FRIENDLY ACADEMY

Friendly Academy Initial Policies

Finance policies Adopted May 27, 2025 and remaining polices were adopted July 22, 2025

Table of Contents

Conflict of Interest Policy **23**
Article I- Purpose 23
Article II- Definitions 23
Article III- Procedures 24
Article IV- Records of Proceedings 25
Article V- Annual Statements 25
Article VI-Periodic Reviews 26
Article VIII- Use of Outside Experts 26
Sunshine Law Policy **27**
Section 1. Custody of Records 27
Section 2. Inspection of Records 27
Section 3. Records Retention 27
Annual Operating Budget Policy **28**
Section 1. Budget Process 28
Section 2. Fiscal Compliance 28
Bank Procedures Policy **30**
Section 1. Bank Accounts 30
Section 2. Checks and Electronic Funds Transfer (EFT) 30
Section 3. Mail Procedures 30
Section 4. Bank Reconciliations 31
Section 5. Credit Card Procedures 31
Section 6. Transfer of Information 31
Cash Management Policy **32**
Section 1. Accounting for Cash Transactions 32
Section 1.1. Documentation. 32
Section 1.2. Depositing Cash. 32
Section 1.3. Expenditures. 32
Section 1.4. Segregation of Duties. 32
Section 1.5. Petty Cash. 32
School Accounting System Policy **33**
Section 1. Fiscal Year 33
Section 2. Financial Accounting 33
Section 2.1. Accounting records. 33

Section 2.2. Internal controls. 33
Section 2.3. Source documentation. 33
Section 2.4. Budget control. 33
Audit and Reporting Policy 35
Section 1. Annual Audit. 35
Section 1.1. 35
Section 1.2. Board Action. 35
Section 1.3. Submission to Sponsor. 35
Section 1.4 Submission to DESE. 35
Section 2. Financial Statements. 36
Section 2.1 36
Section 2.2. 36
Section 2.3. 36
Payroll Model Policy 37
Section 1. Accurate & Timely Payroll. 37
Section 2. Payment of School Employees. 37
Section 3. Paydays. 37
Section 4. Withholding of Wages. 37
Section 5. Teachers Retirement System. 37
Grants and Federal Fiscal Compliance Policy 38
Section 1. Fiscal Requirements under Title I, Title II, and Title IV of ESSA 38
Section 1.1. Supplement not Supplant: 38
Section 1.2. Documentation. 38
Section 2. Federal Grant Allowable Expenditures. 38
Section 2.1. Allowability. 38
Section 3. Standards for Documentation of Personnel Expenses 39
Section 4. Charter Schools Program (CSP) Grants 40
Section 4.1. Compliance. 40
Section 4.2. Fiscal Control. 40
Section 4.3. Procurement. 40
Section 5. Use of Federal Grant Funds for Procurement 40
Section 5.1. Open and Free Competition. 40
Section 5.2. Conflicts of Interest. 40
Section 5.3. Solicitation of Bids or Offers 40
Section 5.4. Record Documentation. 41
Section 5.5 41

Section 5.6 41
Section 6. Travel Costs. 42
Section 6.1 42
Section 6.2 42
Section 6.3 42
Section 7. Compliance with the Cash Management Improvement Act. 42
Section 7. 1 42
Section 7.2. 42
Section 7.3. 43
Section 8. Written Procedures. 43
Capital Assets Accounting Policy **44**
Section 1.1. Definition of Capital Asset. 44
Section 1.2. Documentation. 44
Section 1.3. Inventory. 44
Section 1.4. Annual Audit. 44
State Tax Sources Policy **45**
Section 1. Acceptance. 45
Section 2. Reporting. 45
State and Federal Projects Policy **46**
Section 1. Authority to Operate. 46
Borrowed Funds Policy **47**
Section 1. Borrowing Funds 47
Bonded Indebtedness Policy **48**
Section 1. 48
Authorized Signatures Policy **49**
Section 1. 49
Section 2. 49
Section 3. 49
Investment Policy **50**
Section 1. Scope 50
Pooling of Funds 50
External Management of Funds 50
Section 2. General Objectives 50
Safety 50
Liquidity 50
Yield 51

Section 3. Standards of Care 51
Prudence 51
Ethics and Conflicts of Interest 51
Delegation of Authority 51
Section 4. Investment Transactions 52
Authorized Financial Dealers and Institutions 52
Internal Controls 52
Delivery vs. Payment 53
Section 5. Investment Parameters 53
Diversification 53
Maximum Maturities 53
Section 6. Reporting 54
Methods 54
Performance Standards 54
Marking to Market 54
Section 7. Policy Considerations Exemption 54
Procurement Policy 56
Section 1: General 56
Section 2: Purchasing Supervision 56
Section 3: Competitive Purchasing 56
Section 3.1 56
Section 3.2 56
Section 3.3 57
Section 4: Exceptions to General Purchasing Policy 57
Section 5: Debarred or Suspended Providers 58
Section 6: Confidentiality 58
Section 7: Conflict of Interest 58
Section 8: Endorsements 58
Section 9: Credit and Purchasing Cards 58
Section 9.1 58
Section 9.2 58
Section 9.3 59
Section 9.4 59
Section 9.5 59
Section 9.6 59
Section 9.7 59

Section 10: Use of Federal Grant Funds for Procurement 59
Additional Requirements. 60
Record Documentation. 61
Section 11: Conformance with other Policies and Laws 61
Working Hours and Salary Deductions Policy 62
Section 1. General 62
Section 1.1 62
Section 1.2 62
Section 2: Working Hours 62
Section 2.1 62
Section 2.2 62
Section 3: Voluntary Deductions 62
Section 3.1 62
Section 3.2 62
Section 4: Involuntary Deductions 63
Section 4.1 63
Section 4.2 63
Section 4.3 63
Section 5: Improper Deductions 63
Section 5.1 63
Section 5.2 63
Workers' Compensation Policy 65
Section 1: General 65
Section 2: Workers' Compensation Benefits Payable 65
Section 2.1 65
Section 2.2 65
Section 3: Direction of Medical Care 65
Section 3.1 65
Section 4: Continuation of Employee Benefits While Off Work Due to Compensable Injury 65
Section 4.1 65
Section 4.2 66
Section 5: Continuation of Temporary Total Disability ("TTD") Benefits 66
Section 5.1 66
Section 5.2 66
Section 5.3 66
Section 5.4 66

Section 6: Compliance with Physician's Orders 66
Section 6.1 66
Section 7: Notice Requirements 66
Section 7.1 66
Section 8: Drug and/or Alcohol Use 67
Section 8.1 67
Section 8.2 67
Section 9: Rule Violation or Willful Failure to Use Safety Devices 67
Section 9.1 67
Section 10: Failure to Return to Work After Physician Release 67
Section 10.1 67
Section 10.2 67
Section 11: Penalties for Fraud 67
Section 11.1 67
Section 12: Policy Compliance 67
Section 12.1 67
Section 12.2 68
Family and Medical Leave Act Policy 69
Drug Free Workplace Policy 70
Employee Alcohol and Drug Testing Policy 71
Section 1. General 71
Section 1.1 71
Section 2. Program Coordinator and Training 71
Section 2.1 71
Section 2.2 71
Section 3. Testing Program 71
Section 3.1 71
Section 3.2 71
Section 3.3 71
Section 3.4 71
Section 4. Refusal to Submit to Tests 72
Section 4.1 72
Section 5.1 72
Section 4.2 72
Section 4.3 72
Section 5. Records and Reports 72

Section 5.1 72
Section 5.2 72
Staff Leaves and Absences Policy **73**
Section 1. Paid Time Off Leave Eligiblity 73
Section 2: Use of Paid Time Off 73
Employment Status Policy **76**
Section 1. Employment Status. 76
Section 1.1. 76
Section 1.2. 76
Section 2. Hiring 76
Section 2.1. 76
Section 2.2 76
Section 3. Suspension 76
Section 3.1. 76
Section 4. Termination 76
Section 4.1. 76
Section 4.2. 77
Personnel Evaluations Policy **78**
Section 1. Staff Observations and Evaluations 78
Section 1.1. 78
Section 1.2. 78
Section 1.3. 78
Section 1.4. 78
Section 1.4.1. 78
Reference Policy **79**
Section 1. Definitions 79
Section 2. General References 79
Section 2.1. 79
Section 2.2. 79
Section 3. Disclosing Allegations of Sexual Misconduct to Other Public Schools 80
Section 3.1 80
Section 3.2. 80
Section 4. Recordkeeping 80
Section 4.1 80
Section 5. Notice 80
Section 5.1 80

Section 5.2. 81
Section 6. Immunity 81
Section 6.1. 81
Section 6.2. 81
Background Check Policy 82
Section 1. Definitions 82
Section 2. Employees 82
Section 2.1. 82
Section 2.2 82
Section 3. Board Members 83
Section 3.1 83
Section 4. Volunteers 83
Section 4.1. 83
Section 4.2. 83
Section 5. Payment 83
Section 5.1. 83
Section 5.2. 83
Section 6. Updating Information 84
Section 6.1. 84
Section 6.2. 84
Section 7. School Notification 84
Section 7.1. 84
Section 8. Reporting Requirements 84
Section 8.1. 84
Section 9. Confidentiality 84
Section 9.1. 84
Section 9.2. 84
Section 9.3. 85
Section 10. Consequences 85
Section 10.1. 85
Section 10.2. 85
Mandatory Reporting Policy 86
Section 1. Mandatory Reporting 86
Section 1.1 86
Section 1.2 86
Section 1.3 86

Section 1.4 86
Section 1.5 86
Section 2. Training 86
Staff-Student Relations Policy 88
Section 1. Expectations Regarding Communications with Students 88
Section 1.1 88
Section 1.2 88
Section 1.3 88
Section 1.4 88
Section 2. Goal and Scope of this Policy 88
Section 2.1 88
Section 3. Absolute Prohibitions 88
Section 3.1 88
Section 3.2 89
Section 4. Electronic Communication 89
Section 4.1 89
Section 4.2 89
Section 4.3 89
Section 4.4 89
Section 4.5 90
Section 5 Consequences for Violation 90
Section 5.1 90
Section 6 Reporting 90
Section 6.1 90
Section 6.2 90
Section 6.3 91
Section 7 Training 91
Section 7.1 91
Staff Conduct Policy 92
Missouri Victims' Economic Security And Safety Act Policy 94
Section 1. Definitions 94
Section 2. Eligible Employees 94
Section 3. Qualifying Reasons for Leave 94
Section 4. Notice of Need for Leave and Certification 95
Section 5. Medical and Other Benefits 95
Section 6. Reasonable Safety Accommodations 95

