pursuant to the established process unless the item is directly related to the governance or operation of the School;
  - b. The School may require a resident to meet with the head of the school in order to resolve the issue. Such meeting shall take place within twenty business days of receiving written request to meet. After such meeting or if the meeting did not take place within twenty business days, the resident may request to have the item placed on the Board's meeting agenda. If the Board receives the request to place the item on the agenda at least five business days prior to the next regularly scheduled meeting, the issue shall be placed as an item on the agenda for such meeting. If the request is received less than five business days before the next regularly scheduled meeting, the agenda item may be placed as an item on the next subsequent regularly scheduled meeting. The item may be moved to a different meeting with consent of the resident.
  - c. The Board may refuse to hear or delay hearing an agenda item if the Board has heard an identical or substantially similar issue in the previous three calendar months or if the resident has previously violated Board rules regarding conduct at meetings or on school property.
  - d. The Board may delay hearing an agenda item if more than three resident-initiated agenda items are scheduled for the same board meeting. If the hearing of a resident's agenda item is delayed, the Board shall provide the resident with an alternate method of communicating to the school board or governing board regarding the agenda item.



3. The School shall adopt a community engagement policy no later than July 1, 2023.



**POLICY NO OPS052: Annual Performance Report Information Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Annual Performance Report Information Policy**

1. The School shall display the following information on its website:
  - a. The School's annual performance rating and ranking percentage; and
  - b. A list of the bottom five percent of scores for all schools and all local educational agencies.

**POLICY NO OPS053: Will's Law Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 8/9/2023**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Will's Law Policy**

**1. Definitions**

- a. "Individualized emergency health care plan" means a document developed by the School Nurse, in consultation with a student's parent and other appropriate medical professionals, that is consistent with the recommendations of the student's health care providers, that describes procedural guidelines that provide specific directions about what to do in a particular emergency situations, and that is signed by the parent or guardian and the School Nurse, or the School Administrator or the Administrator's designee in the absence of the School Nurse.
  - b. "Individualized health care plan" means a document developed by a school nurse, in consultations with a student's parent and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, that is consistent with the recommendations of the student's health care providers, that describes the health services needed by a student at school, and that is signed by the parent or guardian and the School Nurse or the School Administrator or the Administrator's designee in the absence of the School Nurse.
2. If any parent of a student of the School seeks epilepsy or seizure disorder care, the School Nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student.
  3. The parent of the student shall annually provide the school written authorization for the provision of epilepsy or seizure disorder care as described in the individualized plans.
  4. The School Nurse shall update each student's individualized plan before the beginning of each school year and as necessary if there is a change in the health status of the student.
  5. Each individualized health care plan shall, and each individualized emergency health care plan may include, but not be limited to the following:

- a. A notice about the student's condition for all school employees who interact with the student;
  - b. Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care;
  - c. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
  - d. Whether the student may fully participate in exercise and sports, and any contraindications to exercise or accommodations that shall be made for that particular student;
  - e. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
  - f. Information for such school employees about how to recognize and provide care for epilepsy and seizure disorders, epilepsy and seizure disorder first aid training, when to call for assistance, emergency contact information, and parent contact information;
  - g. Medical and treatment issues that may affect the educational process of the student;
  - h. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
  - i. How to maintain communication with the student, the student's parent and health care team, the school nurse or the school administrator or school administrator's designee in the absence of the school nurse, and the school employees.
6. The School Nurse or School Administrator or the Administrator's designee in the absence of the School Nurse shall obtain a release from the student's parent or guardian to authorize the sharing of medical information between the student's physician or advance practice nurse and other health care providers. Such release shall also authorize the School Nurse, School Administrator or Administrator's designee in the absence of the School Nurse to share medical information with other school employees as necessary.
  7. The School Nurse shall coordinate the provision of epilepsy and seizure disorder care at the School.
  8. The School Nurse shall provide mandatory training every two years to all school employees in the care of students with epilepsy and seizure disorders. Such training shall include, but not be limited to:

- a. School employees working with school-sponsored programs outside of the regular school day, as provided in any student's individualized plan; and
- b. An online or in-person course of instruction approved by the Department of Health and Senior Services.

**POLICY NO OPS054: Reporting of Child Abuse and Neglect Policy**

**Board Chair: Deborah Catchings-Smith**

**Effective Date 1/5/2022**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**REPORTING OF CHILD ABUSE AND NEGLECT POLICY**

**SECTION 1. Mandatory Reporters**

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

**Section 2. Reporting.**

Section 2.1. All mandatory reporters have a duty<sup>15</sup> to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children's Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

Section 2.2. Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

Section 2.3. Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

SECTION 2.4. An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.

<sup>15</sup> § 210.115, RSMo.

**POLICY NO: OPS055: Equal Educational Opportunity Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Equal Educational Opportunity Policy**

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

The School's programs and services available to meet the needs of these students shall meet the requirements of: The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and Missouri Special Education Services requirements found in sections 162.670 - .995, RSMo.

The identification of students with disabilities and the services provided by the LEA shall be in accordance with the regulations and guidelines of the department of elementary and secondary education's Current Plan for Part B of The Education of the Handicapped Act, as amended.



**POLICY NO: OPS056: Eye Protection Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Eye Protection Policy**

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

(1) Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;

(2) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

**POLICY NO: OPS056: Organ, Eye, and Tissue Donation Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date:8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Organ, Eye, and Tissue Donation Policy**

**Section 1. Presentation on Organ, Eye, and Tissue Donation**

Section 1.1. Any state or nationally recognized program or organization that provides unbiased information on organ, eye, and tissue donation that requests to present information on organ, eye, and tissue donation to the Board shall be allowed to give such presentation and shall be allotted no less than thirty minutes for the presentation.

Section 1.2. The Board shall consider the information presented and decide whether to present such information to students and parents in the school and the manner in which such information shall be presented.

**Section 2. Student Instruction**

Section 2.1. No student shall be required to participate in any instruction relating to information about organ, eye, and tissue donation if the student has any sincerely held religious or emotional belief which is contrary to such instruction.

**POLICY NO: EI0001 - Reading Instruction Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

St. Louis Voices Academy of Media Arts shall have reading programs in kindergarten through grade three based on scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas.

The program may include "explicit systematic phonics", which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.

**POLICY NO: EI0002 - Grading and Reporting Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Grading.**

SECTION 1.1. St. Louis Voices Academy of Media Arts Leader or his/her designee shall be responsible for developing a grading scale that comports with St. Louis Voices Academy of Media Arts's instructional philosophy, curriculum, and state mandates.

SECTION 1.2. Teachers shall use a variety of methods to assess student progress.

**SECTION 2. Reporting Student Progress.**

SECTION 2.1. A report card will go home four times per school year.

SECTION 2.2. The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance-based tasks, observations, and other evidence.

SECTION 2.3. Cumulative grades shall be transferred to students' individual permanent school records and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4. Teachers are expected to maintain regular communications with parents/guardians by providing timely return of graded classwork and convening informative student conferences.

**POLICY NO: EI0003 - Field Trips and Enrichment Activities Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**SECTION 1. Field Trips and Enrichment Activities.**

SECTION 1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators, and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of St. Louis Voices Academy of Media Arts.

SECTION 1.2. The Director of Teaching and Learning or his/her designee has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities including planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The handbook is to be revised and approved annually when necessary.

