



ST. LOUIS
VOICES ACADEMY
OF MEDIA ARTS

EMPLOYEE HANDBOOK

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Dr. Hollie Russell-West, Executive Director

Jazminique Holley, Head of Schools

This handbook is designed to support staff with day-to-day procedures and provide a clear understanding of their responsibilities. Please note that this handbook is subject to review and change. All employees are governed by St. Louis Voices Academy's HR policies. It is essential that all employees adhere to SLVA's policies. For detailed, board-approved human resource policies, please refer to the following link:

<https://docs.google.com/document/d/1VplydiXHstqugXtv7PBfCy3bHu2UMKQzgCDtdExeFU/edit?usp=sharing>.

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VISION STATEMENT

St. Louis Voices Academy will nurture a generation of leaders who bring a critical eye to the world around them, uplift important and diverse stories, and chart their own course. We will work with parents, administrators, and teachers to create a critical lens through which our students can view the world around them and empower them to impact their community.

MISSION STATEMENT

The mission of St. Louis Voices Academy is to leverage media arts and storytelling to equip students with the agency to excel academically, author their own futures, and make meaningful contributions in their communities.

CORE VALUES

Voice

Ownership

Innovation

Collaboration

Empathy

Scholarship

PILLARS

Media and Storytelling - Media is the tool our students use to create their own stories and demonstrate their findings and understanding of educational themes. Students learn to use different mediums, print, digital, and internet, including the use of audio, photography, video, printing equipment, software, and internet applications to manipulate and publish content.

Real-World Inquiry - Learning is active, and students are engaged in discovery, grappling, and meaning-making. We define inquiry as the process of asking questions and seeking answers. Students develop problem-solving skills to seek answers inside and outside of school.

Whole Child Development - Our students are not just academic outcomes: they are human beings who have unique ideas, feelings, and aspirations. We honor this by helping students understand and articulate their strengths, identify and communicate emotions, and implement strategies to work through challenging emotions.

Progressive Learner Autonomy - Controlling every aspect of students' academic and social lives does not create independent thinkers. We provide our learners with autonomy that creates a sense of self-efficacy and self-confidence in students' abilities to navigate in different learning environments and their communities successfully.

MEMORANDUM

TO: SLVA Staff

FROM: Dr. Hollie Russell-West, Executive Director
St. Louis Voices Academy of Media Arts

RE: Welcome Letter from the Executive Director

Welcome to a new school year at St. Louis Voices Academy of Media Arts. I am pleased to serve as the Executive Director, and I look forward to working with such a dedicated staff. We will make an awesome team.

My priority is to provide leadership that facilitates excellence in academics and character. With your expertise, we will provide an educational program that is academically rigorous and engaging for all students. We will lead our students to success by providing them with the right opportunities at the right time and with the right support. While you do this for students, I will do this for each of you. I sincerely desire to provide expanded opportunities for all of our stakeholders so that St. Louis Voices Academy of Media Arts becomes the “school of choice” for city residents.

We have a unique opportunity to develop a stellar academic program for our students. Our efforts will ensure their success throughout their educational experiences and beyond. It all depends on our commitment and our efforts. We choose our destiny. Let’s make it GREAT!

St. Louis Voices Academy of Media Arts welcomes aboard several new staff members. Please take time to ensure that they feel like they are part of the SLVA family. Let’s learn and grow through our relationships, old and new.

I am honored to be part of the St. Louis Voices Academy of Media Arts Staff and look forward to great things.



APPROPRIATE LANGUAGE & BEHAVIOR

We are committed to fostering an inclusive and respectful environment for all students, families, and staff. It's important to recognize that what may seem appropriate to one person could be offensive to another. Therefore, we expect all individuals to use language and exhibit respectful and considerate behavior at all times, especially in the presence of students, families, and colleagues. Maintaining this standard of appropriateness is essential to creating a positive and welcoming atmosphere where everyone feels valued and respected.

ARRIVAL

Drop-offs begin at 8:00 a.m. A staff member will escort students to the 2nd floor (via the stairway) and go directly to the breakfast area. Breakfast starts at 8:00 a.m. and ends at 8:30 a.m. Students will begin class meetings promptly at 8:30 a.m.

Parents may drop students off before 8:00 a.m. for before-school care. School hours are 8:30 a.m. – 4:00 p.m. each day. Parents must walk students into the building and sign them in if students arrive after 8:30 a.m.

Teachers will:

- Arrive (hands-free of mugs, cups, and cell phones.) "on active duty" at 8:10 a.m.

Students will:

- Enter the building on Olive through the front door. Take the stairway to the 2nd floor.
- Eat breakfast following the cafeteria's expectations.
- Use the lavatory as necessary before proceeding to class.
- Proceed to class following the hall expectations.

ASSEMBLIES

Assemblies are intended to be educational and entertaining. They also allow students to learn to be great audiences. It is the individual teacher's responsibility to instruct students that talking, whispering, whistling, stamping of feet, and booing are not acceptable behaviors.

The office staff will:

- Notify studios/groups when it is time to transition to the common area.

Teachers will:

- Inform their students of the assembly.
- Discuss expectations for participation.
- Escort their studios to the assembly and be seated with their students.
- Assist with the success of the assembly.

Students will:

- Proceed to assembly following hall expectations.
- Enter and sit quietly as directed by adults.
- Be seated in their assigned studio lines.
- Participate in assemblies as necessary.
- Be removed if they have difficulty following assembly guidelines.

ASSESSMENTS

All staff members will adhere to SLVA's testing schedule, administration policies and instructions, and code of ethics for benchmark test NWEA. Training will be provided by the test coordinator (School Culture Coordinator).

Test Coordinator(s) will:

- Develop the testing schedules.
- Update rosters with new students and their login information.
- Train teachers on testing protocols as needed.
- Provide testing documents, instructions, and schedules to teachers.
- Prepare the computer lab for testing.
- Support teachers in getting students logged in for testing.
- Serve as proctors as necessary.

Teachers will:

- Review testing materials and instructions before testing.
- Escort students to the testing location.
- Ensure that student testing information is accurate.
- Review testing expectations with students.
- Monitor students during testing.
- Complete all documents neatly and correctly; submit according to established timelines.

Students will:

- Follow procedures for testing.
- Memorize their login information and enter it when required.
- Work hard to complete all parts of the assessment.
- Use testing strategies to select the best responses.
- Bring a book to read quietly when testing is done.

ATTENDANCE (STAFF)

The school year has only 188 contact days. It is important that students have the advantage of their teacher's skill for as many of these days as possible. The administration recognizes that illnesses, injuries, and personal situations arise. Each staff member is allotted 8 compensatory days. This time will be deducted from the staff attendance bank for hours and days absent for any reason.

In the event that a serious circumstance requires your absence from school, please notify Ms. Holley and Ms. Taylor immediately via email. This will increase the possibility of procuring a good instructional plan for your students. It is expected that staff will make every effort to schedule appointments outside of the instructional day.

You must contact Ms. Holley via email at jholley@stlouisvoicesacademy.org between 6:30 a.m. and 7:30 a.m. (preferably as soon as you know you will be absent) to report your absence. Absences **MUST** be logged in BambooHR.