Section 7. Non-Retaliation 96
Lactation Support Policy 97
Section 1. General 97
Section 2. Reasonable Time to Express Milk at Work 97
Section 3. A Private Area for Milk Expression 97
Section 4. Nondiscrimination. 97
Section 5. School Responsibilities 98
Friendly Academy will: 98
Section 6. Employee Responsibilities 98
School Operations 99
Section 1: General Rule 99
Section 1.1 99
Section 1.2 99
Section 1.3 99
Section 2: Boy Scouts of America Equal Access Act 99
Section 2.1 99
Section 3: School Nutrition Programs 100
Section 3.1 100
Section 3.2 100
Section 3.3 100
Section 4: Interim Measures 100
Section 4.1 100
Section 5: Consequences and Remedies 101
Section 5.1 101
Section 5.2 101
Section 5.3 101
Section 5.4 101
Section 6: Definitions 101
Section 7: Compliance Officer 102
Section 7.1 102
Section 7.2 102
Section 7.3 102
Section 8. Public Notice 103
Section 8.1 103
Section 8.2 103
Section 9. Reporting 103

Section 9.1 103
Section 9.2 103
Section 9.3 103
Section 10. Student-on-Student Harassment 104
Section 10.1 104
Section 10.2 104
Section 11. Investigation 104
Section 11.1 104
Section 11.2 104
Section 12. Grievance Process Overview 104
Section 12.1 105
Section 12.2 105
Section 12.3 105
Section 12.4 105
Section 12.5 105
Section 12.6 105
Section 13. Grievance Process 105
Section 13.1 105
Section 14. Confidentiality and Records 106
Section 14.1 106
Section 14.2 107
Section 15. Training 107
Section 15.1 107
Title IX Sexual Harassment Policy 107
Section 1. Definitions 108
Section 2. Supportive Measures 109
Section 2.1 109
Section 3. Scope of Sexual Harassment Grievance Process 109
Section 3.1 109
Section 3.2 109
Section 4. Filing a Formal Complaint 110
Section 4.1 110
Section 4.2 110
Section 4.3 110
Section 5. Dismissal of Formal Complaints 110
Section 5.1 110

Section 5.2 111
Section 6. Interim Action 111
Section 6.1 111
Section 6.2 111
Section 7. Sexual Harassment Grievance Process 111
Section 7.1 111
Section 7.2 112
Section 7.3 112
Section 7.4 112
Section 7.5 112
Section 7.6 112
Section 7.7 112
Section 7.8 113
Section 7.9 113
Section 7.10 113
Section 7.11 113
Section 7.12 113
Section 7.13 113
Section 7.14 113
Section 7.15 114
Section 8. Appeals of Decision 114
Section 8.1 114
Section 8.2 115
Section 9. Recordkeeping 115
School Calendar Policy **115**
Section 1. Approval of Annual Calendar 116
Section 1.1. 116
Section 1.2. 116
Section 1.3. 116
Section 2. Attendance Hours 116
Section 2.1 116
Section 2.2. 116
Section 2.3. 116
Section 2.4. 116
Section 3. Alternative Methods of Instruction 117
Section 3.1. 117

Section 4. Authorization to Revise the Annual Calendar 117
Section 4.1. 117
Title I Policy 117
Section 1. Parent Involvement 118
Section 2. Title I Parental Involvement Plan. 118
Section 3. Reporting Requirements 118
Accommodations of Students with Disabilities Policy 118
Section 1. General 119
Section 2. Section 504 and ADA Compliance Officer 119
Section 3. Notice and Child Find 119
Section 4. Grievance Procedure 119
Student Educational Records Policy 119
Section I. General 120
Section 1.1 120
Section 1.2 120
Section 2. Confidentiality. 120
Section 2.1 120
Section 2.2 120
Section 3. Directory Information 120
Section 3.1 120
Section 3.2 120
Section 4. Release of Education Records 121
Section 4.1 121
Section 5. Military Recruiters. 122
Section 5.1 122
Section 6. Inspection and Review 122
Section 6.1 122
Section 6.2 123
Section 6.3 - Review Procedures 123
Section 6.4 - Appeal Procedures 123
Section 7. Recordkeeping 124
Section 7.1 124
Section 7.2 124
Section 7.3 125
COMMUNICABLE DISEASES POLICY 125
Section 1. Immunization 126

Section 1.1 126
Section 2. Standard Precautions 126
Section 2.1 126
Section 3. Categories of Potential Risk 126
Section 3.1 126
Section 3.2 126
Section 4. Exceptional Situations 126
Section 4.1 126
Section 4.2 126
Section 4.3 127
Section 5. Confidentiality 127
Section 5.1 127
Section 5.2 127
Section 6. Reporting and Disease Outbreak Control 127
Section 6.1 127
Section 7. Notification 127
Section 7.1 127
Distribution of Medicine Policy **127**
Section 1. School Distribution and Administration of Medication 128
Section 1.1. 128
Section 1.2. 128
Section 2. Student Possession and Self-Administration of Medication 128
Section 2.1. 128
Section 2.2. 128
Section 2.3. 129
Section 2.4. 129
Section 2.5. 129
Section 2.6. 129
Section 2.7 129
Section 3. Consequences 129
Section 3.1 129
Section 3.2 129
Section 3.3 129
Immunizations Policy **131**
Section 1. General 131
Section 1.1 131

Section 1.2 131
Section 2. Immunization Exceptions 131
Section 2.1 131
Section 2.2 131
Section 3. Failure to Provide Evidence of Required Immunizations 131
Section 3.1 131
Section 3.2 132
Section 3.3 132
Section 4. Records 132
Parents and Student Complaints and Grievances Policy 132
Section 1. Purpose and General Policy Provisions Related to Resolution of Concerns. 133
Section 1.1. 133
Section 2. Process. 133
Section 2.1. 133
Section 2.2 133
Section 3. 133
Technology Acceptable Use Policy 133
Section 1. Technology Use and Safety. 134
Section 1.3 134
Section 1.4 134
Section 1.5 134
Section 1.6 134
Section 2.1. 135
Section 2.2 135
Section 3. Staff Responsibilities for Use of Technology 135
Section 4. Student Responsibilities for Use of Technology 135
Section 5. Network User Responsibilities 136
Section 5. Unacceptable Uses Include, but are not limited to: 136
Section 6. Transmission of any material in violation of any federal or state regulation is prohibited. 136
Section 7. User Privacy 136
Section 7.1 136
Section 7.2 137
Section 8. Closed Forum 137
Section 8.1 137
Section 8.2 137

Section 9. No Warranty/No Endorsement 137
Section 9.1 137
Section 9.2 137
Drug Free Schools Policy 138
Section 1. 139
Section 2. 139
Section 3. 139
Discipline Policy 139
Section 1. Purpose 140
Section 1.1. 140
Section 2. Enforcement 140
Section 3. Definitions of Disciplinary Methods 140
Section 3.1. In-School Suspension. 140
Section 3.2. Out-of-School Suspension. 141
Section 4.3. Expulsion. 141
Section 4.4. Alternative School. 141
Section 4.5. Restrictions on School Activities. 141
Section 5. Suspension and Expulsion Procedures. 141
Section 5.1 141
Section 5.2 Suspensions For More Than 180 School Days and Expulsions 143
Section 5.3 Student Discipline Hearings 143
Section 6. Remedial Conference 145
Section 7. Offenses and Consequences 145
Section 7.1. 145
Section 7.2. Documentation in Student's Discipline Record. 146
Section 7.3. Prohibition Against Being On or Near School Property During Suspension. 146
Section 7.4. Prohibited Conduct. 147
Weapons at School Policy 157
Section 1. 158
Seclusion, Restraint and Corporal Punishment Policy 158
Section 1. GENERAL 159
Section 1.1 159
Section 2. DEFINITIONS 159
Section 3. USE OF SECLUSION OR RESTRAINT 160
Section 3.1 160
Section 3.2 160

Section 4. POLICY, COMMUNICATION, AND TRAINING 160
Section 4.1 160
Section 4.2 School personnel debriefing: 161
Section 4.3 Parental notification: 161
Section 4.4 Personnel training: 161
Section 5. APPLICABILITY OF THIS POLICY 162
Section 5.1 162
Section 5.2 162
Section 6. Corporal Punishment 162
Section 6.1. 162
Entrance Age Policy 162
Section 1. Kindergarten Admissions. 162
Section 2. First Grade Admissions 163
Program for Homeless Students Policy 163
Section 1. General 164
Section 2. Definitions 164
Section 2.1 164
Section 2.2 164
Section 3. Placement 164
Section 4. Enrollment 165
Section 5. Services 165
Section 6. Coordinator 165
Section 7. Complaint Resolution 166
School Admissions Policy 166
Section 1. 167
Section 2. 167
Section 2.1. 167
Section 3. Lottery. 168
Section 3.1. 168
Section 3.2 168
Section 4. Wait List. 168
Section 4.1. 168
Section 4.2. 168
Section 4.3. 168
Section 4.4. 168
Section 4.5. 168

Section 5. Registration. 168
Section 5.1. 168
Section 5.2. 168
Section 5.3. 169
Section 5.4. 169
Section 5.5. 169
Section 5.6. 169
Visitors to School Property Policy **169**
Section 1. School Property 169
Section 2. Student Visitation 170
Section 3. Prohibited Items 170
Section 4. Appropriate Behavior 171
Section 5. Registered Sex Offenders and Persons Prohibited on or Near School Property 171
Section 6. Disruptive Conduct 172
Section 7. Enforcement 172
Surveying, Analyzing or Evaluating Students Policy **172**
Section 1. Inspection 172
Section 1.1 172
Section 1.2 173
Section 2. Consent Required 173
Section 3. Notice and Opportunity to Opt Out 173
Section 3. Notification of Policy and Privacy 174
Hazing and Bullying Policy **175**
Section 1. General 175
Section 1.1 175
Section 1.2 175
Section 1.3 175
Section 1.4 175
Section 2. Definitions 175
Limited Public Forum Policy **176**
Section 1. Establishment of Limited Public Forum 177
Section 1.1. 177
Section 2. Student Speakers 177
Section 2.1. 177
Section 3. Disclaimer 177
Community Engagement Policy **177**

Section 1. General 178
Section 2. Complaints through Established Policy and Procedure 178
Section 3. Written Correspondence. 178
Section 4. Agenda Items. 178
4.1 General. 178
4.2 Timeline. 178
4.3 Limitations. 178
Will's Law Policy 179
Section 1: Definitions 180
Human Sexuality And Sexually Transmitted Diseases Instruction Policy 181
Section 1. 182
Instruction for Students with Disabilities Policy 183
Dyslexia Screening Policy 184
English Language Learners (ELL) Policy 185
Missouri Course Access and Virtual School Program Policy 187
Section 1. Course Access and Virtual School Enrollment 188
Section 2. Costs 188
Section 3. Notice of Right to Participate 188
Section 4. Payment to Content Provider 188
Section 5. A+ Students 188
Section 6. Transfer Students 189
Section 7. Monitoring Student Progress 189
Reading Interventions Policy 189
Section 1. General 189
Section 2. Reading Improvement Instruction 190
Section 3. Dyslexia and Related Disorders 190
Section 4. Remediation as a Condition of Promotion 191
Suicide Awareness and Prevention Policy 191
Section 1. Purpose 191
Section 2. Definitions 192
Section 3. Crisis Response Team 192
Section 4. Response Plan 192
Section 4.1 Students Who May Be at Risk of Suicide 192
Section 4.2 Students Who May Be Having a Suicide Crisis 193
Section 5. Students Attending Virtually 194
Section 6. Confidentiality 194