SECTION 1.3. Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to The Director of Teaching and Learning or his/her designee.

**SECTION 2. Board Notification.**

The Director of Teaching and Learning shall inform the Board of approaching field trips that are overnight or out-of-state.

**SECTION 3. Documentation.**

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

**SECTION 4. Unauthorized Field Trips.**

Unless approved by the Administrator(s), trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Governing Board as approved field trips. The Governing Board assumes no liability for such trips. The use of school staff during the regular workday, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for

such trips, or communicating information related to such trips should not occur on school property.

**POLICY NO: EI0004 - Services for Students with Disabilities Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

St. Louis Voices Academy of Media Arts does not have a general curriculum for students with disabilities. Instead, it is the policy of St. Louis Voices Academy of Media Arts to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, St. Louis Voices Academy of Media Arts's IEPs will address the extent to which each student's disability affects his/her ability to access St. Louis Voices Academy of Media Arts's general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each public school student with a disability will be educated to the maximum extent appropriate with children who are non-disabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

St. Louis Voices Academy of Media Arts will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a student has had his/her curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), The Director of Teaching and Learning, Academic Dean, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

**POLICY NO: EI0005 - Instruction for Students with Disabilities Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

It is the policy of St. Louis Voices Academy of Media Arts to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

St. Louis Voices Academy of Media Arts will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, sections 162.670-.995, RSMo., and Missouri's State Plan for Part B.



**POLICY NO: EI0006 - Instruction for At-Risk Students Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

The Board of St. Louis Voices Academy of Media Arts adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

SECTION 2. St. Louis Voices Academy of Media Arts shall meet all federal and state requirements for identifying and providing services to educationally at-risk students, including, for a school that offers high school education, the implementation of a measurable system for identifying students in their ninth grade year, or students who transfer into St. Louis Voices Academy of Media Arts subsequent to their ninth grade year, who are at risk of not being ready for college-level work or for entry-level career positions.

SECTION 3. Academic and career counseling shall take place prior to graduation so that St. Louis Voices Academy of Media Arts may attempt to provide sufficient opportunities to the student to graduate college-ready or career-ready and on time.

SECTION 4. The requirements in this Appendix may be waived for any student with a disability if recommended by the student's IEP committee.

**POLICY NO: EI0007 - Dyslexia Screening Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. St. Louis Voices Academy of Media Arts shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 2. The Governing Board of St. Louis Voices Academy of Media Arts shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 3. St. Louis Voices Academy of Media Arts shall offer all of its teachers two hours of training on dyslexia and related disorders. St. Louis Voices Academy of Media Arts may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.

**POLICY NO: EI0008 - English Language Learner (ELL) Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

DESE and LEAs share an obligation to ensure that their English Language Learner (ELL) programs and activities comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of Federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI's prohibition on national origin discrimination requires DESE and LEAs to take "affirmative steps" to address language barriers so that ELL students may participate meaningfully in schools' educational programs.

**Definitions:**

The term "**Limited English Proficient**," (LEP) when used with respect to an individual, means an individual —

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C) (i) who was not born in the United States or whose native language is a language other than English;
  - (ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
  - (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
  - (iii) the opportunity to participate fully in society.

"**English for Speakers of Other Languages**" (ESOL) are programs that teach language skills to students from non-English-speaking backgrounds.

**“English Language Learners”** (ELLs) are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.

A **“migratory”** child is defined as a child who is, or whose parent or spouse is, a migratory agricultural worker (including migratory dairy workers and migratory fishers). In order to obtain temporary or seasonal employment in agricultural or fishing work during the preceding 36 months (or to accompany a parent or spouse for such a purpose), a migratory child is someone:

- (1) who has moved from one school district to another
- (2) who has moved from one administrative area to another in a state that is comprised of a single school district
- (3) who resides in a school district of more than 15,000 square miles and who migrates a distance of 20 miles or more to a temporary residence in order to engage in fishing activities.

The LEA's coordinator for ELL programs is the School Operations Manager

The Board directs the ELL coordinator to develop and implement language instruction programs that:

- (1) Identify English Language Learner (ELL) students through the use of a home language survey OR by including home language questions on the school enrollment form. The same assessment methods must be used on all students. If using an enrollment form, the questions should include at least the following:

*Do you use a language other than English?*

*Is a language other than English used at home?*

The Director of Teaching and Learning will develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.

- (2) Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.
- (3) Determine the appropriate instructional environment for ELL students.

*LEAs are responsible for providing an English language instruction educational program that increases the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.*

- (4) Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students.

- (5) Provide parents with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

**POLICY NO: EI0009 - Missouri Course Access & Virtual School Program Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Section 1. Course Access and Virtual School Enrollment**

As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

**Section 2. Costs**

St. Louis Voices Academy of Media Arts shall pay the costs associated with the course or courses if:

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and

St. Louis Voices Academy of Media Arts approves the student's enrollment in a Missouri course access and virtual school program course or courses. If St. Louis Voices Academy of Media Arts disapproves of the student's enrollment, the school shall provide the reason in writing and it shall be for "good cause." The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting. The family of the student shall be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial. The family and the charter school shall also provide their reasons in writing and these documents shall be entered into the official minutes of the meeting of the governing body. The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the department of elementary and secondary education. The department of elementary and secondary education shall provide a final enrollment decision within seven calendar days. Good cause shall be defined as "a determination that doing so is not in the best educational interest of the student."

### Section 3. Notice of Right to Participate

St. Louis Voices Academy of Media Arts shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents, and on St. Louis Voices Academy of Media Arts's website.

### Section 4. Payment to Content Provider

St. Louis Voices Academy of Media Arts shall pay the content provider directly on a pro-rata monthly basis based on the student's completion of assignments and assessments. St. Louis Voices Academy of Media Arts shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011, as calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

### Section 5. A+ Students

If a student is a candidate for A+ tuition reimbursement, St. Louis Voices Academy of Media Arts shall attribute no less than ninety-five percent attendance to any such student who has completed a virtual course.

### Section 6. Transfer Students

Pursuant to rules to be promulgated by the department of elementary and secondary education, St. Louis Voices Academy of Media Arts shall allow the following:

If a student transfers into St. Louis Voices Academy of Media Arts while enrolled in a Missouri course access and virtual school program course or full-time virtual school, the student shall continue to be enrolled in such course or school.

When a student transfers into St. Louis Voices Academy of Media Arts, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by St. Louis Voices Academy of Media Arts.

### Section 7. Monitoring Student Progress

St. Louis Voices Academy of Media Arts shall monitor student progress and success, and take into account the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. St. Louis Voices Academy of Media Arts may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

St. Louis Voices Academy of Media Arts shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the department of elementary and secondary education regarding course quality



**POLICY NO: EI0010 - Academic and Career Counseling Program Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

The Governing Board of St. Louis Voices Academy of Media Arts adopts the following policy effective on that date that the policy is adopted by the Board.

A school that is a local education authority may establish an academic and career counseling program. This program must be established in cooperation with parents and the local community to meet the needs of the students in the community. St. Louis Voices Academy of Media Arts may use the Missouri comprehensive school counseling program as a resource for developing its program.