Unexcused Absences

If an employee incurs absences not covered under the school's sick leave, FMLA leave, or other authorized leave policies, the employee will be charged with an unexcused absence. In the event an employee accumulates unexcused absences within the same fiscal year, the following disciplinary actions shall be implemented:

Frequency	Discipline
1st Unexcused Absence in the same fiscal year	Verbal Counseling
2nd Unexcused Absence in the same fiscal year	Written Reprimand
3rd Unexcused Absence in the same fiscal year	Final Written Warning; Disciplinary proceedings, up to and including termination

Tardiness

If an employee consistently arrives 10 minutes or more after their designated reporting time without prior authorization or an acceptable reason, it will be considered tardiness. In the event an employee accumulates multiple tardies within the same fiscal year, the following disciplinary actions shall be implemented:

Frequency	Discipline
4 th Tardy Occurrence in a fiscal year	Verbal Counseling
5 th Occurrence in a fiscal year	Written Reprimand
6 th Occurrence in a fiscal year	Second Written Reprimand
7 th Occurrence in a fiscal year	Final Written Warning

8 th Occurrence in the same Calendar Year	Disciplinary proceedings, up to and including termination
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No-Call, No-Show

If an employee fails to report to work without notifying their supervisor in advance, it will be considered a no-call, no-show. This behavior disrupts workflow and negatively impacts the team. In the event an employee accumulates no-call, no-show incidents within the same fiscal year, the following disciplinary actions shall be implemented:

Frequency	Discipline
1st Occurrence in a fiscal year	Verbal Counseling
2nd Occurrence in a fiscal year	Verbal Reprimand
3rd Occurrence in the same fiscal year	Final Written Warning; Disciplinary proceedings, up to and including termination

Job Abandonment

If an employee is absent for three consecutive days without notifying their supervisor or providing an acceptable reason for their absence, it will be considered job abandonment. In such cases, the school will process the employee's absence as a voluntary resignation.

Blackout Dates (Blackout dates are unpaid unless accompanied by a doctor's statement)

- The first two weeks and the last two weeks of school
- Taking more than two consecutive Fridays and/or Mondays to extend a weekend
- The Thursday before a reset day
- Holidays: The day before or after a holiday or break
- PD (Professional Development) days
- Testing Dates

COVID: St. Louis Voices Academy does **NOT** have special allowances for COVID diagnoses. Staff members are required to use **compensatory time** to cover absences due to COVID. SLVA recommends that staff continue handwashing and disinfecting classroom spaces.

Please note:

- Staff must always sign out and notify the School Leader **whenever leaving campus.**
- Each employee is allotted 8 compensable days and 4 Wellness Days. If an employee incurs absences that exceed the allotted days, she/he will be charged unexcused absences without pay.

ATTENDANCE (STUDENTS)

Staff must attend school regularly to learn. Record student attendance carefully and accurately.

Teachers will:

- Enter daily attendance in PowerSchool by 8:45 a.m. (Students who report to school after 9:00 a.m. must report to the office so that the office manager can update their attendance.)
- Report three (3) days of consecutive absence or patterns of absence to the School Culture Coordinator and the Office Manager for each occurrence.
- Notify the office if you have any information that may affect a student's enrollment/attendance.

Office Manager will:

- Provide a late/tardy slip for students to take to the studio teacher at or after 9:00 a.m.
- Make phone calls to families of absent students.
- Follow up with teachers to correct any errors in reporting.
- Summarize and close attendance each day.

School Culture Coordinator will:

- Investigate all incidences of truancy.
- Follow up with families and school agencies to support families.
- Provide a written status report to teachers by the end of the week.

BOARD CONFIGURATIONS

All teachers will post a learning objective per subject. The learning objective is designed to tell students specifically what they will learn during class. It must be specific, quantifiable, and achievable in the session. The learning objective is also written in student-friendly terms as an "I can" statement.

CELEBRATIONS & PROGRAMS

A schedule for celebrations and programs will be established at the beginning of the school year. Other proposed events must be submitted one month in advance for proper planning and preparation. The Head of Schools must approve a typed proposal stating the event, time, audience, supervision, and purpose.

CELLPHONES

Refrain from using personal cell phones to contact parents when a disciplinary or emergency arises. If a situation requires immediate attention, the teacher will contact the Dean of Culture and Intervention. ***Teachers should never use cell phones during instructional time to contact a parent.***

Personal calls shall not be accepted during instructional time. All cell phones will be placed on vibrate and secured out of view of students.

Students are not permitted to have cell phones. All cell phones will be secured and given to the Head of Schools. The Head of Schools or designee will make contact with parents/guardians.

CHILD ABUSE/NEGLECT

As a Mandated Reporter, any staff member who suspects that a student has been abused or neglected must report their suspicions to the Division of Family Services. The number is 800-392-3738. ***No reporter shall pass on the responsibility to a colleague.***

If there is an allegation of abuse by a staff member, a report will be made by the Executive Director. The Executive Director or designee division will investigate all alleged abuse and decide how to proceed.

CLASS COVERAGE

Teachers will notify the main office if class coverage is required. **Teachers will not leave the class unattended.**

CLASS INTERRUPTIONS

Office staff will refrain from interrupting instructional time as much as possible unless an urgent situation arises. As needed, announcements will be made once in the morning and in the afternoon.

Teachers and students will minimize visits to other studios during instructional time. For example:

- A teacher planning on visiting another studio will not visit another teacher's class unless there is an organized, structured activity.
- Students will not be sent to studios to deliver notes, personal items, etc.

CLASSROOM CLEANLINESS

Each studio is a student's home away from home. Have students take ownership of their studio to assist with keeping the studio clean. However, the teacher is ultimately responsible for ensuring the environment is safe and orderly and that materials and equipment are prepared, ready, and conducive to daily learning.

Teachers are responsible for the condition of their studio, including cleanliness, equipment, and furniture. When staff members note that equipment/building is damaged, by either intention or accident, they shall communicate the damage to the office. The teacher will email the Office Manager and cc the School Leader in such cases.

COMMUNICATIONS (STAFF)

Constant communication is essential to school operations. Communication must be open and honest between and among all school team members.

In-Person - Face-to-face communication will be characterized by mutual respect, adherence to SLVA guidelines, appropriate tone and body language, and a focus on the best interest of children and the organization.

Weekly Message - The Leadership Team will develop a weekly message that includes important information, data, and celebrations for teachers. Teachers are expected to adhere to any requests presented in the weekly message.

Email - Communication via email is common. Teachers should review messages approximately three times daily (morning, midday, and end-of-day) to ensure they receive updates and information promptly. Responses are required within 24 hours.

Mail Boxes - The mailboxes are in the teacher's workroom. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail; the mailboxes may contain confidential information.

Text Messages —Text messages are documented forms of communication that may be used to communicate when appropriate and acceptable.

COMMUNICATIONS (FAMILIES)

In-Person - Face-to-face communication will be characterized by mutual respect, adherence to SLVA guidelines, appropriate tone and body language, and a focus on the best interest of children and the organization.