Section 7. Abuse and Neglect 195
Section 8. Accommodating a Disability 195
Section 9. School and Community Resources 195
Section 10. Response to Incidents Impacting the School 195
Section 11. Return to School Following a Suicide Attempt 196
Section 12.Staff Education on Suicide Prevention and Response Protocol 196
Section 13. Suicide Prevention Education for Students 197
Section 14. Policy Publication 197
Get the Lead Out of School Drinking Water Act Model Policy 197
COMPREHENSIVE EMERGENCY OPERATIONS PLAN MODEL POLICY 200
CARDIAC EMERGENCY RESPONSE MODEL POLICY 201
STOP THE BLEED ACT MODEL POLICY 209
SCHOOL SAFETY COORDINATOR MODEL POLICY 210
ANTI-INTRUDER LOCK MODEL POLICY 211
ELECTRONIC COMMUNICATION DEVICE MODEL POLICY 213
STUDENT ENROLLMENT BEHAVIORAL THREAT ASSESSMENTS AND PERSONAL SAFETY PLANS MODEL POLICY 216
ZERO TOLERANCE DISCIPLINARY POLICY MODEL POLICY 216
ACTIVE SHOOTER AND OTHER EMERGENCY TRAINING AND DRILLS MODEL POLICY revised 7/22/25 217
ACTIVITY AND EVENT PARTICIPATION OF NON-STUDENTS MODEL POLICYi 221

Conflict of Interest Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

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**
   Any director, principal officer, or member of a committee with governing board delegated powers, or Key Personnel who has a direct or indirect financial interest, as defined below, is an interested person. Key Personnel is defined as an employee of the Organization who meets the three following tests: (a) $150,000 Test: receives reportable compensation from the Organization and all related organizations in excess of $150,000 for the year; (b) Responsibility Test: the employee: (i) has responsibility, powers, or influence over the Organization as a whole that is similar to those of officers, directors, or trustees; or (ii) manages a discrete segment or activity of the Organization that represents 10% or more of the activities, assets, income, or expenses of the Organization, as compared to the Organization as a whole; or (iii) has or shares authority to control or determine 10% or more of the Organization's capital expenditures, operating budget, or compensation for employees; and (c) Top 20 Test: is one of the 20 employees (that satisfy the $150,000 Test and Responsibility Test) with the highest reportable compensation from the Organization and related organizations for the year.

2. **Financial Interest**
   A person has a financial interest if the person has, directly or indirectly, through business, investment, or family; An ownership or investment interest in any entity with which the Organization has a transaction or arrangement; A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. 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 only 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- Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which 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 which accomplish one or more of its tax-exempt purposes.

Article VI-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.

Sunshine Law Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

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. Inspection of Records

Section 2.1. Governing Board records such as official minutes of open meetings of the Board, written policies, and 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 or any other confidential records shall not be released for inspection by the public or any unauthorized persons, either by the board secretary or CEO or other persons responsible for the custody of confidential files.

Section 2.3. The Board hereby closes all meetings, records, and votes to the extent authorized by law.

Section 2.4. Requests to inspect records shall be directed in writing to the custodian of records.

Section 3. Records Retention

Section 3.1. The Governing Board shall follow the school's records retention schedule, which is compliant with state records retentiility on mandates.

Annual Operating Budget Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Budget Process

Section 1.1. The CEO will ensure Friendly Academy follows a budgeting process consistent with the requirements of federal and Missouri statutes, Missouri Department of Elementary and Secondary Education Rules and Regulations, and any other applicable laws or rules.

Section 1.2. The Board of Directors designates the CEO (or designee such as a DOO or Finance Vendor) as the budget officer. Each year the CEO 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 CEO shall ensure that a needs assessment of Friendly Academy is drafted and finalized by a budget committee consisting of the CEO and other individuals as designated by the Board. The needs assessment shall inform the drafting of the annual budget.

Section 1.4. The CEO will work collaboratively with the board to revise the proposed budget prior to the adoption. The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws. Such budget shall be adopted by June 30 of each year, 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 or less any deficit estimated for the fund for the beginning of the fiscal year.

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 CEO and finance vendor shall review with the Board the adopted budget in relation to the beginning cash balances for each fund. The board may revise the budget as necessary throughout the fiscal year.

Section 2. Fiscal Compliance

The finance vendor shall ensure that Friendly Academy complies with all state and federal laws and rules concerning the budget and related processes of the school.

Bank Procedures Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Bank Accounts

Section 1.1. The CEO or designee of Friendly Academy has the authority to open a business checking account and a business operating account on behalf of Friendly Academy to be used to hold the school's assets.

Section 1.2. The CEO 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 the school to use for its financial transactions. Once the resolution has been adopted, the CEO has the authority to enter into an agreement with the selected financial institution. This agreement should be signed by the CEO.

Section 2. Checks and Electronic Funds Transfer (EFT)

Section 2.1. Any check or EFT payment $25,000 and under drafted on any school-designated bank account may be signed/authorized by the CEO, Board Treasurer, or Board President. Any check or EFT payment above $25,000 drafted on any school-designated bank account must be duly signed/authorized by the Board Treasurer or Board President. In the case of an EFT, the CEO must receive written, approved authorization from the Board Treasurer or Board President. A dual signer exception is granted for payments for board-approved recurring, fixed expenditures such as monthly rent.

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 (insert title). 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 (insert title) for processing. All check request forms shall be maintained by the (insert title).

Section 2.4. Checks payable to cash are prohibited.

Section 3. Mail Procedures

Section 3.1. The Director of Operations or CEO 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 Finance vendor or their designee is responsible for bank reconciliations a minimum of once monthly. Bank statements should be delivered to the CEO 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 Friendly Academy that credit card use shall be limited and only the following employees or board members are authorized to use credit cards: CEO and Directors of Friendly Academy will not use debit cards, and credit cards shall only be used by the following employees CEO and Directors 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 above $1,500 must receive prior board chair or treasurer approval and credit card transactions exceeding $10,000 are prohibited. Employees issued a credit card must receive prior, documented approval from the CEO 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 CEO ends his or her term with the Board, employment with the school is terminated, or is otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information. The school will change the passwords and other security information once the individual's duties with the school are concluded.

Cash Management Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted 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 received and in what amount, which shall be signed and dated by the CEO or his or her designee who has the authority to receive cash on behalf of Friendly Academy.

Section 1.2. Depositing Cash.
The CEO, DOO and Treasurer shall be responsible for depositing cash in Friendly Academy's bank account. The CEO, DOO, and Treasurer 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 the school. 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 the school on the same day the deposit is made, if possible, or, if not, 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 CEO of Friendly Academy shall ensure that appropriate segregation of duties exists regarding the handling of all money transactions including reconciliation.

Section 1.5. Petty Cash.
Petty cash shall be maintained in a locked box in the CEO's office in an amount not to exceed $250. 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 the CEO's office as soon as practicable. Petty cash funds shall not be used to cash checks. Petty cash amounts may not be used to circumvent established purchasing procedures. Teachers may not make petty cash purchases without the prior approval of an administrator. Petty cash should not be used as a short cut to obtain supplies except in an emergency or in cases where very small purchase amounts make it impractical to order through other channels.

School Accounting System Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Fiscal Year

Friendly Academy 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

The Friendly Academy account system shall conform to the requirements established by state statutes, regulations of the Missouri Department of Elementary and Secondary Education, and the current version of the Missouri Financial Accounting Manual. The Board shall establish funds for the accounting of all school monies. The CEO shall be responsible for receiving and properly account for all funds of the school and implementing the accounting system.

Section 2.1. Accounting records.
The school shall maintain records that adequately identify the source and application of funds and ensure monies received by the school are deposited into the appropriate fund account. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. All financial transactions shall be recorded in the revenue and expenditure records, and appropriate entries from the adopted budget shall be made in the records for the respective funds. Accurate records of capital assets shall be maintained, and a physical inventory of capital assets shall take place every two years.

Section 2.2. Internal controls.
The school shall maintain effective control and accountability of all state, local or federal funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The school shall adequately safeguard all such property and ensure it is used solely for authorized purposes.

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

Section 2.4. Budget control.
The school 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.

The school shall use the account code structure as described in the Missouri Department of Elementary and Secondary Education's Chart of Accounts.

Section 2.6.

The CEO shall also be responsible for student-related accounting and shall file, or cause to be filed, enrollment, attendance, food service and transportation reports as may be required by DESE.

Audit and Reporting Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Annual Audit.

Section 1.1.
On at least an annual basis, the books and accounts of the School, including all financial, transportation (if applicable), and attendance records, will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The CEO shall place before the Board the matter of the retaining of a certified public accountant, and such certified public accountant shall be selected by the Board as the auditor. The audit shall be presented to the Board for examination and approval. The CEO shall ensure a copy of the annual audit report is provided to each Board member.

Audits shall meet the requirements imposed by the Elementary and Secondary Education Act of 1965 for audits of local education agencies and comply with all federal audit requirements for local education agency status.

Section 1.2. Board Action.
Once the Board receives the final report, it shall vote to accept the contents of the audit either at its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws. 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. Within 30 days of receipt of the audit report, the Board shall prepare a summary of the report and publish it in accordance with state law.

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

Section 1.4 Submission to DESE.
The CEO shall ensure a copy of the annual audit report is provided to DESE no later than October 31 following the close of the fiscal period covered by the audit, unless an extension of time is granted.

Section 2. Financial Statements.

Section 2.1
The Board shall review and approve monthly financial statements, including the check register, from the CEO showing the financial condition of the school. Other financial statements determined necessary by the Board or CEO shall also be presented to the Board for review.

Section 2.2.
In addition to the monthly statements, the CEO 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.

d. the capital assets and any ownership interest in the capital assets of local, state and federal parties

Section 2.3.
The CEO shall ensure the annual financial statement is submitted to the Sponsor in a timely manner.

Payroll Model Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Accurate & Timely Payroll.
The CEO 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 on every 15th and last business day of the month, unless that day falls on a weekend or holiday, in which case payment will be made on the preceding business day.
b. Non-exempt Employees. The paydays for non-exempt employees shall be on every 15th and last business day of the month, unless that day falls on a weekend or holiday, in which case payment will be made on the preceding business day.