**POLICY NO: EI0011 - Braille Instruction Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

The Governing Board of St. Louis Voices Academy of Media Arts adopts the following policy effective on that date that the policy is adopted by the Board.

**Section 1. Definitions**

For the purpose of this section, a student is defined as any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

**Section 2. Instruction in Braille**

Section 2.1. A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

Section 2.2. Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

**Section 3. Individualized Education Plan**

An individualized education plan shall include:

- (a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;
- (b) The date on which braille instruction will commence;
- (c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and
- (d) The duration of each session.

**POLICY NO: EI0012 - Human Sexuality and Sexually Transmitted Diseases  
Instruction Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

(1) Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;

(2) Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papillomavirus, hepatitis, and other sexually transmitted diseases;

(3) Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;

(4) Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;

(5) Teach skills of conflict management, personal responsibility, and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another

person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure;

(6) Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.

(7) Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing & Exploited Children's CyberTipline;

(8) Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even amount friends;

(9) Teach pupils about sexual harassment, sexual violence, and consent:

(a) "Consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, the threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent;

(b) "Sexual Harassment" means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate;

(c) "Sexual Violence" means causing or attempting to cause another to engage involuntarily in any sexual act by force, the threat of force, duress, or without that person's consent.

SECTION 2. When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SECTION 3. St. Louis Voices Academy of Media Arts shall notify the parent or legal guardian of each student enrolled in St. Louis Voices Academy of Media Arts of:

(1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and

(2) The parent's right to remove the student from any part of the district's or school's human sexuality instruction.

(3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.

(4) St. Louis Voices Academy of Media Arts will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

**POLICY NO: EI0013 - Physiology Textbook Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 1/5/2022**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Physiology Textbook Policy**

**Section 1. Physiology Textbook**

Section 1.1. The school shall use a physiology textbook that contains at one or more chapters on dental hygiene.

Section 1.2. The chapter(s) on dental hygiene shall convey the proper knowledge to students on the care, function, and relation of the teeth to the general health.

**POLICY NO: EI0014 - Reading Success Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

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The Board of St. Louis Voices Academy of Media Arts adopts the following policy,  
effective on the date of adoption by the Board.

**Reading Success Plan Policy**

1. The School shall adopt and have on file a policy for reading success plans.
2. The School shall provide all parents and guardians, including students who have a substantial deficiency in reading, with suggestions for regular parent-guided home reading.

**POLICY NO: EI0015 - Reading Instruction Act Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Reading Instruction Act Model Policy**

1. “Evidence-based reading instruction” includes practices that have been proven effective through evaluation of the outcomes for large numbers of students and are highly likely to be effective in improving reading if implemented with fidelity.
2. The School shall establish reading programs for kindergarten through grade five based in scientific research.
3. Such reading programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension.
4. All new teachers who teach reading in kindergarten through grade five shall receive training in the areas required under the evidence based reading instruction program.



**POLICY NO: EI0016 - Reading Assessment Policy**

**Board Chair: D. Catchings-Smith**

**Effective Date: 8/9/2023**

The Board of St. Louis Voices Academy of Media Arts adopts the following policy, effective on the date of adoption by the Board.

**Reading Assessment Policy**

1. The School shall assess all students enrolled in kindergarten through grade three at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. The School shall also assess any newly enrolled student in grades one through five.
2. At the beginning of the school year, the School shall provide a reading success plan to any student who:
  - a. Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or
  - b. Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.
3. The School shall provide annual written notification to the parent or guardian of any student in kindergarten through grade three who exhibits a substantial deficiency of the following:
  - a. That the student has been identified as having a substantial deficiency in reading;
  - b. A description of the services currently provided to the child; and
  - c. A description of the proposed supplemental instructional services and supports that the School will provide the student that are designed to remediate the identified area of reading deficiency. For any student who is identified as being at risk for dyslexia or has diagnosis of dyslexia, the School shall provide an explanation that the instruction that will be used to teach the child reading will be explicit, systematic, and diagnostic, and based on phonological awareness, phonics, fluency, vocabulary, comprehension, morphology, syntax, and semantics.
4. The School shall notify the parent or guardian of each student who exhibits a substantial deficiency in reading of the opportunity to attend the summer reading program.

5. If a student has a substantial reading deficiency at the end of third grade, the School shall convene a meeting with the appropriate staff and the student's parent or guardian to discuss whether the student should be retained in grade level. This decision shall be based on all relevant factors including:
  - a. The reading deficiency;
  - b. The student's progress in other subject areas; and
  - c. The student's overall intellectual, physical, emotional, and social development
6. If a student is retained at the end of grade three, a specific plan of action shall be formulated to remedy the student's reading deficiency.
7. The reading success plan shall be provided as appropriate according to student need, free of charge, to remediate the identified areas of reading deficiency, including scientific, evidence-based reading instruction and other strategies. Such strategies may include, but are not limited to:
  - i. Small group or individual instruction;
  - ii. Reduced teacher-student ratios;
  - iii. More frequent progress monitoring;
  - iv. Tutoring or mentoring;
  - v. Extended school day, week, or year; and
  - vi. Summer reading programs.
8. For any student with a formal diagnosis of dyslexia or for a student who was found to be at risk of dyslexia in the statewide dyslexia screening, the School shall provide evidence-based reading instruction that addresses phonology, sound-symbol association, syllable instruction, morphology, syntax, and semantics provided through systematic, cumulative, explicit, and diagnostic methods.
9. No less than four times a year, the School shall notify the parent or guardian of academic or other progress being made by the student. This notification shall include any other information the School wishes to provide the parent or guardian.
10. The School shall provide all parents and guardians with a plan that includes suggestions for regular parent or guardian-guided home reading.

11. The School shall provide intensive reading instruction to each kindergarten through grade five student who is assessed as exhibiting a substantial deficiency in reading. Such instruction shall also comply with the following criteria:
  - a. The assessment shall measure phonemic awareness, phonics, fluency, vocabulary, and comprehension;
  - b. Be provided during regular school hours;
  - c. Provide a reading curriculum that meets the following requirements and specifications:
    - i. Assists students assessed as exhibiting a substantial deficiency in reading to develop the skills to read at grade level;
    - ii. Provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension;
    - iii. Includes a scientifically based and reliable assessment;
    - iv. Provides initial and ongoing analysis of each student's reading progress; and
    - v. Provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects.
12. The School provide a report to the Department of Elementary and Secondary Education regarding specific intensive reading interventions and supports the School implemented as well as the reading assessment data collected for grades kindergarten through five.

**BYLAWS OF  
St. Louis Voices Academy of Media Arts**

A Missouri Nonprofit Corporation

**ARTICLE I: CORPORATION, OFFICES, RECORDS, SEAL**

Section 1.1. The Corporation. St. Louis Voices Academy of Media Arts is a corporation that is organized under the Missouri Nonprofit Corporation Act.

Section 1.2. Principal Office. The principal office and location of this corporation shall be at such place in or outside the State of Missouri as may be designated from time to time by the board of directors.

Section 1.3. Registered Office and Registered Agent. This corporation shall have and continuously maintain a registered office and registered agent in the State of Missouri. The location of the registered office and the name of the registered agent in the State of Missouri shall be as stated in the articles of incorporation or as may be determined from time to time by the board of directors pursuant to the applicable provisions of law.