Letter: Letters to parents regarding academics or behavior require prior approval. Any written concerns must be approved.

Newsletters: SLVA will publish a newsletter (SLVA Today) once a month. All staff members/grade-level teams must submit an article with photos to the Head of Schools by the established date for the upcoming month's newsletter.

Telephone Calls: School telephones should be used for parent contacts, facilitating a stronger student support system. Teachers should not contact parents when students are ill or injured. Students who are ill, need first-aid attention or have other related concerns should be sent to the nurse or office.

If a parent needs to communicate with you or a student, it should be channeled through the office. Instructional time should be valued and not interrupted by frequent telephone calls. A message will be taken for any calls from parents and can be returned during your planning period, lunch, before or after school.

COMPLAINT/GRIEVANCE

At St. Louis Voices Academy, we are committed to maintaining a positive and respectful work environment. If you have a concern, complaint, or grievance related to your employment, we encourage you to follow the steps outlined below to seek resolution:

1. Informal Resolution:

- We encourage employees to address concerns directly with the individual(s) involved whenever possible. Many issues can be resolved quickly and amicably through open and honest communication.

2. Filing a Formal Complaint or Grievance:

- If the issue cannot be resolved informally, or if you are uncomfortable addressing the matter directly, you may file a formal complaint or grievance. To do so, please submit a written statement outlining the nature of the complaint or grievance, relevant details, and supporting documentation. This should be submitted to your immediate supervisor or the Human Resources department.

3. Review and Investigation:

- Upon receiving your formal complaint or grievance, the relevant supervisor or the Human Resources department will review the information and conduct a thorough investigation. During this process, you may be contacted for additional information or clarification.

4. Resolution and Follow-Up:

- After the investigation is complete, you will be informed of the findings and any actions to be taken. We are committed to resolving issues fairly and promptly. If you are unsatisfied with the outcome, you may request a further review by senior management.

5. Confidentiality:

- All complaints and grievances will be handled with the utmost confidentiality, and retaliation against anyone who files a complaint or grievance is strictly prohibited.

CONFIDENTIALITY

Maintaining the confidentiality of our students, their families, and staff members is paramount. Staff members are strictly prohibited from discussing students, colleagues, or any other confidential information in the presence of unauthorized individuals. This includes conversations about students, staff, and situations in personal settings outside of the school environment. Breaches of confidentiality related to students or staff are taken very seriously and may lead to disciplinary actions.

All staff are expected to uphold the highest standards of professionalism and discretion to protect the privacy and trust of our entire school community.

COPIES

The copy machine is located in the staff workroom. Teachers should not rely on the Office

Coordinator or paraprofessionals to make copies. All copies should be made before or after school or during instructional planning. Please note that each copy costs the school, so usage should be minimized to only those absolutely necessary to advance instruction.

Copyright Infringement

School Leaders intend to abide by the provisions of current copyright laws as they affect the school and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been obtained. Employees who willfully disregard copyright laws do so at their own risk and assume all responsibility.

CORPORAL PUNISHMENT

No adult shall ever use verbal or physical threats to address or correct student behavior. Any reported incidents will be investigated and reported to the Executive Director. Please see SLVA's policy regarding Corporal Punishment for further details. Any reported incidents will be thoroughly investigated, and the appropriate agencies will be notified as required. Such actions are strictly prohibited and may lead to disciplinary action, up to and including termination of employment.

CORRESPONDENCE

All correspondence and verbal/written statements about SLVA School must be reviewed, evaluated, and authorized by the Head of Schools or her designee before it is communicated externally.

CURRICULUM

SLVA prescribes the curriculum and pacing for each grade level. The curricular materials have been vetted and deemed appropriate to ensure students master grade-level expectations. The curriculum is posted on Google Drive by subject and grade level.

Mathematics K-1st: Savvas Envision
Balanced Literacy K-1st: CCC SIPPS
ELA K-1st: EL Education
Science K-1st: Amplify Science
Social Studies K-1st: InquirED
SEL K-1st: Competent Kids Caring Communities

DATA-DRIVEN INSTRUCTION (DDI)

SLVA is committed to being a data-driven, results-oriented community. As such, all staff members must embrace this concept and make changes accordingly. Every staff member will work toward increasing student achievement through effective instructional practices. Each grade level must identify essential skills based on MLS and assessment data to do this. These skills will be taught to mastery! Teachers are responsible for analyzing the data and making sound instructional decisions based on data.

DISCIPLINE

The entire staff will continually reinforce and re-teach the expected behaviors to achieve higher student success. When there is a breach in our community expectations, the adults will take a restorative approach to support the student with accountability and re-engaging within the community.

Teachers will distribute the Student Family Handbook to each student and review it with them in a manner consistent with their grade level. Teachers will send home affidavits and collect signed copies. Teachers are responsible for collecting a signed affidavit from each student. The Dean of Operations team will have parents sign affidavits for students who enroll after the first week of school.

When behavior exceeds the restorative approaches, referrals must be made in PowerSchool, listing all preventative actions the teacher and student take. If preventative actions have not preceded the referral, administrative action will not be taken.

No student will be excluded from school for any reason without the approval of the Head of Schools. All exclusions must be documented, and parents must receive written notice.

Behavior Response

Minor: talking, playing, and throwing, out of the seat, sleeping, refusing to begin/complete assignment, name-calling, hitting/play-fighting, profanity, arguing

- Verbal Warning
- Redirection in Dean's List
- Second Redirection in Dean's List
- Referral to Culture Team/Parent Contact
- Referral to School Leader
- Conference w/student
- Contact Parent/Parent Conference
- Community Service
- Assign Progressive Consequences

Major: arguing (causes a major disruption), fighting, serious disruption, bullying, stealing, destruction of property (individual or school)

- Time-Out in buddy room – Contact Parent
- Loss of Recess/Privileges – Written Contact w/Parent
- Referral to School Culture Coordinator
- Contact Parent
- Behavior Contract
- Referral to Head of Schools
- Conference w/student
- Contact parent
- Parent Conference
- Community Service
- Assign Progressive Consequences

DISMISSAL

Bus dismissal begins at 3:50 p.m. and ends at 4:00 p.m.; parent pick-up begins at 4:00 p.m. Students will prepare for bus dismissal quietly and orderly as directed by the teacher. Teachers will make sure that students know how they are getting home. If there is any uncertainty, the teacher will contact the office before 3:30 pm.

All studio teachers will escort their students to dismissal locations. We must be on time, as this allows us to load and release the buses that are here.

Monitors will:

- Remain in studios until dismissed.
- Know each student's means of transportation before leaving the studio.
- Escort their students directly to their dismissal locations.
- Walk students to their buses.
- Actively supervise students during dismissal.

Students will:

- Follow hallway expectations until they reach their dismissal area.
- Remain safe and orderly during wait times.
- Bus riders will follow the rules.