Section 4. Withholding of Wages.
The finance vendor shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules.

a. The school is ordered to do so by a court of competent jurisdiction;
b. The school is authorized to do so by state or federal law; or
c. The school 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 Friendly Academy shall be members of the Public School 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

Grants and Federal Fiscal Compliance Policy

The governing body ("Board") of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

The Board is authorized to accept grants, gifts, or other donations to the School and to authorize the expenditure and use of the same. No grant, grant, gift or donation, however, may be accepted if it is subject to any condition contrary to law applicable to charter schools, or contrary to the terms of the School's charter.

Federal Grant Programs

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

Section 1.1. Supplement not Supplant:
Friendly Academy shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

Section 1.2. Documentation.
Documentation of the supplementation shall be maintained, or caused to be maintained, by the CEO. The documentation must clearly demonstrate the supplementary nature of federal funds.

Section 2. Federal Grant Allowable Expenditures.

Prior to expending funds, the CEO shall consult the OMNI Super Circular or other appropriate OMB Circular or federal guidance to determine what costs are allowable under the grant awarded. The CEO shall ensure that all grant funds are expended in accordance with the requirements in section 2.1 and the OMNI Super 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

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 reflect the actual activity, not budgeted activity, 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 a 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) Grants

Section 4.1. Compliance.
If Friendly Academy receives CSP grants, the CEO (or designated employee of the school to administer the grant) shall ensure that Friendly Academy shall comply and use the CSP funds in accordance with all statutes, regulations, and approved applications.

Section 4.2. Fiscal Control.
The CEO 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 contract for equipment or services the CEO 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 CEO shall ensure 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 Friendly Academy considering price, quality, and other relevant factors deemed appropriate by the Friendly Academy.

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 CEO 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 CEO 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 open and free competition.

Section 5.6
The school shall utilize the most appropriate procurement method based on the particular procurement. The school shall utilize one of the following methods or any more restrictive method:

a. 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.
b. 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.
c. Sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
d. 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.
e. 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:
    i. The item is available only from a single source;
    ii. The public emergency for the requirement will not permit a delay;
    iii. The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or

iv. After solicitation of a number of sources, competition is determined inadequate.

Section 6. Travel Costs.

Travel costs are the reasonable expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the School. 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 and any other applicable requirements outlined in the Omni Super Circular.

Section 6.1
Such 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 school's non-federally-funded activities and in accordance with the school'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 the school in its regular operations as a result of the school'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 the school's travel policy. Document may include any or all of the following: an agenda; list of attendees, prior written approval; and/or written justification statement.

Section 6.3
The school shall not use its federal grant funds for temporary dependent care costs unless specifically permitted by the authorizing federal statute and regulations.

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 the school for reimbursements. Reimbursements are only for funds "spent"—transactions that are recorded on the school's books and the funds delivered to the recipients.

Section 7.2.
The school 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.
The school 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. The school may retain up to $500 of earned interest annually on all combined Federal programs for administrative expenses. The school 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 online.

Section 8. Written Procedures.

The School shall maintain and follow written policies and procedures required by federal regulation governing federal grant programs, including, but not limited to: payment procedures (Cash Management Improvement Act), allowable/reasonable/allocable costs, cash management, procurement (including gratuity, conflict of interest, micro-purchases) and other written procedures.

Capital Assets Accounting Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted 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 Board Chair shall ensure that Friendly Academy maintains accurate records of capital assets in accordance with applicable rules.

Section 1.3. Inventory.
The Board Chair will ensure 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.

State Tax Sources Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Acceptance.

All state funds will be accepted for the operation of the School 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 CEO is responsible for completing all required reports and forms to obtain state funds to which the School is entitled to receive according to developed rules and regulations.

State and Federal Projects Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Authority to Operate.

With Board approval, the School 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 CEO shall be the designated CEO 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 the School to verify program compliance and success. The CEO shall keep the Board fully informed.

Borrowed Funds Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted 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 the School. 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.

Bonded Indebtedness Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.

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

Authorized Signatures Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.

The Board of Friendly Academy shall designate at least one current board member to be included as an authorized signature on all financial accounts of the school.

Section 2.

The Board shall notify all financial institutions that serve the school of the board member who is to be included as an authorized signature on financial accounts.

Section 3.

The Board of Friendly Academy shall annually certify to its sponsor that the financial institutions that serve the school have on file the authorization form for the board member who is to be the signature on all financial accounts.

Investment Policy

The Board of Friendly Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Scope

This policy applies to the investment of all operating funds of the Friendly Academy.

Pooling of Funds
Except for cash in certain restricted and special funds, Friendly Academy will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

External Management of Funds
Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

Section 2. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

Safety
Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Friendly Academy will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the [entity] will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

Friendly Academy will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities.

Liquidity
The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Yield
The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

Section 3. Standards of Care

Prudence
All participants in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Ethics and Conflicts of Interest
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Friendly Academy.

Delegation of Authority
Authority to manage the investment program is granted to [designated official or external professional, hereinafter referred to as investment officer] and derived from the Missouri Constitution and state statutes. Responsibility for the operation of the investment program

is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/ depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Section 4. Investment Transactions

Authorized Financial Dealers and Institutions
A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list will also be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

Internal Controls
The investment officer/internal auditor/director of accounting is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the [school’s] independent auditor. The internal control structure shall be designed to ensure that the assets of Friendly Academy are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.

- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

Delivery vs. Payment
All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of Friendly Academy and shall be held by a third-party custodian as evidenced by safekeeping receipts.

Suitable and Authorized Investments
In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that Friendly Academy will consider and which shall be authorized for the investments of funds by Friendly Academy.

- Open time deposits or certificates of deposit secured under the provisions of sections 110.010 and 110.020, RSMo;
- Bonds, redeemable at maturity at par, of the state of Missouri, of the United States, or of any wholly owned corporation of the United States;
- Short term obligations of the United States; or
- Any instrument permitted by law for the investment of state moneys.

Section 5. Investment Parameters

Diversification
The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- U.S. treasuries and securities having principal and/or
- interest guaranteed by the U.S. government: 100%
- Collateralized time and demand deposits: 100%
- U.S. Government agencies, and government sponsored enterprises: No more than 60%
- Collateralized repurchase agreements: 50%
- U.S. Government agency callable securities: No more than 30%

Maximum Maturities
To the extent possible, Friendly Academy shall attempt to match its investments with anticipated cash flow requirements. Investments shall mature and become payable not more than five (5) years from the date of purchase. Friendly Academy shall adopt weighted average maturity limitations that should not exceed three (3) years and are consistent with the investment objectives Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously

invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Section 6. Reporting

Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow Friendly Academy to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of Friendly Academy. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note, this is only required annually]
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the governing body of the [entity]. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

Section 7. Policy Considerations Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be adopted by resolution of the [school's] governing body. The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the governing body for consideration.

Procurement Policy

The Board of Friendly Academy adopts the following policy effective on the date of adoption by the Board.

Section 1: General

The Board recognizes the importance of a sound fiscal management program and expects Friendly Academy 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 Friendly Academy 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. Friendly Academy 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 $50,000 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 CEO will serve as Friendly Academy'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 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 comply 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
Friendly Academy 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 $10,000. Purchases of $10,001 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 $249,999. Friendly Academy 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, 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 $10,000 but less than $250,000. 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 $249,999 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

Friendly Academy 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 the school 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. Friendly Academy 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, Friendly Academy 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 Friendly Academy.

Section 9: Credit and Purchasing Cards

Section 9.1
All purchases made using Friendly Academy 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 CEO, 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 Friendly Academy'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 CEO immediately if any purchase was made in violation of law or Friendly Academy 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 CEO 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
Friendly Academy 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 Friendly Academy employees must report suspected fraud, theft or misuse of funds to the CEO or purchasing officer immediately. Friendly Academy 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 CEO or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of Friendly Academy in situations where a crime may have occurred.

Section 10: Use of Federal Grant Funds for Procurement

Friendly Academy 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 CEO 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 Friendly Academy considering price, quality, and other relevant factors deemed appropriate by Friendly Academy.

No Board member, employee, officer, or agent of Friendly Academy, 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 CEO 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 Friendly Academy considering price, quality, and other relevant factors deemed appropriate by Friendly Academy.

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 CEO 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 CEO 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 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.

Working Hours and Salary Deductions Policy

Section 1. General

Section 1.1
Friendly Academy 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 Friendly Academy 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 time sheet that will be provided by Friendly Academy. The employee must sign the time sheet 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. Errors shall be reported immediately in writing to Director of Operations.

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 time sheet. 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. Friendly Academy 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
Friendly Academy 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, Friendly Academy 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. Friendly Academy may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and Friendly Academy policy.

Friendly Academy may make deductions when an employee clearly owes Friendly Academy 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
Friendly Academy will comply with federal and state wage and hour regulations. The CEO 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
Friendly Academy 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, Friendly academy 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.

Workers' Compensation Policy

Section 1: General

The purpose of this policy is to ensure that employees of Friendly Academy 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 Friendly Academy according to the Workers' Compensation Act of the State of Missouri ("the Law").

Section 2.2
Friendly Academy'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 Friendly Academy 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. Friendly Academy'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 Friendly Academy, all regular employee benefits may continue. However, since the employee will be receiving wage benefit checks directly from the insurer and

not through Friendly Academy'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 Friendly Academy's administrative office.

Section 4.2
The employee does not continue to accrue benefits, such as PTO, will off work, unless Friendly Academy 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 Friendly Academy 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 a Friendly Academy 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 their treating physician to do so, will be considered absent from their job without authorization.

Section 10.2
Friendly Academy 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 Friendly Academy. 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 Friendly Academy'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.

Family and Medical Leave Act Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board. This policy is limited to any rights or benefits contained in the Family and Medical Leave Act (FMLA).

SECTION 1. Eligible Employees

SECTION 1.1. Employees of Friendly Academy 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 school where 50 or more employees are located within 75 miles of the school are eligible to take twelve (12) weeks of unpaid leave under the FMLA. Friendly Academy has no eligible employees as Friendly Academy does not employ 50 or more employees.

Drug Free Workplace Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

The unlawful manufacture, possession, use, sale or distribution, or being under the influence of unauthorized controlled substances and/or alcohol, on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol or unauthorized controlled substances while on duty are a serious risk to themselves, students, and other employees. 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.

Employees will be tested for alcohol and/or unauthorized controlled substances if the school has reasonable suspicion that the employee has violated this policy. All testing will be conducted in accordance with law.

Friendly Academy may search an employee when the school has reasonable suspicion to believe that an employee has violated this policy.

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 CEO of their conviction. Notification must be made by the employee to the CEO within five (5) days of the conviction. Within ten (10) days, the CEO 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.

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.