Section 1.4. Records. This corporation shall keep as permanent records minutes of all meetings of its board of directors, a record of all actions taken by the directors without a meeting, and a record of all actions taken by committees of the board of directors. This corporation shall maintain appropriate accounting records.

This corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time. Without limiting the records required to be kept pursuant to Section 1.4, this corporation shall keep a copy of the following records at its principal office:

- (a) *Its articles or restated articles of incorporation and all amendments to them currently in effect;*
- (b) *Its bylaws or restated bylaws and all amendments to them currently in effect;*
- (c) *A list of the names and business or home addresses of its current directors and officers;*
- (d) *Its most recent annual report delivered to the Missouri secretary of state as required by the Missouri Nonprofit Corporation Act; and*
- (e) *Appropriate financial statements of all income and expenses.*

Section 1.5. Seal. The board of directors may adopt, and may alter at its pleasure, a corporate seal, which would have inscribed thereon the name of this corporation and the words: Corporate Seal – Missouri. The corporate seal may be used by causing it, or a facsimile thereof to be impressed or affixed or to be in any other manner reproduced.

## **ARTICLE II: TYPE OF CORPORATION; PURPOSES**

Section 2.1. Type of Corporation. This corporation is a public benefit corporation. Such designation is made solely for the purposes of Section 355.096.2(2) of the Missouri Nonprofit Corporation Act.

Section 2.2. Purposes Stated in Articles. The purposes of this corporation shall be those nonprofit purposes stated in the articles of incorporation.

## **ARTICLE III: DIRECTORS**

Section 3.1. Directors in Lieu of Members. This corporation shall not have members as such but, in lieu thereof, shall have only a self-perpetuating board of directors.

Section 3.2. Powers. All corporate powers shall be exercised by or under the authority of, and the affairs of this corporation shall be managed under the direction of, the board of directors of this corporation. The board of directors shall have and is vested with all and unlimited powers and authorities, except as it may be expressly limited by law, the articles of incorporation or these bylaws, to supervise, control, direct and manage the property, affairs and activities of this corporation, to determine the policies of this corporation, to do or cause to be done any and all lawful things for and on behalf of this corporation, to exercise or cause to be exercised any or all of its powers, privileges or franchises, and to seek the effectuation of its objects and purposes; provided, however, that (a) the board of directors shall not authorize or permit this corporation to engage in any activity not permitted to be transacted by the articles of incorporation or by a corporation organized under the Missouri Nonprofit Corporation Act, (b) none of the powers of this corporation shall be exercised to carry on activities, otherwise than as an insubstantial part of its activities, which are not in themselves in furtherance of the purposes of this corporation, and (c) all income and property of this corporation shall be applied exclusively for its nonprofit purposes.

This corporation shall not engage in any activity which may not be engaged in by a corporation which is exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future federal internal revenue laws then in effect.

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation. This corporation shall

not

directly or indirectly participate in or intervene (including the publishing or distributing of statements) in, any political campaign on behalf of (or in opposition to) any candidate for public office.

No part of the net earnings or other assets of this corporation shall inure to the benefit of any director, officer, contributor, or other private individual, having, directly or indirectly, a personal or private interest in the activities of this corporation, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in this Section 5.1.

The school's Board shall be the governing body charged with the responsibility for the operation of the public charter school. The most notable responsibilities shall be as follows:

- Create and support a clear mission, vision, and performance objectives;
- Review and maintain bylaws;
- Establish, interpret and enforce policies consistent with the mission;
- Ensure fiscal health of the school including capital assets, operating budgets, fundraising, and endowments;
- Adopt the annual financial budget;
- Approve monthly General Fund and other reports and approve expenditures as required by Board policy;
- Hire, support, manage, and assess the School Leader;
- Require reports of the School Leader concerning the school's progress;
- Evaluate itself annually and develop itself through orientation, ongoing education, and leadership succession planning;
- Establish strategic plans;
- Comply with Missouri's Sunshine Law by adopting a Sunshine Law policy as required by law and otherwise ensuring the board and school comply with the provisions of the Sunshine Law, Ch. 610, RSMo;
- Assure compliance with federal and state laws, regulations and rules;
- Assist in development of plans and specifications and provide financing for

school facilities;

- Act as a final appeals board for personnel, parent, and student grievances;



- Hear communications, either written or oral, from stakeholders related to matters of policy;
- Act as charter school advocates and liaisons between the community and school;
- Meeting the terms of the charter and attaining established goals and objectives set forth in the charter document; and
- Meeting the legislative intent of raising student achievement and ensuring the school operates in a fiscally responsible manner evidenced by an unqualified audit annually.

Section 3.3. Number and Qualifications. The directors of this corporation shall be no less than three in number. All directors must be natural persons. As specified by state law (§160.400.15 RSMo), no member of the board shall hold any other office or employment from the board while serving as a member of the board; no member of the board shall have any substantial interest (see §105.450 RSMo for a definition) in any entity employed by or contracting with the board; no member of the board shall be an employee of a company that provides substantial services to the charter school. Any person who does not meet the requirements of state law may not serve as a director.

Section 3.4. Election and Terms of Office. Founding directors refer to the first six members of the board of directors. All other directors shall be referred to as directors. Each founding director named in the articles of incorporation shall hold office for a term of two years, until the third annual meeting of the board of directors and until the term of office of such director's successor has commenced, or until such director's earlier death, incapacity, disqualification, resignation or removal, except that founding directors who are elected officers as of the date these Bylaws are adopted shall hold office for a term of three years, until the fourth annual meeting of the board of directors and until the term of office of such director's successor has commenced, or until such director's earlier death, incapacity, disqualification, resignation or removal. At the third annual meeting and at every following annual meeting of the board of directors thereafter, as the first order of business of the meeting, new directors shall be elected by the board of directors, those directors whose terms expire with such annual meetings. A person so elected as a director shall serve for a term of two years until the annual meeting and until the term of office of such director's successor has commenced, or until such director's earlier death, incapacity, disqualification, resignation, or removal.

Any director may be elected for successive terms. Notwithstanding the foregoing, no director shall be elected as such director for more than five consecutive full terms. A director who has served five consecutive full terms is not eligible to serve as director for another consecutive term. The election in respect of five consecutive full terms shall

not be deemed to include any term of less than two full years; provided, however, (a) that in the case of replacements to fill vacancies in the tenure of directors a period of nine months or more shall be computed as of one year, and (b) that the term of a director elected at an annual meeting of the board of directors for a period expiring with the second following annual meeting of the members shall be treated as a full term of two years, notwithstanding any change or changes in the dates of the annual meeting in the years involved.

Section 3.5. Commencement of Term of Office. The term of office of a person elected a director shall not commence until the time the person accepts the office of director either by a written acceptance to any member of the board of directors or by participating in the affairs of this corporation at a meeting of the board of directors or otherwise.

Section 3.6. Vacancies. Vacancies on the board of directors resulting from the death, resignation, removal, incapacity, or disqualification of a director, or by reason of an increase in the number of directors or the failure of an elected director to accept the office of director, may be filled by a majority vote of the remaining members of the board of directors (even though the directors remaining in office constitute fewer than a quorum) at any annual meeting or at a special meeting called for that purpose. A director elected to fill a vacancy shall meet any qualifications set forth in these bylaws and shall serve for the unexpired term of such director's predecessor and until the term of office of such director's successor has commenced.