DRESS CODE (STAFF)

The purpose and intent of the dress code is to ensure that the school staff projects a professional image. All staff shall dress in a manner and style per administrative regulations set forth by the Executive Director. In the Executive Director's or their designee's opinion, an inappropriately dressed employee may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

- **All** staff members are expected to dress in a professional manner each day.
- **All** staff members are expected to be neatly groomed and professionally conduct themselves.
- **Female** staff members are expected to dress professionally and may not wear jeans with rips/tears, shorts, jogging suits/athletic attire, leggings (unless worn under a tunic/dress and covering buttocks), mini-skirts or other revealing skirts/dresses/blouses, tank tops, and halter tops.
- **Male** staff members are expected to dress professionally and will not wear shorts, jeans with tears, jogging suits/athletic attire, or hats.
- When going on a field trip, staff should dress appropriately for the planned activity.
- Denim jeans (blue, white, pink, black, red, etc.) are acceptable except on Fridays, which are dress-down days, and on no-student workdays.
- Flip-flops and excessive heels should not be worn as they can be a safety concern.

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
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire by the environmental requirements for specific job assignments

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 religious practice.

EMERGENCY OPERATIONS PLAN

Planning for emergencies and disasters is necessary to provide for the safety of students and staff. Therefore, the Executive Director shall be responsible for developing all-hazard plans that meet federal, state, and local requirements for preparedness. Details of these plans are contained in the EMERGENCY OPERATIONS PLAN, located on Google Drive.

Our plans do not replace the authority of emergency personnel. Our staff works in full cooperation with these agencies. For security reasons, components of our emergency plans are not publicly available.

In the event of an emergency, the Executive Director, Dr. Hollie Russell-West, is the Site Incident Commander. In her absence, the designation of administrators-in-charge will be in the order listed below:

1. Shawanda Abernathy, Dean of Operations,
2. Jazminique Holley, Head of Schools
3. Dwayne Jennings, School Culture Coordinator

The mission of St. Louis Voices Academy of Media Arts in an emergency/disaster is to:

1. Protect lives and property.
2. Mitigate the effects of a disaster.
3. Prepare for emergencies and disasters.
4. Respond to emergencies promptly and properly.
5. Aid in recovery from disasters.

The goals of St. Louis Voices Academy of Media Arts:

1. Provide emergency response plans, services, and supplies.
2. Coordinate the use of school personnel within the school.
3. Restore normal services as quickly as possible.

4. Provide detailed and accurate documentation of emergencies to aid recovery.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a voluntary, work-based program offering free and confidential assessments, short-term counseling, referrals, and follow-up services to employees with personal or work-related problems. EAPs address a broad and complex body of mental and emotional well-being issues, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. Contact the Asst. Director of Compliance or designee for additional information on EAP.

EXPECTATIONS

All studio expectations will be aligned with the school expectations: Be a Scholar, Be a Communicator, Be a Collaborator, and Be a Changemaker. Teachers will teach and practice the expectations with students and refer to them when student behavior is unacceptable.

FACULTY RESTROOMS

Staff have designated restrooms. Staff members will refrain from using student restrooms and will not send students into adult restrooms.

FIELD TRIPS

The Head of Schools must approve all field trips before they are planned. Field trip requests must be submitted at least 14 days before using the Field Trip Request Form. Field trips should occur only as an outgrowth of or supplement to some aspect of the curriculum.

Written parent permission must be obtained on an Authorization for Trip form. No student will be permitted on a field trip without that permission. These forms must be on file and must be kept for audit purposes.

Educational field trips are an important part of a student's educational experience; however, they will be approved case-by-case.

Please note:

- Field trip packets may be downloaded from Google Drive.
- **ONE COPY of the completed *Application for Educational Field Trip Form* and the *Field Trip Justification Form* must be submitted for approval (2) weeks in advance.**
- Field trips must be scheduled with a departure time no earlier than 9:30 a.m.; the return trip must be scheduled to arrive at school no later than 3:00 p.m. unless the Executive Director gives prior approval.
- Completed *Parental Consent Forms* must be signed and returned to the Field Trip Sponsor for student participation. Completed Parental Consent Forms will remain with the teacher during the field trip.

- Once a field trip has been authorized, it will be placed on the School-Wide Calendar.
- A complete list of students participating in the field trip must be sent via email (to the Head of Schools or designee) one day before the trip. This is critical to the accurate completion of daily attendance. Copies of Parental Consent Forms must be given to the Head of Schools before departure.
- Field trips will not be scheduled during testing. Other blackout dates may occur throughout the school year and will be placed on the School-Wide Calendar to ensure advancement in student achievement.

FIRST RESPONDERS

First responders typically include paramedics, **emergency medical** technicians, police officers, firefighters, rescuers, and other trained members of organizations connected with this type of work. When contacting a first responder, please consult the Head of Schools or designee FIRST for incidents related to official school business, students, or families.

FOOD

Food that is prepared and cooked at home cannot be distributed to students. All food and snack items must be store-bought and pre-packaged. All parties must be pre-approved by the Head of Schools. Teachers will include procedures for parties in their welcome letters. Please note that all snacks must meet SLVA Regulations for Healthy Snacks.

FUNDRAISING

Before committing to or engaging in a school fundraiser, staff members must submit a request to the Executive Director. Fundraisers cannot commence until appropriate approvals have been granted. ***Personal fundraisers are not permitted.***

HOMEWORK

Homework is an important component of the educational process. Many objectives are expected to be accomplished through regular and well-planned homework. Teachers **may** assign standards-based/learning objectives-related homework. **Daily homework is not mandatory.** It is suggested that families provide additional practice following these recommendations:

<u>Grade</u>	<u>Minutes per day</u>	<u>Days per week</u>
Kindergarten	15-30	3
First-Second	25-30	3

HR POLICIES

All employees must adhere to SLVA's policies and procedures. See <https://docs.google.com/document/d/1VplydiXHstqugXtv7PBYfCy3bHu2UMKQzgCDtdExeFU/edit?usp=sharing> for board-approved human resource policies.

ILLNESS/ACCIDENTS

In the event of a serious illness or accident,

The Teacher will:

- Communicate illness/accident to the nurse or designee.
- Complete an incident report for all accidents/injuries.

The School Nurse, Member of the school administration, or designee will:

- Contact parents when necessary.
- Contact other authorized persons listed on the child's emergency card, if possible.
- Contact the child's physician if the above persons cannot be reached.
- An ambulance will be called in extreme emergencies, and the child will be taken directly to the hospital. The parents will be contacted.

If it is necessary for a student to be dismissed early, the Nurse, a school administrator, or designee will contact the parent. Teachers will not contact parents to pick up children without approval.

INCLEMENT WEATHER

Recess and other outdoor activities will be canceled during inclement weather. Inclement weather includes extreme heat (above 90), frigid temperatures (below 32), and precipitation.

Recess: Teachers will determine alternate activities in the studio (common area if schedule permits).

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

All staff members are required to complete an IPDP **annually**. Each staff member must submit their IPDP to the Head of Schools by **September 8th**. The DCI will collaborate with individuals to complete their IPDP.

Staff must submit the plan and maintain the "Contact Hour Log" to record IPDP hours **by May 3, 2025**.