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 Friendly Academy's Drug-Free Workplace policy. Friendly Academy may elect to test an employee for alcohol and/or unauthorized controlled substances if Friendly Academy has reasonable suspicion that the employee has consumed alcohol or unauthorized controlled substances in violation of Friendly Academy policy.

Section 2. Program Coordinator and Training

Section 2.1
The CEO 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 CEO. The CEO will determine if there is reasonable suspicion that the employee has consumed alcohol or drugs in violation of Friendly Academy 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 CEO 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
Friendly Academy 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 propoxphane.

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 they fail 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 4.2
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 Friendly Academy.

Section 4.3
In addition to any disciplinary action taken, Friendly Academy 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 5. Records and Reports

Section 5.1
Alcohol and drug test results and records shall be maintained by Friendly Academy under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records maintained by Friendly Academy pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests.

Section 5.2
Test records shall be maintained with the separate medical files of each employee. Friendly Academy shall maintain records and reports of its alcohol and drug prevention program as required by law.

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. Friendly Academy 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 Eligiblity

Section 1.1 Unless otherwise provided in an employment contract, full-time employees who work ten months will receive seven (10) Paid Time Off (PTO) days per year, and full-time employees who work twelve months will receive fifteen (15) Paid Time Off days per year. An employee may not use PTO days during the employee's initial thirty (30) days of employment with Friendly Academy, except with prior written permission from the CEO.

Section 1.2 Employees who work part-time will receive Paid Time Off days on a prorated basis per year.

Section 1.3 Ten month employees may carry over to the following school year a maximum of three (3) unused PTO days per year, not to exceed a maximum of fifteen (15) days of Paid Time Off. Twelve month 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 twenty (20) 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

A. Sick Leave

a. PTO days may be used for sick leave, defined as follows:

i. Illness, injury or incapacity of the employee. The CEO 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.

ii. 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.

iii. Illness, injury or incapacity of other relatives with permission granted by the CEO or designee.

B. Court Appearances

a. 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.

C. Religious Observance.

a. PTO days may be used for mandatory religious observance.

D. Bereavement Leave

a. Employees may use PTO days to extend bereavement leave beyond the three days provided in Section 3 of this policy.

E. Pregnancy, Childbirth and Adoption Leave

a. 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 I. 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.

F. Vacation

a. Twelve month employees are permitted to use PTO days for vacation. An employee must submit a written request for vacation to the CEO and receive written authorization before taking vacation days.

G. Personal Leave

a. PTO days may be used for personal leave under the following conditions:

i. The CEO or designee shall be given five days prior notification, when feasible.

ii. No more than two instructional employees may use personal leave on any one day.

iii. Personal leave may not be used the day before or the day after holidays or breaks.

iv. Any exceptions to these requirements must be approved by the CEO.

H. Bereavement Leave

a. 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.

I. Jury Duty and Court Subpoena Leave

a. 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.

b. Employees who qualify for this leave are required to assign any jury duty pay vouchers to Friendly Academy 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.

c. Employees who receive a summons for jury duty or a subpoena for a court appearance must provide a copy to the CEO or designee as soon as practicable.

J. Voting Leave

a. Friendly Academy 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. Friendly Academy reserves the right to select the hours the employee is excused to vote.

b. An employee must notify the School Leader 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 School Leader or designee as soon as possible.

K. Military Leave

a. All employees will be granted military leave in accordance with state and federal law.

L. Pregnancy, Childbirth and Adoption Leave

a. 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.

b. 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. [school] shall only apply accrued paid leave up to the maximum allotted PTO days under this policy.

c. 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, Friendly Academy may require that a request for leave be supported by certification issued by the appropriate health care provider.

M. Unauthorized Absences

a. Friendly Academy considers three (3) consecutive days of unauthorized absences without notice to be a voluntary resignation.

Employment Status Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. Employment Status.

Section 1.1.
Employees of Friendly Academy 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 Friendly Academy may be eligible for public service loan forgiveness. Friendly Academy 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 CEO, employ certified and non-certified staff members in order to accomplish Friendly Academy's mission, goals and objectives. The Board of Directors may, in its discretion, elect to delegate to the CEO 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, Friendly Academy must contact the Missouri Department of Elementary and Secondary Education to determine the school district or charter school that previously employed such applicants. Friendly Academy 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 CEO may suspend employees, with or without pay. An employee may request 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 Friendly Academy 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 CEO the authority to terminate the employment of staff members. When the authority to terminate has been delegated to the CEO, and an employee is terminated, the employee may request 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.

Personnel Evaluations Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. Staff Observations and Evaluations

Section 1.1.
The CEO shall be formally evaluated by the Governing Board on at least an annual basis using an evaluation instrument adopted by the Governing Board.

Section 1.2.
Each certified staff member shall be formally observed and evaluated by the CEO on at least an annual basis using an evaluation instrument selected by the CEO.

Section 1.3.
Each classified staff member shall be formally evaluated by the CEOon at least an annual basis using an evaluation instrument selected by the CEO.

Section 1.4.
The CEO shall provide a copy of the completed evaluation instrument to the employee being evaluated.

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.

Reference Policy

Section 1. Definitions

A. *Employee* – Any staff member or student teacher of Friendly Academy.
B. *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 Friendly Academy will not be renewed.
C. *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.
D. *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.
E. *Sexual Misconduct* – Includes, but is not limited to, any conduct with a student, on or off Friendly Academy 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 Friendly Academy's policies prohibiting sexual harassment, as determined by Friendly Academy; any conduct that is inappropriate and of a sexual nature that endangers the welfare of a student or students, as determined by Friendly Academy; 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.
Friendly Academy will maintain information regarding current and former employees as confidential within the limits of the law. Only the CEO or a person or persons specifically designated by the CEO may respond on behalf of Friendly Academy to a reference request for a current or former employee. Friendly Academy employees must direct reference requests to the CEO or designee. Upon request, employees will assist the CEO or designee with the preparation of accurate reference information.

Section 2.2.
In response to a reference request, the CEO 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 Friendly Academy would re-employ the current or former employee if an appropriate position existed or whether the CEO 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, Friendly Academy 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, Friendly Academy is required to disclose, to any public school that contacts Friendly Academy about a former employee, information regarding any violation of Friendly Academy's 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 Friendly Academy 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, Friendly Academy 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 Friendly Academy is contacted for a reference for a current or former employee, the CEO 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
Friendly Academy will notify all current employees of this policy. The CEO or designee will provide notification of the existence of this policy to all potential employers who contact Friendly Academy for a reference. The notification must also include a statement that the Friendly Academy's responses are limited to the scope of this policy.

Section 5.2.
Friendly Academy will also provide copies of the policy to former employees upon request.

Section 6. Immunity

Section 6.1.
Any Friendly Academy 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.
Friendly Academy employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

Background Check Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

Friendly Academy is committed to providing a safe learning environment for our students. Accordingly, Friendly Academy 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 CEO to develop procedures and practices consistent with this policy.

Section 1. Definitions

A. *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 Friendly Academy.
B. *Driving Records* – Traffic-related offenses contained in the Missouri Department of Revenue's databases.
C. *Screened Volunteer* – any person who assists a school by providing uncompensated service and who periodically be left alone with students. Screened volunteers include, but are not limited to, person who regularly assist in the office or library, mentor or tutor students, coach or supervise or sponsor a school-sponsored activity before or after school, and/or chaperone students on an overnight trip.

Section 2. Employees

Section 2.1.
Generally, Friendly Academy 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, Friendly Academy 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 Friendly Academy.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and Friendly Academy 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 Friendly Academy. Friendly Academy has the sole and absolute discretion to determine whether the outcome is satisfactory.

Section 3. Board Members

Section 3.1
Friendly Academy 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 Friendly Academy's Board of Directors.

Section 4. Volunteers

Section 4.1.
Friendly Academy 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 along with a student or students. The CEO or designee is directed to identify any additional volunteer positions at Friendly Academy 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 CEO 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 Friendly Academy may later reimburse the person at Friendly Academy's discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and Friendly Academy receives a copy of the background check directly from the other school or district, Friendly Academy will not require an additional background check as a condition of employment unless Friendly Academy pays the cost, in accordance with law.

Section 5.2.
Friendly Academy will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where Friendly Academy 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.
Friendly Academy reserves the right to require any employee or volunteer to submit to additional criminal background checks at Friendly Academy's expense or to rerun background checks at any time. Friendly Academy will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

Section 6.2.
Any employee refusing to submit to a background check may be disciplined or terminated. Friendly Academy 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 Friendly Academy, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify Friendly Academy 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.
Friendly Academy 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 Friendly Academy pursuant to a criminal background check is confidential. Except as allowed by law, Friendly Academy will only use this information for Friendly Academy's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on Friendly Academy property. Friendly Academy 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 Friendly Academy.

Section 9.2.
Any person submitting to a criminal background check may, upon request, receive a copy of the background check information received by Friendly Academy.

Section 9.3.
Pursuant to state law and upon the written request of an employee or former employee, Friendly Academy 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 CEO 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 Friendly Academy procedure will be subject to disciplinary action up to and including termination.

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 [position] or designee may also make contact law enforcement.

Section 1.2
Regardless of the source, Friendly Academy takes all allegations of sexual misconduct against a student seriously, especially if the allegations involve a Friendly Academy 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 [position] shall report the allegation to 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. Friendly Academy 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 [position] 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 CEO 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.

Staff-Student Relations Policy

Section 1. Expectations Regarding Communications with Students

Section 1.1
Staff members of Friendly Academy 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 Friendly Academy, 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 Friendly Academy.

Section 1.2
Staff member communication with students shall be appropriate and consistent with Board policy and the Friendly Academy 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 Friendly Academy mission.

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

Section 2. Goal and Scope of this Policy

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. Friendly Academy 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 Friendly Academy.

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 Friendly Academy 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 Friendly Academy provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, email addresses and Friendly Academy 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 Friendly Academy 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 CEO's permission, staff members may establish websites or other accounts on behalf of Friendly Academy that enable communications between staff members and students or

parents/guardians. Any such website or account is considered school-sponsored and must be professional and conform to all Friendly Academy policies and procedures.

Section 4.4
Staff use of any electronic communication is subject to Friendly Academy's 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 Friendly Academy are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from the CEO or designee and the student's parent or legal guardian.

Section 4.5
Friendly Academy discourages staff members from communicating with students electronically for reasons other than educational purposes. However, an emergency situation or the temporary unavailability of the school's 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. Friendly Academy 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 Friendly Academy

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, Friendly Academy may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and Friendly Academy 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, Friendly Academy's 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 Friendly Academy administrator. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Friendly Academy policy and state law. Staff members must also immediately report a violation or perceived violation of Friendly Academy's discrimination and harassment policy to Friendly Academy's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

Section 6.3
Friendly Academy 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
Friendly Academy 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.