Section 3.7. Compensation. No director shall receive compensation from this corporation for any service such person may render to it as a director. However, a director may be reimbursed for such director's actual expenses reasonably incurred in attending meetings and in rendering service to this corporation in the administration of its affairs.

Section 3.8. Committees. The board of directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of two or more directors and shall have and exercise the authority of the board in the management of this corporation to the extent provided in the designating resolution. Other committees not having the authority of the board of directors in the management of this corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Each such committee shall have such duties and authority as are from time to time delegated to it by the board of directors.

Committees of the board of directors and members of such committees are governed by Article IV of these bylaws with respect to meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements; provided, however, that no committee shall be required to hold an annual meeting and provided, further, that a

majority of the number of persons serving on a committee immediately before a meeting begins shall constitute a quorum for the transaction of business at such meeting of such committee.

All committees so appointed shall, unless otherwise provided by the board of directors in the case of committees not having the authority of the board of directors, keep regular minutes of the transactions of their meetings and shall cause such minutes to be recorded in books kept for that purpose in the office of this corporation and shall report the same to the board of directors at or prior to its next meeting. The secretary or an assistant secretary of this corporation may act as secretary of any such committee if the committee so requests.

A committee of the board may not:

- (a) *authorize distributions to directors, officers, agents or employees except in exchange for value received;*
- (b) *approve or recommend dissolution, merger or the sale, pledge or transfer of all or substantially all of this corporation's assets;*
- (c) *unless otherwise stated in these bylaws or the articles of incorporation, elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or*
- (d) *adopt, amend, or repeal the articles of incorporation or these bylaws.*

Section 3.9. Resignation. Any director may resign from the board of directors by delivering a written notice thereof to the board of directors, its presiding officer, or to the president or secretary of this corporation. Such resignation shall be effective when such notice is delivered, unless a later date is specified in the notice.

Section 3.10. Removal. A director may be removed without cause by a vote of two-thirds of the directors then in office.

## **ARTICLE IV: MEETINGS OF DIRECTORS**

Section 4.1. Annual Meetings of the Board-Notice. An annual meeting of the board of directors shall be held on the first business day of June each year, commencing in 2022, if not a legal holiday, and if a legal holiday, then on the next business day following. Notice of an annual meeting shall be given and effective to each director not less than five days before the date of the annual meeting.

Section 4.2. Regular Meetings In addition to the annual meeting, the board of directors

may hold regular meetings at such time and place as may be determined from time to time by resolution of the board. Any business may be transacted at a regular meeting. All regular meetings shall comply with Missouri's Sunshine Law.

Section 4.3. Special Meetings Special meetings of the board of directors may be called by the chairman of the board, by the president or by at least 20 percent of the directors to be held at any time and for any purpose or purposes. Special meetings shall be held at the principal office of this corporation or at such place or places, within the State of Missouri, as the board of directors shall have determined.

Section 4.4. Notice of Meetings

(a) *Written notice of each special meeting of the board, stating the place, day and hour of the meeting and the purpose or purposes thereof, shall be provided to each director by the officer or directors calling the special meeting and shall be given and effective at least two days before the day on which the meeting is to be held.*

(b) *Whenever notice is required to be given to a director, such notice shall be mailed, sent by facsimile, or personally delivered to such director. Such notice shall be deemed given and effective on the date determined in accordance with Article VIII of these bylaws.*

(c) *Refer to Article XI additional notice provisions. The board of directors shall ensure that the charter school operates in compliance with Chapter 610, RSMo.*

"Notice" and "call" with respect to such meetings shall be deemed to be synonymous.

Section 4.5. Quorum. Unless otherwise required by law or provided elsewhere in these bylaws, the presence of two-thirds of the directors in office immediately before a meeting begins shall be requisite for and shall constitute a quorum for the transaction of business at all meetings; provided, however, that in no event shall fewer than two directors constitute a quorum. The act of a majority of the directors present at a meeting at which a quorum is present shall be valid as the act of the board of directors except in those specific instances in which a larger vote may be required by law, by the articles of incorporation or by these bylaws.

Section 4.6. Adjournment. If the quorum specified above should not be present at any such meeting, but at least one-third of the directors in office are present, the directors present shall have power successively to adjourn the meeting, and to act as a quorum for such limited purpose, without notice other than announcement at the meeting, to a specified date. At any such adjourned meeting at which a quorum shall be present any business may be transacted that could have been transacted at the original session of

the meeting. Any meetings conducted under this section shall comply with Missouri's Sunshine Law.

Section 4.7. Voting. Each director present at any meeting shall be entitled to cast one vote on each matter coming before such meeting for decision.

Section 4.8. Meetings by Conference Telephone or Similar Communications Equipment. Members of the board of directors of this corporation may participate in a meeting of the board by conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting in such manner shall constitute presence in person at the meeting. Any meetings conducted under this section shall comply with Missouri's Sunshine Law.

Section 4.9. Action Without a Meeting. Any action which is required to be or may be taken at a meeting of the directors may be taken without a meeting if one or more written consents describing the action so taken are signed by all members of the board. The consents shall have the same force and effect as a vote at a meeting duly held and may be described as such in any document. The secretary shall file such consents with the minutes of the meetings of the board of directors.

## **ARTICLE V: OFFICERS**

Section 5.1. General. The officers of this corporation shall be a president, a secretary, a treasurer, and such other officers as the board of directors may elect, including but not limited to a chairman of the board of directors, vice president, assistant secretaries, and assistant treasurers. The chairman of the board, if any, and the president shall be elected from among the members of the board of directors and shall at all times while holding such office be a member of the board of directors. The same person may simultaneously hold more than one office in this corporation.

The officers shall be first elected by the board of directors named in the articles of incorporation at the first meeting of the board, to serve at the pleasure of the board until the first annual meeting of the board of directors or until their earlier death, incapacity, disqualification, resignation, or removal. At the first and each subsequent annual meeting of the board of directors, the newly elected board shall elect officers to serve at the pleasure of the board until the next annual meeting of the board or until their earlier death, incapacity, disqualification, resignation, or removal.

Each officer of this corporation who is not reelected at the annual meeting of the board next succeeding such officer's election and at which any officer of this corporation is elected shall be deemed to have been removed by the board unless the board provides otherwise at the time of such officer's election.

The election of an officer does not itself create contract rights.

Section 5.2. Resignation. An officer may resign by delivering a written notice thereof to the board of directors, its presiding officer, or to the president or secretary of this corporation. Such resignation shall be effective when such notice is delivered unless a late date is specified in the notice.

Section 5.3. Removal. Any officer or any employee or agent of this corporation may be removed or discharged for any lawful purpose by the board of directors at any time with or without cause, but such removal or discharge shall not affect the contract rights, if any, of the person so removed or discharged.

Section 5.4. Compensation. No officer who is also a member of the board of directors shall receive any salary or compensation for serving as a director. Salaries and compensation of all officers and of all other agents and employees of this corporation, if any, may be fixed, increased or decreased by the board of directors, but until action is taken with respect thereto by the board of directors, the same may be fixed, increased or decreased by the chairman of the board, president, or such other officer or officers as may be empowered by the board of directors to do so; provided, however, that no person may fix, increase or decrease such person's own salary or compensation. Each officer may be reimbursed for actual expenses if they are reasonable and incurred in connection with the business and activities of this corporation.