KEYS

Staff will be supplied with key cards to access the school and a parking pass for garage access. It is the responsibility of staff to secure parking passes and key fobs. Please notify the Dean of Operations if the key fob or pass is lost or stolen. Key cards may not be used outside of work hours and must not be shared with others in/outside of the school. A replacement fee will be assessed for lost key cards.

LESSON PLANS

Lesson internalization documents must be submitted to the DCI each Wednesday. Each weekly plan will include an aligned lesson objective, checks for understanding, assessments, media integrations, and exemplars.

LOST AND FOUND

Students who lose clothing items are encouraged to check the “Lost and Found” (located in the supply room). Jewelry, eyeglasses, keys, and money may be claimed in the School Leadership team office. The lost and found will be cleared at the end of each quarter. Items that remain will be donated to a charity.

LUNCH

Teachers will escort students to the cafeteria for their **45-minute lunch/recess**. Support staff, non-core teachers, and leadership team members actively supervise students, allowing teachers to take a **duty-free 45-minute lunch**. Teachers will pick up their students at the designated time.

MASTER CALENDAR

A master calendar of events was provided to all staff via Google Drive. All studio/school events, meetings, etc., are recorded on the master calendar. To record on the calendar, speak with the Head of Schools or designee.

MASTER SCHEDULE

A master schedule is developed yearly, indicating the teacher’s daily program. Teachers must adhere to the master schedule. Any changes to the time subjects are taught must be communicated to the Head of Schools so that changes are made to the master schedule.

MONEY & VALUABLES

Money and other valuables should not be left in studios. The school cannot assume responsibility for losses. Send school money to the office for safekeeping. Keep your purse or wallet locked in a closet or drawer. Lock your valuables and studio doors when leaving, either for lunch or at the end of the day. Inform a school leader immediately if you do not have a way of locking up personal valuables.

MORNING MEETING

Morning Meeting is essential to our scholar’s overall experience. The school aims to instill a strong sense of self and commitment to contribute to society. The Morning Meeting Assembly identifies the skills, behaviors, and ideals students need for character growth and development to prepare them for success.

MORNING MEETING ASSEMBLY

Each Monday, students will participate in a Morning Meeting Assembly led by the School

Culture Coordinator with the support of leaders and studio teachers. All studios – 8:30 a.m. – 8:50 a.m.

Each Friday, students will meet as an entire school to recognize students their teachers have nominated for “We C You” awards or meeting expectations. All studios: 3:30 p.m. – 3:45 p.m.

MOVIES

The Dean of Curriculum & Instruction must approve all movies or videos before being shown. The video or movie must be listed in your lesson plans and be an integral part of the curriculum or be linked to a studio reward system. Teachers must adhere to copyright laws and movie ratings.

NONDISCRIMINATION

St. Louis Voices Academy is committed to providing an inclusive and welcoming environment for all students, staff, and community members. We do not discriminate based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other characteristic protected by law. All individuals associated with our school are expected to uphold this commitment to equality and inclusion in every aspect of our educational and employment practices.

OBSERVATION/FEEDBACK

In addition to scheduled/unscheduled observations conducted by the Head of Schools, the SLT will conduct observations as part of the observation/feedback cycle. These observations are intended for coaching.

OFFICE ETIQUETTE

Staff should meet in the main office to conduct business with the Office Coordinator or to deliver/retrieve mail. This area should remain professional, so students should not be sent to the office to sit and wait for the Head of Schools, nor shall adults congregate and hold personal conversations.

When conferencing with parents, please move into the conference room to ensure that matters related to students and families are confidential and handled with integrity.

The Office Manager’s area is off-limits unless occupied by an individual covering the desk in their absence. No supplies, equipment, or records should be removed from the office without notifying the Office Manager.

OPEN HOUSE/PARENT ORIENTATION

All staff are expected to participate in OpenHouse/Parent Orientation before the start of school. This is an opportunity to welcome families and familiarize them with the child's

studio and school, as well as the curriculum, grade-level expectations, studio expectations, daily schedules, assessments, and discipline policies.

PASSING (TRANSITIONS)

Students are expected to follow the hallway expectations during transitions. However, there are instances when students must travel unsupervised. These students should have a hall pass that indicates the time they left and their destination.

Please note:

- Teachers will escort students to and from specialist studios (Art, Music, and P.E.).
- Students being pulled out of class for services will be picked up and returned by an adult. If an adult cannot escort students, they will be given an appropriate pass.
- Individual students leaving a studio or an office will be issued the appropriate pass. Any student without a pass will be sent back to the sending room.

PAYROLL PROCEDURES

Employees must complete the necessary authorization forms to enroll in direct deposit. If they need to change their direct deposit information, they must email the Associate Director of Compliance. Paydays are bi-weekly.

All personnel must adhere to the following procedures regarding payroll practices:

- **Signing In/Out** (Staff is expected to sign in and out daily.)
- **No staff member can sign in/out for another staff member.**
- **Late/Tardy Procedures** (If you know you will be tardy, please call the School Leader immediately. Then contact the Office Manager. Upon arriving at work, sign in.)
- **Leaving the Building** (If you must leave the building during your scheduled workday, sign out.)
- **Black-Out Days** (Staff members must be present on established black-out days unless they can provide a doctor's or funeral notice.)

Staff members not adhering to this school's expectations may be subject to disciplinary action.

PERFORMANCE MANAGEMENT

Our performance management approach is designed to ensure that all staff members can grow and contribute effectively to our school community.

We believe in using coaching and feedback as the first steps in addressing performance concerns. Our goal is to provide guidance and support to help employees improve and succeed in their roles.

When initial coaching and feedback do not result in the desired improvements, a formal Performance Improvement Plan (PIP) may be implemented. This plan outlines specific

performance goals, timelines, and the resources available to assist the employee in meeting those goals.

If performance goals are met during the PIP process, no further action will be required, and the employee will continue in their role. However, if the performance goals are not met, further action may result, including potential demotion or termination of employment.

PERFORMANCE-BASED TEACHER EVALUATIONS

School leaders will be in the studio consistently to observe the learning and student engagement that is taking place in studios. Studio observations and performance-based teacher Evaluations are part of an ongoing process designed to “enhance teacher practice to educate our future.” Teacher Evaluation schedules will be distributed at a later date and will follow the SLVA guidelines. Teachers will receive training on this tool before they are evaluated. The teacher is responsible for having up-to-date certification and maintaining updated documentation related to their job and responsibilities.

School Leader will:

- We will meet early in the school year to discuss document file management, IPDP related to performance, school improvement, and the strategic plan.
- Observe studio instruction with pre- and post-observation conferencing as appropriate.
- Collect professional responsibilities, studio management, and studio instruction data.
- Hold a conference to review data collected and complete summative evaluation by April 1 (Probationary Teachers)

Teachers will:

- Review the PBTE tool in its entirety.
- Focus on criterion descriptors outlining Proficiency or Distinguished performance.
- Seek assistance, accept feedback, and act upon feedback to improve performance.
- Complete all documents fully and promptly.