Staff Conduct Policy

Friendly Academy expects all employees to behave professionally and responsibly, and in a manner that is consistent with Board policy and the Friendly Academy 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 Friendly Academy
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 Friendly Academy's 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 Friendly Academy.
9. Maintain courteous and professional relationships with pupils, parents/guardians, other Friendly academy employees, and patrons of Friendly Academy.
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 CEO.

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 Friendly Academy.

Missouri Victims' Economic Security And Safety Act Policy

The Board of Friendly Academy 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), Friendly 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. Notice of Need for Leave and Certification

Eligible employees must provide Friendly 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 the CEO or designee 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, Friendly 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 CEO or designee within a reasonable time after it is required by Friendly 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 5. 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 6. 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 onFriendly Academy. Employees seeking a reasonable safety accommodation may be required by Friendly 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 7. 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 the CEO or designee.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact the CEO.

Lactation Support Policy

Section 1. General

For the convenience of Friendly Academy staff and the public, and to support the care of children, Friendly Academy will provide accommodations as required by law for lactation activities. For the purposes of this policy, “lactation activities” include expressing breast milk, breastfeeding a child, or addressing other needs related to lactation.

Section 2. Reasonable Time to Express Milk at Work

Employees shall be provided a minimum of three opportunities during a school day, at intervals agreed upon by Friendly Academy and the individual (usual break and meal periods should be utilized for expressing milk when possible), to accommodate an employee's need to express breast milk, breastfeed a child, or address other needs relating to breastfeeding. Employees shall be provided reasonable time to express milk while at work for at least one year following the child’s birth.

Section 3. A Private Area for Milk Expression

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers or students and the public. The room shall be a designated space for lactation and for the exclusive use of women to express breast milk or breastfeed a child.

The room will:

- Be in close proximity to the employee’s work station or classroom when possible
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees, students, or the public
- Be well lit and ventilated
- Ensure privacy by covering any windows with a curtain, blind, or other covering
- Contain, at minimum, a chair and a small table, counter, or other flat surface
- Include an electrical outlet and be in close proximity to a sink with running water and a refrigerator for breast milk storage

Section 4. Nondiscrimination.

No employee shall be discriminated against for breastfeeding or expressing milk during the school day, and reasonable efforts will be made to assist users of this policy in meeting their infant feeding goals while at work or school.

This policy shall be communicated to all current employees and included in new employee orientation training.

Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the CEO or designee.

Section 5. School Responsibilities

Friendly Academy will:

- Maintain the cleanliness of the room or location set aside for the use of those expressing breast milk.
- Notify employees returning to school following the birth of a child of their rights under Section 160.995, RSMo. This notice may either be provided individually to affected employees or to all employees generally through posting in a central location.

Section 6. Employee Responsibilities

Breastfeeding employees utilizing lactation support services will:

- Give school administrators advance notice of the need for lactation accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
- Ensure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general school building refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

School Operations

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Section 1: General Rule

Section 1.1
Friendly Academy 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. Friendly Academy 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. The 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.
    a. 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 CEO for investigation of 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, the School 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, Friendly Academy 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 Friendly Academy) 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 School 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 The School's 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
Friendly Academy staff who receive a complaint alleging illegal discrimination in the school's nutrition program will forward the complaint to Friendly Academy's 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, Friendly Academy 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, Friendly Academy will take prompt and appropriate action to protect the alleged victim, including implementing interim measures. For example, Friendly Academy may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. Friendly Academy 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 the school 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 CEO 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 Friendly Academy 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 Friendly Academy 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. Friendly Academy 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

A. *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.
B. *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.
C. *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 Friendly Academy's Title IX Sexual Harassment policy.
D. *Harassmen*t – 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.

E. *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 Friendly Academy's compliance officer:

Dr. Tesha Robinson

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 Board Chair.

Current board chair: Dr. Alesha Morrison (anmsolutions5@gmail.com).

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 the school's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination law.
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 CEO or designee will publicize Friendly Academy's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of Friendly Academy'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
Friendly Academy bulletins, catalogs, application forms, recruitment material and the school's website will include a statement that Friendly Academy does not discriminate in its programs, services, activities, facilities or with regard to employment. Friendly Academy 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 the school.

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 the school 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, the school 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 CEO or designee may discipline a student for prohibited behavior in accordance with the school's discipline policy. If an administrator other than the 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
Friendly Academy 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, the school 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, The School 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 CEO, the compliance officer may designate someone outside the school to hear the grievance in lieu of the CEO, 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
The school 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
The school 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 CEO 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 CEO 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.

- *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 CEO by notifying the CEO in writing. The CEO may, at their discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the CEO 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 CEO 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 CEO conducts the appeal, the CEO 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 CEO's decision, regarding whether the CEO or designee determined that Friendly Academy policy was violated.

- *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 CEO'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, Friendly Academy 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. Friendly Academy 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, Friendly Academy 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
Friendly Academy 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
Friendly Academy will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. Friendly Academy 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. Friendly Academy 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 Friendly Academy's current policy, required notices and grievance forms. Friendly Academy will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

Title IX Sexual Harassment Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Definitions

A. *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 Friendly Academy. 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.

B. *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 Friendly Academy in any respect.

C. *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 Friendly Academy. Formal Complaints will be handled in accordance with the grievance procedure described in this Policy.

D. *Sexual Harassment* – Sexual harassment is conduct based on sex that may be one or more of the following:
    a. 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);
    b. 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
    c. Sexual assault, stalking, dating/domestic violence, as defined herein.
        i. *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.
        ii. *Domestic Violence* – Domestic violence includes violent misdemeanor and felony offenses, committed by a victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family law, or anyone else protected under domestic or family violence law.
        iii. *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 stalking in which a person uses electronic media.

iv. *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.

d. Sexual harassment may occur between members of the same or opposite sex.

E. *Business Days* – Days on which the school's business offices are open.

F. *Title IX Coordinator* – Friendly Academy designates the following employee as the Title IX Coordinator:

Friendly Academy | 1901 Kingshighway Blvd, St. Louis, MO 63113 | (314) 200.5877

G. "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 Friendly Academy otherwise learns of alleged discrimination, harassment or retaliation against a student without a Formal Complaint, Friendly Academy 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. Friendly Academy shall maintain the confidentiality of the supportive measures provided to the Complainant or the Respondent, so long as maintaining such confidentiality does not impair Friendly Academy'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. Friendly Academy 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 Friendly Academy; or (2) the conduct

occurs in the context of a Friendly Academy employment or education program or activity within the United States.

Section 3.2
All members of the Friendly Academy 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 Friendly Academy 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 Friendly Academy investigate the allegation of sexual harassment. The Complainant must be participating in or attempting to access a Friendly Academy 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 Friendly Academy 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 Friendly Academy 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 Friendly Academy 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 Friendly Academy;
3. Specific circumstances prevent Friendly Academy 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 Friendly Academy policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the CEO or appropriate designee.

Section 6. Interim Action

Section 6.1
Friendly Academy 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 Friendly Academy:

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.

This provision may not be construed to modify any rights under federal disability laws.

Section 6.2
Friendly Academy may place a Respondent who is an employee on administrative duty 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 CEO within five (5) business days of filing a Formal Complaint. If the CEO determines that a conflict of interest or bias exists, the CEO 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 advisor.

Section 7.8
The Title IX Coordinator or designee will designate an investigator (which may be 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 asked 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 Friendly Academy.

Section 8. Appeals of Decision

Section 8.1
A party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the designated Appeals Officer 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:

- 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 Friendly Academy's response was not deliberately indifferent, and 2) that Friendly Academy has taken measures designed to restore or preserve equal access to Friendly Academy'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.

School Calendar Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Approval of Annual Calendar

Section 1.1.
The CEO or designee shall submit for approval by the Governing Board a calendar for the upcoming school year no later than March 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 May, 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 Friendly Academy's website and via other communication channels no later than June.

Section 2. Attendance Hours

Section 2.1
The school calendar adopted by the Board will provide for a minimum of 1,044 hours and 169 days of pupil attendance. The calendar shall also include thirty-six make-up hours for possible loss of attendance due to inclement weather.

Section 2.2.
Friendly Academy 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.
Friendly Academy 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.

Friendly Academy shall be exempt from making up, up to 36 hours of school, lost or cancelled to due to exceptional or emergency circumstances if Friendly Academy has an alternative methods of instruction plan approved by the department of elementary and secondary education.

Section 2.4.
The CEO 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 Friendly Academy does not have the necessary resources available to education students in the building(s).

Section 3. Alternative Methods of Instruction

Section 3.1.
Friendly Academy 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 CEO 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 CEO or designee has the authority to make changes to the official school calendar through a duly adopted board resolution.

Title I Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Parent Involvement

The Board recognizes the importance of parental involvement in the education of their children. Friendly Academy 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 with 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. Friendly Academy 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.

Accommodations of Students with Disabilities Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

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 Friendly Academy program, including nonacademic services and extracurricular activities. Friendly Academy 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). Friendly Academy will provide students with disabilities a free and appropriate public education as required by law.

The CEO or designee is directed to create procedures to assist Friendly Academy in properly identifying, evaluating and serving students with disabilities who need accommodation to participate in Friendly Academy's educational programs.

Section 2. Section 504 and ADA Compliance Officer

Friendly Academy designates the CEO 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 Friendly Academy does not discriminate on the basis of disability in admission or access to, or treatment in, its programs or activities. The notice will provide Friendly Academy contact information for members of the public to notify Friendly Academy 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 Friendly Academy policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. Friendly Academy 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.

Student Educational Records Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section I. General

Section 1.1
A cumulative educational record shall be maintained for each student from his/her entrance into Friendly Academy through the last date of attendance or through graduation, whichever occurs first. Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State.

Section 1.2
Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

Section 2. Confidentiality.

Section 2.1
Friendly Academy 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 2.2
All information contained in a student's educational record, except information designated as directory information by the School, shall be confidential and shall be accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students, except as otherwise authorized by law.

Section 3. Directory Information

Section 3.1
“Directory information” is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The School will designate the types of information included in directory information and may release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the School in writing as directed. Parents and eligible students will be notified annually of the information Friendly Academy has designated as directory information and the process for notifying Friendly Academy if they do not want the information released.

Section 3.2
Friendly Academy designates the following items as directory information:

- *General Directory Information* – The following information Friendly Academy maintains about a student may be disclosed by Friendly Academy without first obtaining written consent from a parent or eligible student:
- Student's name; parents' names; grade level; enrollment status; participation in school-sponsored or school-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the school; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
- *Limited Directory Information* – In addition to general directory information, the following information Friendly Academy maintains about a student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with Friendly Academy, its staff, students and parents and to raise funds for school activities; parents of other students enrolled in Friendly Academy; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

  The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Section 4. Release of Education Records

Section 4.1
Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. Friendly Academy may disclose education record information without consent in accordance with law, including when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school in which a student is enrolled or seeks or intends to enroll as long as the disclosure is for purposes related to the enrollment or transfer.
3. Directory information.
4. To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, Friendly Academy will honor a request from a secondary school student or her parent not to release the information.
5. To organizations conducting studies for or on behalf of Friendly Academy or other educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction if the legal requirements for disclosure are met.