Section 5.5. Vacancies. Vacancies caused by the death, incapacity, disqualification, resignation, or removal of an officer of this corporation shall be filled by the board of directors at any annual or other regular meeting or at any special meeting called for that purpose, and such person or persons so elected to fill any such vacancy shall serve at the pleasure of the board until the next annual meeting of the board or until such person's earlier death, incapacity, disqualification, resignation, or removal.

Section 5.6. Delegation of Authority. The board of directors may from time-to-time delegate any of the functions, powers, duties, and responsibilities of any officer to any other officer or to any agent or employee of this corporation or other responsible person. In the event of such delegation, the officer from whom any such function, power, duty, or responsibility has been transferred shall thereafter be relieved of all responsibility for the proper performance or exercise thereof.

Section 5.7. The Chairman of the Board. If a chairman of the board is elected, the chairman shall preside at all meetings of the board of directors at which the chairman may be present and shall have such other duties, powers and authority as may be prescribed elsewhere in these bylaws. The board of directors may delegate such other authority and assign such additional duties to the chairman of the board, other than those conferred by law exclusively upon the president, as it may from time to time determine,



and, to the extent permissible by law, the board may designate the chairman of the board as the chief executive officer of this corporation with all of the powers otherwise conferred upon the president of this corporation under Section 7.8, or it may, from time to time, divide the responsibilities, duties and authority for the general control and management of this corporation's properties and affairs between the chairman of the board and the president.

Section 5.8. The President. Unless the board otherwise provides, the president shall be the chief executive officer of this corporation and shall have such general executive powers and duties of supervision and management as are usually vested in the office of the chief executive officer of a corporation, and the president shall carry into effect all directions and resolutions of the board. In the absence of the chairman of the board or if there is no chairman of the board, the president shall preside at all meetings of the board of directors at which the president may be present. If the board of directors does not appoint an Executive Director pursuant to Article VIII of these bylaws or upon the death or during the absence, disability, or inability or refusal to act of any Executive Director so appointed, the president may exercise all of the powers and perform all of the duties of the Executive Director.

The president may execute all bonds, notes, debentures, mortgages, and other contracts requiring a seal, under the seal of this corporation, may cause the seal to be affixed thereto, and may execute all other contracts and instruments for and in the name of this corporation.

If a chairman of the board be elected and designated as the chief executive officer of this corporation, as provided in Section 7.6, the president shall perform such duties as may be specifically delegated to the president by the board of directors or are conferred by law exclusively upon the president, and upon the death or during the absence, disability, or inability or refusal to act of the chairman of the board, the president shall perform the duties and exercise the powers of the chairman of the board.

Unless otherwise specifically provided by the board of directors, the president shall have the right to participate in any meeting of any committee of the board of directors, whether or not the president is a member of such committee; provided, however, that unless the board of directors otherwise directs, the president shall not be entitled to vote at, and shall not be counted for purposes of determining whether a quorum is present at, any meeting of a committee of which the president is not a member.

The president shall have such other duties, powers and authority as may be prescribed elsewhere in these bylaws or by the board of directors.

Section 5.9. The Vice President. If one or more vice presidents is elected, shall work in cooperation with the president and shall perform such duties as the board of directors

may assign. In the event of the death or during the absence, incapacity, or inability or refusal to act of the president, the vice president (in order of seniority if there is more than one vice president) shall be vested with all the powers and perform all the duties of the office of president until the board otherwise provides.

Section 5.10. The Secretary. The secretary shall attend the meetings of the board of directors and shall prepare or cause to be prepared minutes of all proceedings at such meetings and shall preserve them in the minute book of this corporation to be kept for that purpose. The secretary shall perform similar duties for any committee when requested by any such committee. In addition, the secretary shall have the following duties:

- (a) act as custodian of all the books, papers and records of this corporation and authenticate records of this corporation;*
- (b) furnish the board, upon request, a full, true and correct copy of any book, paper or record in the secretary's possession;*
- (c) act as custodian of the seal of this corporation and when authorized to do so shall affix it to any instrument requiring the seal, and when so affixed, shall attest the seal;*
- (d) give or cause to be given notice of the meetings of the board of directors, but this shall not lessen the authority of others to give such notice as provided in these bylaws;*
- (e) exercise and discharge the general duties, powers and responsibilities of a secretary of a corporation; and*
- (f) exercise and discharge such other or further duties or authority as may be prescribed elsewhere in these bylaws or from time to time by the board of directors.*

Section 5.11. The Treasurer. The treasurer shall have supervision and custody of all moneys, funds and credits of this corporation and shall cause to be kept full and accurate accounts of the receipts and disbursements of this corporation in books belonging to it. The treasurer shall keep or cause to be kept all other books of account and accounting records of this corporation as shall be necessary, and shall cause all moneys and credits to be deposited in the name and to the credit of this corporation in such accounts and depositories as may be designated by the board of directors. The treasurer shall disburse or permit the disbursement of funds of this corporation in accordance with the authority granted by the board of directors. The treasurer shall be relieved of all responsibility for any moneys or other valuable property or the disbursement thereof



committed by the board of directors to the custody of any other person or corporation, or the supervision of which is delegated by the board to any other officer, agent or employee.

The treasurer shall render to the president, the Executive Director or the board of directors, whenever requested by any of them, a report on all financial transactions of this corporation and the financial condition of this corporation.

The treasurer shall be bonded at this corporation's expense if the board of directors so requires.

The treasurer shall have the general duties, powers and responsibilities of a treasurer of a corporation, shall be the chief financial and accounting officer of this corporation and shall have and perform such other duties, responsibilities and authorities as may be prescribed from time to time by the board of directors.

Section 5.12. Assistant Secretary and Assistant Treasurer. Each assistant secretary or assistant treasurer, if any, in order of their seniority, in the event of the death or during the absence, incapacity, inability or refusal to act of the secretary or treasurer, respectively, shall perform the duties and exercise the powers of said respective officers until the board provides otherwise and shall perform such other duties as the directors may from time to time prescribe.

## **ARTICLE VI: EXECUTIVE DIRECTOR**

The board of directors may appoint a person to exercise all of the powers and perform all of the duties set forth in this Article VIII and shall designate such a person so appointed as the Executive Director. The Executive Director shall have such general powers and duties of supervision and management as are usually vested in the office of the chief administrative officer of a corporation. The Executive Director shall direct the day to day affairs of this corporation including supervising all employees of this corporation, reporting to the board of directors any violation of the rules and regulations (if any), collecting any charges or fees, and keeping records in the form prescribed from time to time by the board of directors and reporting thereon whenever so requested by the board of directors. The Executive Director shall be directly responsible to the board and shall report directly to the board.

The Executive Director shall cause to be prepared and shall submit to the board for its approval an annual budget and all supplements thereto for each fiscal year. The Executive Director shall submit to the board of directors at its annual meeting a report summarizing the operations and affairs of this corporation and its activities during the preceding year and setting forth the plans, programs or projects for future development, with such suggestions and recommendations as such officers shall deem appropriate.

The Executive Director shall also make such reports to the board of directors as may be appropriate, or which may be required by these bylaws, or by the board.