Note:

- Formal observations may be increased at the teacher's request or as determined by the School Leader.
- Observations are conducted by the Head of Schools or Dean of Curriculum and Instruction only.
- The Summative Evaluation summarizes the School Leader's performance rating for each criterion/descriptor.
- Teachers have the opportunity to provide a written response to the Summative Evaluation.
- In cases where disagreement arises, the School Leader's decision is final. Either party can provide written comments that are included in the report. Comments by either party must be shared within five working days of the conference and

appended to the original copy of the Teacher Evaluation Report. The teacher, the School Leader, and the ED will retain a copy of the report.

***School leaders reserve the right to observe as needed.**

PLANNING PERIOD

Media Arts, Visual and Performing Arts, and Physical Education schedule has been purposely designed to allow common teacher planning times. The Head of Schools will meet with grade-level teams as needed during these times. Providing this amount of common time facilitates the presentation of similar instruction in each room within a grade level and lightens the load on any teacher by sharing responsibilities with teammates. In addition, common planning time is used to plan lessons, analyze student data, and, as a team, plan instruction to meet individual and studio student needs.

The primary purpose of a planning period is to allow teachers time to share ideas with colleagues, plan for instruction, enter data into the grade book, develop differentiated instruction, and meet with parents and the Head of Schools as needed. Teachers are expected to “drop off” and “pick up” their students to and from the specialist studios (Art, Music, and P.E.) daily. It is important to arrive at the special class on time for drop off and pick up.

All instructional personnel are assigned 225 minutes per week for instructional planning. The following are recommended uses of the planning period:

- Creating lesson plans.
- Preparing instructional materials.
- Keeping grades in PowerSchool up-to-date weekly.
- Grading papers.
- Keeping homeroom permanent records up-to-date.
- Consulting with the Head of Schools, DCI, etc.
- Conferences with parents. (phone or email) Five mandatory contacts per week, and document this contact on the Drive.
- Meeting with interdisciplinary teams “Team Training” – participating in a workshop.
- Maintaining studio cleanliness and organization.

PROFESSIONAL DEVELOPMENT

Site-based PD will occur on regular, designated professional development and staff meeting days, diving into topics based on SLVA priorities and school needs.

SLVA Will:

- Prioritize the highest leverage actions to practice as the PD.
- Provide adequate time for clear follow-up plans to ensure at least 90% implementation.
- Model effective practice, pacing, and time management.
- Provide tools that will improve teacher practice.

- Provide follow-up with observations/feedback focused on the learned technique or skill, additional practice rounds for those who struggle to implement, and follow-up sessions to deepen understanding of content.

It is the staff member's professional responsibility to engage in development opportunities. Each staff member will complete a professional development plan consistent with the school's goals and their evaluation. Staff members must maintain PD certificates or other evidence of attendance at PD sessions. The ED, Head of Schools, or staff member may request professional development. Approval for outside PD will be given based on relevance and cost.

PROFESSIONAL RESPONSIBILITY

All staff members are expected to take personal responsibility for their professional growth by actively seeking opportunities for learning, skill enhancement, and career development.

In addition to fostering personal growth, staff members are responsible for fulfilling their duties with diligence and integrity. This includes the timely submission of all assignments, reports, and other required documentation. Staff members are also expected to respond promptly to feedback requests, thoughtfully implement any feedback provided, and report progress or concerns as necessary.

RECORD KEEPING/GRADES

Teachers are required to enter grades in PowerSchool and update them weekly. Teachers are to maintain computer-generated grades by recording appropriate grades sufficient to determine each student's academic progress. At the end of each grading period, the corresponding summary for each grading period, semester, or year shall be completed.

Teachers may be given documents that pertain to PowerSchool, Voluntary Transfer, Medical Assessments, or SPED for individual students. All records must be accurately completed and kept up-to-date. They are legal documents. Additionally, these documents are time-sensitive and must be submitted on time.

REPORTING STUDENT PROGRESS

Conferences: SLVA schedules two (2) parent-teacher conferences per year. The Head of Schools and teachers may also schedule a conference with parents to discuss academic and social growth. These conferences may be scheduled as necessary. Before scheduling a conference, all documentation must be ready and available for parents to review.

Progress reports will be issued every five weeks after the quarter begins, and report cards will be issued at the end of each 10-week quarter.

Informal reporting may take place at any time. A parent may check with the teacher whenever a question or concern arises.

REPORTING STRUCTURE

At St. Louis Voices Academy, it is essential that all employees follow the established reporting structure. Direct reports are expected to communicate and report directly to their assigned supervisor for all work-related matters, including deliverables, concerns, and feedback.

Additionally, any deliverables or concerns communicated by leaders should be reported to the appropriate direct supervisor to ensure that all issues are addressed promptly and effectively within the proper chain of command. If this reporting structure is not followed, team members will be redirected to their supervisor to ensure the appropriate processes are maintained.

This approach helps maintain clear lines of communication and accountability, and ensures that all matters are handled appropriately within the organization.

REPRIMANDS

Everyone makes mistakes, and it is never fun to receive corrective feedback. When non-compliance issues occur, a verbal or written reprimand may be necessary. The Head of Schools will handle these matters privately and professionally per SLVA HR guidelines. Some examples of noncompliance are delay, failure to report to assigned duty locations, leaving students unattended, missing deadlines, lack of preparation, inappropriate interaction with staff, students, or parents, dress code violations, missing meetings with previous communication with the Executive Director, putting students out of the studio, sending home communication with prior approval, etc. This list is not all-inclusive.

RESTROOM USE

The class will take scheduled restroom breaks. This means that teachers will escort their students to and from the restroom. However, use your discretion to avoid interrupting instructional time when students have emergencies. **Students are not to use adult restrooms.**

Procedures for using Hall Passes:

1. Do not issue hall passes during the first 15 minutes or the last 15 minutes of class.
2. Students can use the restroom as needed during instructional time.
3. The teacher will give students the appropriate pass before leaving the studio.
4. Restroom passes should be distributed sparingly.

Adults in the building are NOT to use student restrooms. They must use the restroom designated for adults. This does not interfere with supervising or monitoring the restrooms.

RETENTION

If student data reveals a student is not meeting grade level expectations, the teacher will notify the parent(s)/guardian at the end of the first marking period. An intervention plan will be necessary for students who are not progressing in reading and/or math. If a student has not improved with an intervention by the end of the first semester, a parent conference will be scheduled to discuss further interventions and possible outcomes.

At the third marking period, parent(s)/guardians will be notified if a student is at risk of retention. The teacher will prepare and submit a data packet to the Head of Schools. A conference will be scheduled with the Head of Schools (or designee), teacher, and parent. Documentation regarding conferences and notices will be maintained as part of the student's file for reference.

ROOM NEEDS REPAIRS

Please report room needs and repairs to the Dean of Operations. Put the request in writing, including the date, room need/repair description, room number, and your name. Forms are available on Google Drive.

SAFETY & SECURITY

The safety of our community is a priority. We must always consider whether our decision jeopardizes the safety of anyone in our school community.

Safety and Security are critical in the following areas:

- Propping open doors
- Sending students to restrooms
- Putting students out of studios
- Wandering visitors
- Broken/damaged furniture/equipment
- Spills
-

Please report incidents to the Dean of Operations or other appropriate staff.