6. To state and local authorities, when allowed by state statute, if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed may be required to certify in writing that the information will not be disclosed to any other party except as allowed by law or with the written consent of the parent.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
9. To parents of a student who is not an eligible student or to the student.
10. To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, and except in cases where a parent is a party to a court proceeding involving child abuse or neglect or dependency matters and the order or subpoena is issued in the context of that proceeding, the School will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
11. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
12. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or state and local education authorities in connection with an audit or evaluation of federally or state-supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
13. To appropriate parties when there is an articulable and significant threat to the health or safety of a student or other persons. The nature of the threat and the persons to whom the information was disclosed must be recorded.
14. To an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the student's case plan, as determined by the state or tribal organization, when such agency or organization is legally responsible for the care and protection of the student. This disclosure is limited to student records or information from those records used for the purpose of addressing the student's education needs.
15. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99, or other applicable laws.

Section 5. Military Recruiters.

Section 5.1
Upon request by military recruiters or an institution of higher learning, Friendly Academy 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.

Section 6. Inspection and Review

Section 6.1
All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student. An eligible student is a student or former student of Friendly Academy who has reached age 18 or is attending a postsecondary school. Friendly Academy will annually notify parents and currently enrolled eligible students of their rights in accordance with law.

Section 6.2
Friendly Academy will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless Friendly Academy is provided with evidence that the parent's rights to inspect records have been legally modified.

Section 6.3 - Review Procedures

1. The parents or the eligible student should submit to the CEO a written request that identifies as precisely as possible the record or records they wish to inspect. The CEO or designee will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within forty-five (45) days.

2. If a parent or eligible student requests an education record that contains information on more than one identifiable student, Friendly Academy will not disclose the record unless the school is able to effectively redact information pertaining to the other student(s) or the law otherwise allows for the disclosure.

3. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, they may ask Friendly Academy to amend the record by following the appeals procedure outlined in section 6.4 of this policy.

Section 6.4 - Appeal Procedures
Parents or eligible students have the right to request correction of education records that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask Friendly Academy to amend a record. In doing so, they must identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the CEO.

2. The CEO or designee will decide, within a reasonable period of time after receiving the request, whether to amend the record as requested. The CEO will notify the parents or eligible student of the decision and, if the request for amendment is denied, will inform

them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.

3. The CEO will hold a hearing within a reasonable period of time after a request for a hearing is received. The CEO will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be a Friendly Academy official. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one or more individuals of their choice, including an attorney.

5. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing and provide a copy to Friendly Academy and the parents or the eligible student within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the hearing officer decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, Friendly Academy will amend the record and notify the parents or eligible student of the amendment in writing.

7. If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's privacy rights, Friendly Academy will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Friendly Academy discloses the contested portion of the record, it must also disclose the statement.

Section 7. Recordkeeping

Section 7.1
Unless exempted below, Friendly Academy will maintain a record of all requests for and disclosures of information from a student's education records. Friendly Academy will maintain the record of requests and disclosures with the education records of the student as long as the records are maintained. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Section 7.2

When Friendly Academy discloses personally identifiable information from education records to third parties without parental consent in a health or safety emergency, Friendly Academy will record the articulable and significant threat to the health or safety of individuals that formed the basis for the disclosure and the parties to whom Friendly Academy disclosed the information.

Section 7.3
Friendly Academy is not required to maintain a record of requests by or disclosures to:

1. The parent or eligible student.
2. Friendly Academy officials within the school who have a legitimate educational interest in the student's education record.
3. A party with written consent from the parent or eligible student.
4. A party seeking directory information.
5. A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

COMMUNICABLE DISEASES POLICY

Friendly recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. Friendly Academy also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Section 1. Immunization

Section 1.1
In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Section 2. Standard Precautions

Section 2.1
Friendly Academy requires all staff to routinely employ standard precautions to prevent exposure to disease-causing organisms. Friendly Academy 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. Friendly Academy 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 nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with 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 CEO 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.

Distribution of Medicine Policy

The Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. School Distribution and Administration of Medication

Section 1.1.
The school nurse (or another employee designated by the CEO 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 filing 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.
Friendly Academy reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the CEO's or 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.
Friendly Academy prohibits students from possessing or self-administering medications while on school ground, on school transportation or during school activities unless explicitly authorized in accordance with this section.

Section 2.2.
Friendly Academy 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.
Students 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
Friendly Academy will notify law enforcement when they believe a crime has occurred.

Immunizations Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. General

Section 1.1
It is the policy of Friendly Academy that all students attending the school shall be immunized in accordance with law.

Section 1.2
Friendly Academy will not allow a student to attend school until Friendly Academy 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 Friendly Academy 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
Friendly Academy will exclude from school all students who are not immunized or exempted as required by law.

Section 3.2
Friendly Academy must report to DHSS the names of any parents/guardians who neglect to immunize their student or refuse to permit the immunization of a nonexempted student. Friendly Academy 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. Records
The CEO or designee shall institute procedures for the maintenance of health records that show the immunization status of every child enrolled in or attending Friendly Academy and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

Parents and Student Complaints and Grievances Policy

The Governing Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

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.) – CEO
3. **Appeals** – Governing Board or Board 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 must be submitted in writing and submitted to the CEO. The Governing Board may determine, in its sole discretion, whether to hear such appeal.

Technology Acceptable Use Policy

The Governing Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Technology Use and Safety.

Friendly Academy recognizes that its technology resources have an important educational purpose when used properly. Section 1.2 Friendly Academy 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 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 Friendly Academy 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 Friendly Academy is prohibited. The CEO or designee will create a procedure that allows students, employees or other users to request that Friendly Academy review or adjust the content filter to allow access to a website or specific content.

Section 1.3
In addition to the use of a content filter, Friendly Academy 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 CEO, 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 1.4
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 Friendly Academy'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 Friendly Academy.

Section 1.5
All Friendly Academy 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 1.6
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 2.1.
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 2.2
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 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 Friendly Academy 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 Friendly Academy policies when using Friendly Academy technology.

Section 5. Network User Responsibilities

- Use of Friendly Academy'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 security of LEA technology resources by following this policy and maintaining secrecy of all passwords. All known breeches of security must be reported to the CEO or authorized CEO.
- 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 5. Unacceptable Uses Include, but are not limited to:

- Providing unauthorized or inappropriate access to Friendly Academy 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. Material that is harmful to minors is 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 6. 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 7. User Privacy

Section 7.1

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving Friendly Academy'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 having their electronic communications and all other use monitored by Friendly Academy. A user ID with e-mail 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 7.2
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 8. Closed Forum

Section 8.1
Friendly Academy's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. Friendly Academy's webpage will provide information about the school, but will not be used as an open forum.

Section 8.2
All expressive activities involving Friendly Academy 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 9. No Warranty/No Endorsement

Section 9.1
Friendly Academy makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. Friendly Academy's technology resources are available on an "as is, as available" basis.

Section 9.2

Friendly Academy is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. Friendly Academy does not endorse the content nor guarantee the accuracy or quality of information obtained or used in the school's technology resources.

Drug Free Schools Policy

The Governing Board of Friendly Academy adopts the following regulation effective on the date that the policy is adopted by the Board.

Section 1.

Pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and the Safe Schools Act, and for the purpose of preventing the use of unauthorized controlled substances and alcohol by students, Friendly Academy shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. 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 unauthorized controlled substances or alcohol.

Section 2.

Friendly Academy 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.

Friendly Academy 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. Friendly Academy conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Discipline Policy

The Governing Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Purpose

Section 1.1.

Friendly Academy'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, Friendly Academy 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 CEO 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 law.

Section 2. Enforcement

The CEO 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 CEO. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All Friendly Academy staff are required to enforce school 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 Friendly Academy shall annually receive instruction related to the specific contents of Friendly Academy'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 CEO has the final decision.

Section 3.2. Out-of-School Suspension.
Defined as the removal of a student from school for a specific number of days school days. The principal 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 CEO may impose long-term suspension.

A student on long-term suspension unless allowed to do so by the CEO. 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 4.3. Expulsion.
Defined as the removal of a student from school for an indefinite period. Only the school's Governing Board may impose expulsion.

Section 4.4. Alternative School.
A student who is removed from the school for more than 10 school days may be allowed to attend an alternative school or program for instruction, academic support, and counseling. 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 4.5. 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 CEO for permission for the student to participate in school-sponsored activities.

Section 5. Suspension and Expulsion Procedures.

Section 5.1
In Missouri, a principal may suspend a student for up to ten school days. A CEO 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 CEO 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 CEO 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 CEO should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or CEO 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 CEO, 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 CEO'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 CEO's judgment, the student 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 CEO, to the secretary of the Board. Oral notices, if made to

the CEO, shall be reduced to writing and communicated to the secretary of the Board.

d. The CEO, 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 5.2 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 CEO 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 CEO 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 CEO will recommend to the Board that the student be expelled or suspended for more than 180 school days. The CEO may also immediately suspend the student for up to 180 school days.

    b. Upon receipt of the CEO'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 5.3 Student Discipline Hearings

The Board of Directors may originate student discipline hearings upon recommendation of the CEO. In such cases, the Board of Education will review the CEO's report and determine whether to conduct a discipline 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 CEO 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 discipline 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 Friendly Academy. 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 6. 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 CEO 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 7. Offenses and Consequences

Section 7.1.

Reporting to Law Enforcement. It is the policy of Friendly Academy to report all 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 CEO shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of Friendly Academy's policy.

In addition, the CEO 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 7.2. Documentation in Student's Discipline Record.
The CEO or designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the school. In addition, any of the following offenses constitute a serious violation of Friendly Academy'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 7.3. 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 CEO or 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 is 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 CEO of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of Friendly Academy.
4. The student resides within 1,000 feet of Friendly Academy and is on the property of their residence.

If a student violates this prohibition they may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Section 7.4. 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:	CEO/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:	CEO/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.

- Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.

- 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:	CEO/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:	CEO/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. CEO/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:	CEO/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:	CEO/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
- Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	CEO/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:	CEO/Student conference, in-school suspension, 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

- 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:	CEO/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. CEO/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:	CEO/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:	CEO/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:	CEO/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:	CEO/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
- 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:	CEO/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.

- 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:	CEO/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:	CEO/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
- 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, CEO/Student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

- 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. CEO/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.

- 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. CEO/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. CEO/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:	CEO/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 us of any tobacco products on school grounds, school transportation or at any school-activity.