The Executive Director shall have the power to employ, remove and suspend all agents and employees not elected or appointed by the board of directors, to determine the duties and responsibilities of such persons, to create such titles for such persons as such officer may deem desirable to enable them to execute their duties and responsibilities, and to fix and change the compensation of such persons.

The Executive Director (if not a director) may be invited to participate in any meeting of the board of directors and any committee thereof, whether or not a member thereof; provided, however, that the Executive Director shall not be entitled to vote at, and shall not be counted for purposes of determining whether a quorum is present at, any meeting of (i) the board of directors, if the Executive Director is not a director, or (ii) a committee, if the Executive Director is not a member of such committee.

The Executive Director shall be bonded at this corporation's expense if the board of directors so requires.

The Executive Director shall have such other or further duties and authority as may be prescribed elsewhere in these bylaws or the rules and regulations (if any) or from time to time by the board of directors.

In the event of the death or during the absence, incapacity, or inability or refusal to act of the Executive Director, the board of directors or president shall designate some other person to exercise, and in the absence of such designation the president may exercise, all of the powers and perform all of the duties of the Executive Director.

## **ARTICLE VII: GENERAL PROVISIONS**

Section 7.1. Depositories and Checks. The moneys of this corporation shall be deposited in such manner as the directors shall direct in such banks or trust companies as the directors may designate and shall be drawn out by checks signed in such manner as may be provided by resolution adopted by the board of directors.

Section 7.2. Bonds. Any officer or employee handling money of this corporation shall be bonded at this corporation's expense if the board of directors so requires.

Section 7.3. Custodian of Securities. The board of directors may from time to time appoint one or more banks or trust companies to act for reasonable compensation as custodian of all securities and other valuables owned by this corporation, and to exercise in respect thereof such powers as may be conferred by resolution of the board of directors. The board of directors may remove any such custodian at any time.

Section 7.4. Annual Audit. The board of directors shall direct an annual audit of the books of account and financial records of this corporation be performed by an independent accounting firm.

Section 7.5. Liability and Indemnification of Directors and Officers.

- (a) Limitation of Liability. No person shall be liable to this corporation for any loss, damage, liability, or expense suffered by it on account of any action taken or

omitted to be taken by such person as a director, officer, employee, or agent of this corporation or of any Other Enterprise in which such person serves as a director, officer, employee, or agent at the request of this corporation, if such person (i) exercised the same degree of care and skill as a prudent person would have exercised under the circumstances in the conduct of such person's own affairs, or (ii) took or omitted to take such action in reliance upon information, opinions, reports, or statements including financial statements and other financial data, prepared or presented by third parties whom the director, officer, employee or agent reasonably believes to be reliable and competent in the matters presented.

(b) Indemnification, Generally. In addition to and without limiting the rights to indemnification and advancement of expenses specifically provided for in the other paragraphs of this Section 7.5, this corporation shall indemnify and advance expenses to each person who is or was serving as a director or officer of this corporation or serving at this corporation's request as a director, officer, employee or agent to the full extent permitted by the laws of the State of Missouri as in effect on the date of the effectiveness of this Section 7.5 and as may hereafter be amended.

(c) Right to Indemnification. This corporation shall indemnify each person who has been or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, investigative or appellate (regardless of whether such action, suit or proceeding is by or in the right of this corporation or by third parties) by reason of the fact that such person is or was serving as a director or officer of this corporation or serving at this corporation's request as a director, officer, employee or agent in an Indemnifiable Capacity against all liabilities and expenses, including, without limitation, judgments, amounts paid in settlement, attorneys' fees, ERISA excise taxes or penalties, fines and other expenses, actually and reasonably incurred by such person in connection with such action, suit or proceeding (including without limitation the investigation, defense, settlement or appeal of such action, suit or proceeding); provided, however, that this corporation shall not be required to indemnify or advance expenses to any person from or on account of such person's conduct which was finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful misconduct; provided, further, that this corporation shall not be required to indemnify or advance expenses to any person in connection with an action, suit or proceeding initiated by such person unless the initiation of such action, suit or proceeding was authorized in advance by the board of directors of this corporation. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or under a plea of nolo contendere or its equivalent, shall not, of itself,

create a presumption that such person's conduct was finally adjudged to have been knowingly fraudulent, deliberately dishonest or willful misconduct.

(d) Determination of Right to Indemnification. Prior to indemnifying a person pursuant to the provisions of this Section 7.5, unless ordered by a court and except as otherwise provided by this Section 7.5, this corporation shall determine that such indemnification is proper because such person has met the specified standard of conduct entitling such person to indemnification as set forth in this Section 7.5. Any determination that a person shall or shall not be indemnified under the provisions of this Section 7.5 shall be made (i) by the board of directors by a majority vote of a quorum consisting of directors who were not parties to the action, suit or proceeding, or (ii) if such quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, and such determination shall be final and binding upon this corporation; provided, however, that in the event such determination is adverse to the person to be indemnified hereunder, such person shall have the right to maintain an action in any court of competent jurisdiction against this corporation to determine whether or not such person has met the requisite standard of conduct and is entitled to such indemnification hereunder. For the purposes of such court action, an adverse determination as to the eligibility of a person for indemnification made pursuant to any of clauses (i), (ii) or (iii) of this paragraph (d) shall not constitute a defense to such action nor create a presumption regarding such person's eligibility for indemnification hereunder. If such court action is successful and the person is determined to be entitled to such indemnification, such person shall be reimbursed by this corporation for all fees and expenses (including attorneys' fees) actually and reasonably incurred in connection with any such action (including without limitation the investigation, defense, settlement or appeal of such action).

(e) Advancement of Expenses. Expenses (including attorneys' fees) actually and reasonably incurred by a person who may be entitled to indemnification hereunder in defending an action, suit or proceeding, whether civil, criminal, administrative, investigative or appellate, shall be paid by this corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount unless it shall ultimately be determined that such person is entitled to indemnification by this corporation. Notwithstanding the foregoing, no advance shall be made by this corporation if a determination is reasonably and promptly made by (i) the board of directors by a majority vote of a quorum consisting of directors who were not parties to the action, suit or proceeding for which the advancement is requested, or (ii) if a quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, by independent legal counsel in a written

opinion, that, based upon the facts known to the board or counsel of this corporation at the time such determination is made, such person acted in bad faith and in a manner that such person did not believe to be in or not opposed to the best interest of this corporation, or, with respect to any criminal proceeding, that such person believed or had reasonable cause to believe such person's conduct was unlawful. In no event shall any advance be made in instances where the board or independent legal counsel reasonably determines that such person deliberately breached such person's duty to this corporation.

(f) Non Exclusivity. The indemnification and, to the extent permitted by the laws of the State of Missouri, the advancement of expenses provided by Section 9.6 shall not be exclusive of any other rights to which those seeking indemnification or advancement of expenses may be entitled under section 537.117, RSMo, under any other provision of law, under the articles of incorporation or these bylaws or under any agreement, or vote of disinterested directors, policy of insurance or otherwise, both as to action in their official capacity and as to action in another capacity while holding their respective offices, and shall not limit in any way any right which this corporation may have to make additional indemnifications with respect to the same or different persons or classes of persons. The indemnification and advancement of expenses provided by, or granted pursuant to Section 9.6 shall continue as to a person who has ceased to serve in an Indemnifiable Capacity and shall inure to the benefit of the heirs, executors, administrators and estate of such a person.