SAFETY DRILLS

SLVA practices a series of safety drills throughout the school year to ensure we are prepared in an emergency.

To prepare for any drills or potential emergencies, teachers should have a copy of their class rosters in a designated space to obtain them whenever they are called to evacuate the room. This will ensure attendance accountability should the need arise. It is also advisable to regularly update your class rosters.

We will have designated spaces for the different studios to ensure we know where our students and staff are located if we need to find a teacher or a student during a Severe Weather Drill or Severe Weather Situation.

As a teacher and guardian of your students, it is imperative that you remain with them during all drills and maintain order, calm, and discipline during the drill. When a drill ends, the Head of Schools, designee, or safety coordinator will give an all-clear signal.

Emergency evacuation and drill procedures must be mounted in every studio in a visible location. Teachers must review these procedures with students at the beginning of the year and periodically as the year progresses to ensure that their students are familiar with them.

Evacuation

During an evacuation, teachers will:

- Maintain control of their class
- Walk their class to their designated area
- Have a RED/GREEN Emergency Operations packet with an updated student roster.

To prepare for these drills, each teacher will:

- explain the procedure to your students.
- appoint a fire drill leader and assistant leader in each studio for each hour of the day.

Tornado Drill

Three (3) short bells or a siren will sound, indicating that the school is preparing for a tornado.

Staff will:

- Proceed to a Severe-Weather Friendly Space (Suite 210 - Activity Room).
- Take a Red/Green Folder with an updated class roster to ensure student accountability.
- Supervise students during transitions to, during, and from the drill.

Students will:

- Walk to the drill area, meeting hallway expectations.
- Kneel along the wall, covering the head.
- Remain quiet until all clear is signaled.
- Listen for instructions from the teacher.

When an All-Clear is signaled, the staff and students return to their studios.

Fire Drill

The fire alarm will sound, initiating the fire drill. During a fire drill, teachers and students will exit the building in an orderly manner by the nearest exit.

Teachers will:

- Take Red/Green Packets and grade book/class rosters to ensure attendance accountability.

Teachers and students will:

- Move outside the school grounds and along the fence.
- Remain outside the school grounds until directed by the School Leader/designee or until an All-Clear Announcement is made.

After the All-Clear Announcement is made, teachers and students will return to their appropriate studios.

Earthquake Drill

An announcement will be made indicating an earthquake drill.

Teachers will instruct students to:

- Remain Calm and take shelter.
- Crawl immediately under their desk and cover their heads.
- Stay away from windows and outside doors.
- Don't use elevators
- Wait for the "all-clear" announcement to resume activities.

Intruder Drill

Intruder(s): An intruder is unauthorized on the school premises. An unauthorized person or persons entering the premises could apprehend a school occupant or threaten violence against the school community. The person or persons may be armed and dangerous. The start phrase or Code for the Intruder Drill is "Tyler Perry in the building." The school will go into an immediate Lockdown Setting when the announcement is made.

Staff will:

- Lock the studio/office door immediately.
- If feasible, cover the glass on the door or close the blinds.
- Instruct the students to immediately move away from the windows and glass in the doors.
- If students are in a position to exit the building, guide them to an exit and out of the building.

Students will:

- Follow the instructions of the supervising adult.
- Crawl under built-in counters/tables or behind desks if available.

- Remain out of sight and away from the windows.
- Remain absolutely quiet until the **All Clear** signal is given.
- Follow the adult's directions if they need to exit the building.

Anywhere in the building:

- All staff and students from anywhere in the building will move immediately to the closest exit and exit the building.

When the drill is over and the building is secure, the Head of Schools or designee will announce: **“Teachers, we are now in All Clear. Resume your regular teaching and learning activities.”**

SCENT OF MARIJUANA & SMOKING

Employees are expected to report to work free of any substance that could impair their ability to perform their duties effectively and safely. Smoking marijuana is not permitted during work hours, including breaks, lunch, planning periods, or at any time on school property.

Additionally, the scent of marijuana on employees during work hours is strictly prohibited, as it is not only unprofessional but may also create an uncomfortable or unsafe atmosphere for others.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

SCHOOL TEAMS

Each staff member is invited and expected to be an active member of school teams. The SLVA has 4 teams:

Student Achievement (Assessments, Awards Day)

- School Culture and Climate (Restorative Justice, Incentives, Awards, Assemblies)
- Parent and Community Engagement (Fundraising, PTO, Volunteer Appreciation)
- Professional Development (book studies, action research, instructional rounds)

Monthly meetings are expected to have minutes shared with the leadership team and staff.

SCHOOL-RELATED MATERIALS/EQUIPMENT

Teachers should maintain a list of assigned materials and equipment and notify the parent and the office when items are lost or damaged.

SMOKING

Smoking is prohibited on school property, including the school front or side of the building. This policy applies to all students, faculty, temporary staff, contractors, and visitors.

STAFF FAMILY MEMBERS

While we appreciate the support that family members provide to our staff, it is important to maintain a professional environment at all times. Staff members are expected to ensure that their family members do not interfere with their work responsibilities or the operations of the school.

If a staff member's family member needs to visit the school, the visit should be kept brief and not disrupt the workday or learning environment. Any exceptions to this guideline should be discussed and approved by the staff member's direct supervisor in advance.

STAFF HUDDLES

All staff members are expected to attend announced staff huddles, which provide important updates, opportunities for team discussion, and a forum to address any immediate concerns or priorities. If a staff member cannot attend a scheduled huddle, they must notify their direct supervisor in advance and ensure they catch up on any missed information.

STUDENT BEHAVIOR/DISCIPLINE GUIDELINES

Student behavior guidelines are printed in our Students and Family Handbook. Teachers should become familiar with the school's behavioral expectations of students.

STUDENT MEDICATIONS

Students who receive medicines at school will see the School Nurse or designee. Staff members are not permitted to give any form of medication to students. All student health concerns must be directed to the School Nurse or designee.

STUDENT WORK DISPLAYS

Student learning will be displayed throughout the school. Teachers are responsible for hallway and studio displays. Displays must be updated with student work by the **First Friday** of each month. Criteria for student work displays have been developed and should be used when posting student work.

Please adhere to the following:

- All posted work must be at grade level, exemplary work that shows evidence of **rigorous** learning. A rubric/scoring guide must accompany posted work.
- Label the display so colleagues and visitors know the conceptual/thinking skills targeted in completing student work.
- ***Always post the scoring guide and the objectives addressed when displaying student work.***
- Post current student work that shows the quality of work you wish your students to produce.

STUDIO MANAGEMENT

Effective studio management is the key to creating a safe and orderly learning environment. Teachers are ultimately responsible for managing student behavior, enforcing class routines and procedures, and responding to misbehavior. Teachers will work with the student, family, colleagues, and support staff to develop systems that prevent or reduce student misbehavior.

Teachers will:

- Explicitly instruct and model behavior expectations and rules.
- Post studio rules and expectations in the studio.
- Establish routines and procedures.
- Use 'Class Meetings' to establish a climate of trust, safety, and respect.
- Actively monitor behavior, respond immediately, and maintain documentation.
- Recognize students who display positive behavior and those who show improvements.

STUDIO PARTIES

Parties will be limited to recess or 20-30 minutes before dismissal. This includes parties given by the teacher and birthday celebrations initiated by parents.

SUBSTITUTE FOLDERS

Each teacher must have an updated substitute folder on file on Google Drive. Each folder must contain current information since it is a critical tool for the substitute's success.

Substitute folders must include:

- Attendance roster
- Seating chart
- Daily schedule
- Detailed emergency lesson plans
- List of grade-level colleagues
- Description of the drop-off and pick-up procedures
- Lunch and recess periods and procedures
- Information unique to your studio

Please submit substitute folders to the office no later than **September 1**.

SUPERVISION

Students must be supervised at all times – in the studio, hallways, playground, and all areas of the school. Staff members should walk students to and from the cafeteria, special studios, buses, and recess.

Students with a hall pass are sometimes sent to the bathroom or elsewhere in the building. Teachers should be aware of who is out of the studio and make every attempt to keep students together in case of emergency. Staff's responsibility and authority extend beyond the studio.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the studio, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and general misbehavior.

Teachers are liable if students are unattended.

SUPPLIES

Submit supply requests (in writing) to the Dean of Operations by the close of business on Monday. All requests for stocked items will be honored by the end of the week. Supplies will be labeled and placed in the copying room or delivered to the studio. The Dean of Operations will fill emergency requests as needed.

Consider the following resources for additional supplies and materials:

- Kidsmart
- www.donorschoose.org

SUPPORT STAFF

The success of the school community and the success of students require the entire staff to work together. This includes the Executive Director, Dean of Operations, Dean of Curriculum and Instruction, Teachers, Interventionists, Nurses, Counselors, Social Workers, Office Manager, Custodian, Cafeteria Staff, Bus Drivers, etc. The support staff is important in creating a safe and supportive learning environment.

Bus Drivers: Attend to students, road conditions, and traffic to ensure students arrive at school and home safely and on time.

Cafeteria Workers: Provide well-portioned, healthy meals for students.

Custodians: Contribute to student learning by creating a safe, clean, and healthy environment for students daily.

Office Coordinator: Takes care of administrative details, school communication, attendance, visitors, supplies, emergencies, etc. The Office Manager serves as the face of the school and receives and disseminates verbal and written communications as required.

School Culture Coordinator: This position provides academic, career, college access, and social-emotional competencies to all students. The Counselor is a key member of the Student Support Team (SST) and works closely with the SST and School Psychologist when students are referred for Special Education testing. The counselor mediates and diffuses situations with and between students to ensure that students are emotionally and socially healthy.

School Nurse: Supports success by student success by providing health care through assessment, intervention, and follow-up for all children within the **school** setting. The School Nurse also addresses students' physical, mental, emotional, and social health needs to support their achievement in the learning process.

Special Education ICA: Physically assists students with daily living tasks and transitioning. Additionally, ICAs work closely with teachers to prepare lesson plans that best fit the needs of their students.

Interventionist: Reinforces instruction provided by the studio teacher, provides extra supervision, and supports students' small group and individual learning needs.

TEACHER WORKROOM/LUNCHROOM

The lounge is for teacher use before 8:30 a.m., after 4:00 p.m., at lunchtime, and during the planning period. Students are not permitted in the workroom/lunchroom area during these times. The staff is responsible for keeping this area neat and clean. As per SLVA policy, smoking is prohibited.

We must take responsibility for maintaining the workroom and lounge areas. You **must** clean up after yourself each time you work in the workroom. After completing your meal in the lounge, you **must** clean your area. You should label the food you put in the refrigerator and only eat what you put in the refrigerator. If something spills, please wipe it up completely. Make a habit of removing personal items daily.

TECHNOLOGY USAGE

The wide use of technology in studios is encouraged when possible. Technology should enhance instruction by increasing understanding, acting as a motivational tool, or providing enrichment. Failure to adhere to SLVA guidelines may result in consequences for students and adults.

Technology/Videos may be used as part of the instructional process; this should be reflected in the lesson plan. If a Movie is shown in the studio, it must enrich the learning experience and be relevant to the curriculum. All movies must be approved by the Head of Schools

All personal use of school-issued technology should comply with the school's policies regarding appropriate use, and any content or activities that are inappropriate or violate school policy are strictly prohibited. Excessive or inappropriate personal use of school-issued technology may result in disciplinary action. Please refer to the SLVA Policies and Procedures regarding technology use.

VISITORS

All visitors should park in front of the building and enter through the main building entrance. The Office Manager or designee will buzz visitors into the building. Students or staff members shall not open the door.

Visitors must present a form of identification when signing in. A visitor pass will be given to every visitor. Visitors who need the appropriate visitor pass will be directed to the main office.

WALKTHROUGHS

The instructional leadership and staff will conduct walkthroughs on an ongoing basis. These walkthroughs will not be used for evaluative purposes. They are intended to provide the instructional team with information to support teachers in their instructional practices.

WEEKLY PLANNING/DATA MEETINGS

Grade-level meetings will occur at least once weekly, but teachers may need to meet more often. Data Team time is for conversations among colleagues about the work.

- It is critical that teachers use the required Data Team documents for each meeting. Please turn in copies of the meeting notes after each meeting.
- The Head of Schools or designee will facilitate and participate.
- Report to meetings with graded student work and data analysis.

SLVA will:

- Ensure high-quality, standards-aligned interim assessments are in place and aligned with end-goal assessments.
- Lead initial and ongoing professional development that prioritizes data-driven instruction.
- Have a system to create, implement, and monitor aligned lesson/curriculum materials that meet or exceed the rigor of the standards and end-goal assessments.
- Conduct deep analysis of school-wide and individual teacher data so that school-wide patterns can be identified and used to create effective action plans.
- Lead effective interim assessment analysis cycles so teachers can see exemplar student answers, analyze trends, and create high-leverage action plans.
- Monitor action plans to guarantee effective re-teaching.

PROCEDURES & EXPECTATIONS STATEMENT

While this handbook intend to provide a comprehensive guide for all employees, it may not explicitly state every expectation or procedure in detail. If you have any questions or need clarification on any matter, please direct your inquiries to the Head of Schools.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

Dear New Hire,

We are pleased to have you join the St. Louis Voices Academy of Media Arts team. As part of your onboarding process, you received a copy of our employee handbook, which outlines our policies and procedures and your rights and responsibilities as an employee. Please sign and return this letter to acknowledge that you have received a copy of our employee handbook and understand its contents. This acknowledgment will be placed in your employee file for future reference.

By signing below, you acknowledge that you have received a copy of the employee handbook and understand its contents. You further agree to comply with all of the policies and procedures outlined in this handbook and to ask your supervisor if you have any questions or concerns regarding any of the policies or procedures.

Please sign the letter below and return it to the Dean of Operations. Thank you for your cooperation and commitment to SLVA's policies and procedures.

Sincerely,

Employee Name Print _____

Employee Signature _____

Date _____