(g) Insurance. This corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, agent or employee of this corporation, or is or was serving at the request of this corporation as a director, officer, agent or employee of any Other Enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not this corporation would have the power to indemnify such person against such liability under the provisions of this Section 9.6.

(h) Vesting of Rights. The rights granted or created hereby shall be vested in each person entitled to indemnification hereunder as a bargained for, contractual condition of such person's serving or having served in an Indemnifiable Capacity and while Section 9.6 may be amended or repealed, no such amendment or repeal shall release, terminate or adversely affect the rights of such person under Section 9.6 with respect to any act taken or the failure to take any act by such person prior to such amendment or repeal or with respect to any action, suit or proceeding with respect to such act or failure to act filed before or after such amendment or repeal.

(i) Definition of "this corporation". For purposes of Section 9.6, other than paragraph (c) of Section 9.6, references to "this corporation" shall, if and only if the board of directors shall determine, include, in addition to the resulting or surviving corporation, any constituent corporation (including any constituent of a constituent) absorbed in a consolidation or merger, which, if its separate existence had continued, would have had power and authority to indemnify its directors or officers or persons serving at the request of such constituent corporation as a director, officer, employee, or agent of any Other Enterprise, so that any person who is or was a director or officer of such constituent corporation, or is or was serving at the request of such constituent corporation as a director, officer, employee, or agent of any Other Enterprise, shall stand in the same position under the provisions of Section 9.6 with respect to the resulting or surviving corporation as such person would have with respect to such constituent corporation if its separate existence had continued.

(j) Certain Definitions. For purposes of Section 9.6:

(i) References to serving in an "Indemnifiable Capacity" shall mean service by a person as a director or officer of this corporation or service by a person at this corporation's request as a director, officer, employee or agent of any Other Enterprise (as hereinafter defined);

(ii) References to "Other Enterprises" or "Other Enterprise" shall include without limitation any other corporation, partnership, limited liability company, joint venture, trust or employee benefit plan;

(iii) References to "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan;

(iv) References to "defense" shall include investigations of any threatened, pending or completed action, suit or proceeding as well as appeals thereof and shall also include any defensive assertion of a cross claim or counterclaim;

(v) References to "serving at the request of this corporation" shall include any service as a director, officer, employee, or agent of a corporation which imposes duties on, or involves services by, such director, officer, employee, or agent with respect to an employee benefit plan, its participants, or beneficiaries;

(vi) A person who acted in good faith and in a manner such person reasonably believed to be in the interest of the participants and beneficiaries of an employee benefit plan shall be deemed to have acted in a manner "not opposed to the best interests of this corporation";



(vii) Unless the board of directors of this corporation shall determine otherwise, any director or officer of this corporation who shall serve as a director, officer, employee, or agent of any Other Enterprise of which this corporation, directly or indirectly, is a shareholder or creditor, or in which this corporation is in any way interested, shall be presumed to be serving as such director, officer, employee, or agent at the request of this corporation; and

(viii) In all other instances where any person shall serve as a director, officer, employee, or agent of any Other Enterprise, if it is not otherwise established that such person is or was serving as such director, officer, employee, or agent at the request of this corporation, the board of directors of this corporation shall determine whether such person is or was serving at the request of this corporation, and it shall not be necessary to show any actual or prior request for such service, which determination shall be final and binding on this corporation and the person seeking indemnification.

(k) Severability. If any provision of Section 9.6 or the application of any such provision to any person or circumstance is held invalid, illegal or unenforceable for any reason whatsoever, the remaining provisions of Section 9.6 and the application of such provision to other persons or circumstances shall not be affected thereby and to the fullest extent possible the court finding such provision invalid, illegal or unenforceable shall modify and construe the provision so as to render it valid and enforceable as against all persons or entities and to give the maximum possible protection to persons subject to indemnification hereby within the bounds of validity, legality, and enforceability. Without limiting the generality of the foregoing, if any person who is or was serving in an Indemnifiable Capacity is entitled under any provision of Section 9.6 to indemnification by this corporation for some or a portion of the judgments, amounts paid in settlement, attorneys' fees, ERISA excise taxes or penalties, fines or other expenses actually and reasonably incurred by any such person in connection with any threatened, pending or completed action, suit or proceeding (including without limitation, the investigation, defense, settlement or appeal of such action, suit or proceeding), whether civil, criminal, administrative, investigative or appellate, but not, however, for all of the total amount thereof, this corporation shall nevertheless indemnify such person for the portion thereof to which such person is entitled.

## **ARTICLE VIII: NOTICE**

Any notice required or desired to be given under these bylaws or otherwise to any director shall be given in writing and shall be deemed given and effective at the earliest of the following:



- (a) *when received by the director being notified;*
- (b) *five days after deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with first class postage affixed;*
- (c) *on the date shown on the return receipt, if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee; and*
- (d) *30 days after its deposit in the United States mail, as evidenced by the postmark, if mailed correctly addressed and with other than first class, registered or certified postage affixed.*

Written notice is correctly addressed to a director if addressed to the director's address shown on this corporation's current records.

### **ARTICLE IX: FISCAL YEAR**

The fiscal year for this corporation will run from July 1st - June 30th each year. The board of directors shall have the power to fix and from time to time change the fiscal year of this corporation. In the absence of action by the board of directors, however, the fiscal year of this corporation shall end each year on the date this corporation treated as the close of its first fiscal year, until such time, if any, as the fiscal year shall be changed by the board of directors.

### **ARTICLE X: AMENDMENTS**

Except as otherwise specifically provided in these bylaws, the bylaws of this corporation may be amended or new bylaws adopted upon the approval of a majority of all directors in office. If an amendment is to be approved at a meeting of the board of directors, 30 days' notice of the meeting must be given by the chairman of the board, the president, or at least 20 percent of the directors then in office. The notice must state that the purpose of the meeting is to consider a proposed amendment to the bylaws and contain or be accompanied by a copy or summary of the amendment. This corporation shall keep at its principal office a copy of the bylaws, as amended, which shall be open to inspection by any board member at all reasonable times during office hours.

### **ARTICLE XI: OPEN MEETINGS AND RECORDS**

Notwithstanding any other provision of these bylaws, the board of directors shall comply with the requirements in Chapter 610, RSMo, when conducting public business. The board of directors shall ensure that the charter school operates in compliance with Chapter 610, RSMo.

Section 610.028, RSMo, requires that a body subject to the law adopt a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo. The board shall adopt an initial Sunshine Law Policy as required by law, and thereafter, the Executive Director is delegated the authority to make modifications to the policy, or to adopt more detailed policies, with notice to the board of directors. The Executive Director shall, at least annually, review the policy or policies to ensure they continued compliance with the Missouri Sunshine Law, due to possible legislative changes or court decisions.

The board of directors shall review and become familiar with the Sunshine Law and its requirements, and may do so by reference to the Missouri Attorney General's web pages or publications on the same.

The Executive Director and any persons designated to handle public records requests shall also review and become familiar with the Sunshine Law and its requirements, and may do so by reference to the Missouri Attorney General's web pages or publications on the same.