First Offense:	Confiscation of tobacco product. CEO/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:	CEO/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:	CEO/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. CEO/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:	CEO/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.

- 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.

Weapons at School Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

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 CEO 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.

Seclusion, Restraint and Corporal Punishment Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. GENERAL

Section 1.1
Friendly Academy will treat all students with dignity and provide a safe learning environment for students and a safe working environment for school staff. Seclusion and restraint interventions will be used only when necessary and in accordance with this policy. The restrictions in this policy apply to Friendly Academy and other providers of educational or related services to the students on behalf of Friendly Academy

Section 2. DEFINITIONS

A. Emergency situation: one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others.
B. Law enforcement officer: any public servant having both the power and duty to make arrests for violations of the laws of this state.
C. 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.
D. Restraint: includes but is not limited to mechanical restraint, physical restraint, and prone restraint.
E. 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:
    a. 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;
    b. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
    c. restraints for medical immobilization; or
    d. orthopedically prescribed devices that permit a student to participate in activities without risk of harm.
F. Physical restraint: a personal restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs, or head freely. It does not include briefly holding a student without undo 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, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.
G. Prone restraint: using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

H. Publicly contracted private providers: any person working at a school function under a contract or written agreement with the School to provide educational, behavioral, or related services to students.
I. School personnel: includes employees of Friendly academy and any person, paid or unpaid, working on school grounds in an official capacity.
J. Seclusion: the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school. Seclusion does not include time-out, in-school suspension, detention, or other appropriate disciplinary measures.
K. 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 SECLUSION OR RESTRAINT

Section 3.1
The use of seclusion or restraint by Friendly Academy or publicly contracted private providers is limited to situations of conditions in which there is imminent danger of physical harm to self or others. Any student placed in seclusion or restraint shall be removed from seclusion or restraint as soon as the student is no longer in imminent danger of physical harm to self or others.

Section 3.2
Friendly Academy or any publicly contracted private provider shall not use any mechanical, physical, or prone restraint technique that:

a. obstructs views of the student's face;
b. obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia;
c. places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals;
d. obstructs the student's circulation of blood;
e. involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths;
f. endangers the student's life or significantly exacerbates the student's medical condition;
g. is purposely designed to inflict pain; or
h. restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in harm to self or others.

Section 4. POLICY, COMMUNICATION, AND TRAINING

Section 4.1

All school personnel and publicly contracted providers shall annually review the policy and procedures involving the use of seclusion and restraint. Personnel who use seclusion or restraint shall annually complete mandatory training in the specific seclusion and restraint techniques utilized by Friendly Academy.

Section 4.2 School personnel debriefing:
Following any emergency situation involving the use of seclusion or restraint, a debriefing shall occur as soon as possible but no later than two school days after the emergency situation. At a minimum, the debriefing shall include:

A. a discussion of the events that led to the emergency and why the de-escalation efforts were not effective;
B. any trauma reactions on the part of the student, other students, or school personnel;
C. what, if anything, could have been done differently; and
D. an evaluation of the process.

Section 4.3 Parental notification:
Except as otherwise specified more stringently in a student's IEP or Section 504 plan:

A. Following an emergency situation involving the use of seclusion 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 one hour after the end of the school day of the incident; and
B. The parent or guardian shall receive a written report of the emergency situation within five school days of the incident.

Section 4.4 Personnel training:
Friendly Academy shall ensure that all school personnel and publicly contracted providers receive annual training and know the policy and procedures involving the use of seclusion and restraint. The training shall include:

A. a continuum of prevention techniques;
B. environmental management techniques;
C. a continuum of de-escalation techniques; and
D. information about the policy.

Section 4.5 Personnel who utilize seclusion and/or restraint shall receive annual training in the following:

A. de-escalation practices;
B. appropriate use of seclusion, inclusion, physical restraint, and mechanical restraint;
C. professionally-accepted practices in physical management and use of restraints;
D. methods to explain the use of restraint to the student who is to be restrained and to the individual's family; and
E. information on the policy and appropriate documentation and notification procedures.

Section 4.6 Reports on use of seclusion or restraint:

Friendly Academy shall monitor each incident of seclusion or restraint used by the school and publicly contracted providers and create and maintain records documenting the use of seclusion and restraint to include the following

A. the date, time of day, location, duration, and description of the incident and interventions;
B. any event leading to the incident and the reason for using seclusion or restraint;
C. a description of the methods of seclusion or restraint used;
D. the nature and extent of any injury to the student;
E. the names, roles, and certifications of each employee involved in the use of seclusion or restraint;
F. the name, role, and signature of the person who prepared the report;
G. the name of an employee to contact if the parent or guardian wishes to file a complaint;
H. a statement directing parents and legal guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect; and
I. whether the student has an IEP, Behavior Intervention Plan (BIP), or personal safety plan.

The report shall be included as an education record of the student. A copy will be provided to the parent or legal guardian within five school days. An incident report must be filed within 30 days with the Missouri Department of Elementary and Secondary Education in the form, method, and with details specified by the department.

Section 5. APPLICABILITY OF THIS POLICY

Section 5.1
This policy applies to all Friendly Academy or publicly funded private providers. School personnel assigned to programs not located on school premises (e.g., hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

Section 5.2
No person shall be retaliated against for reporting a violation of this policy or for providing information on a violation of Section 160.263, RSMo, by the school or member of the school's staff or publicly contracted private contractor.

Section 6. Corporal Punishment

Section 6.1.
For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed by or volunteering on behalf of Friendly Academy shall administer corporal punishment or cause corporal punishment to be administered upon a student attending Friendly Academy.Restraint of students in accordance with this policy on seclusion and restraint is not a violation of this policy.

Entrance Age Policy

Section 1. Kindergarten Admissions.

A student meets the age criterion for admission to kindergarten or the summer school session immediately preceding kindergarten if they meet one of the following:

1. the child reaches the age of five before on or before October 1st of the school year begins in that calendar year.
2. the child is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited prekindergarten program or who has attended an accredited kindergarten in another state, regardless of the age of the student.

Section 2. First Grade Admissions

First grade students who have completed kindergarten in an accredited school may enter first grade regardless of whether they are age six on or before October 1st of the school year beginning in that calendar year.

Program for Homeless Students Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. General

Friendly Academy 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. Friendly Academy shall establish safeguards that protect students from discrimination on the basis of their homelessness, and Friendly Academy 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 a 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

Friendly Academy 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.

Friendly Academy 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 Friendly Academy 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 Friendly Academy's homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

Section 4. Enrollment

If Friendly Academy is selected as the school of best interest, and the student is otherwise eligible in accordance with Friendly Academy's Student Admissions Policy, the school will immediately enroll the student, even if the student 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 Friendly Academy 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 Student Recruitment and Retention Manager to act as Friendly Academy'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 Friendly Academy'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 CEO 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 CEO 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 CEO 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 CEO 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.

School Admissions Policy

The Governing Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1.

Friendly Academy shall enroll only:

- Students who reside in the district in which Friendly Academy operates
- Nonresident students eligible to attend a district 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.

Friendly Academy does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

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.

Section 2.

If the capacity of Friendly Academy is insufficient to enroll all students who submit an application during the open enrollment period (established in March of each year), the School will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission.

Section 2.1.
Priority for enrollment will be given in the following order in accordance with the charter:

1. CURRENTLY ENROLLED STUDENTS
2. CHILDREN OF FACULTY AND STAFF: Children of full time faculty and full time instructional staff.
3. SIBLINGS: Siblings of students currently enrolled on the date of the lottery
4. OTHERS: All other eligible students

Section 3. Lottery.

Section 3.1.
The lottery process shall be published in advance and articulated prior to commencement of the lottery.

Section 3.2
The lottery shall be observed and certified by a third party individual.

Section 4. Wait List.

Section 4.1.
Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have [three] days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

Section 4.2.
It is the responsibility of the parent or guardian of the wait listed student to provide updated contact information including a phone number and address, and an email if possible.

Section 4.3.
Parents or guardians of wait listed students must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

Section 4.4.
A school designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

Section 4.5.
The parents will be given 72 hours to contact the School and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list is extended the offer.

Section 5. Registration.

Section 5.1.
Regardless of when mailed, all applications for Friendly Academy must be physically present in the administrative office of School located at [school address] on or before [time p.m.] on [month day]. In the event School is closed on [month day], all applications must be received by [time] p.m. the Monday immediately following [month day].

Section 5.2.
All applications must be complete. Regardless of reason, failure to have a completed application package in the office of Friendly Academy by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

Section 5.3.
In order to complete the registration process, the following must be received by Friendly Academy: completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications timely received but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the CEO or his/her designee with a right of appeal to the Governing Board.

Section 5.4.
The School STRONGLY encourages all applicants to HAND deliver their application to the administrative offices of School. Any applications not present in the School offices by the deadline will be deemed to have waived participation in the lottery regardless of reason.

Section 5.5.
The School's admission procedures will be published annually.

Section 5.6.
A register of all complete applications, received in a timely manner, will be maintained in the School's office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.

Visitors to School Property Policy

Section 1. School Property

Parents/Guardians and patrons of Friendly Academy are welcome to visit and attend school events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The only exception for the visitor sign-in or check-in at the building office will be for whole school events, such as an assembly in the gym. In these instances, visitors may proceed directly to the whole school event where all visitors will be under the direct supervision of School staff members. This exception will not alter or supersede other policies or state statutes related to prohibiting visitors to schools and events.

The principal or designee of the school will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all School employees to direct visitors to the office and report any person in violation of these rules.

Section 2. Student Visitation

In general, visitors to school property are not allowed to speak directly with students unless it is part of Friendly Academy's education program or a parent/guardian has given permission.

Friendly Academy understands that parents/guardians sometimes need to briefly communicate with a student during the school day or during a school activity and will accommodate such communications when possible. However, the school refuses to mediate visitation and custody disputes among parents/guardians and other relatives or accommodate visits that the school determines could be distracting to a student. Friendly Academy discourages parents/guardians, grandparents and other relatives from visiting students during school hours or school activities.

The CEO or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class if such a visit could interfere with the education program or be disruptive; if one of the parents/guardians objects; if there is a current dispute regarding custody or visitation of the student; or if School employees are uncertain as to whether a person may legally have contact with a student..

Section 3. Prohibited Items

Visitors to school property may not possess weapons, including concealed weapons, on school property, on school transportation or at any school function or activity sponsored or sanctioned by the school unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

Visitors to school property may not possess or use alcohol or any substances that are illegal under state or federal law on school property, on school transportation or at any school function or activity sponsored or sanctioned by the school, except when consumption of alcohol is authorized by the CEO for specific events.

Visitors to school property are also prohibited from smoking or using tobacco products, electronic cigarettes, vaporizers/imitation tobacco or cigarette products in all school facilities and on any school grounds at all times.

Section 4. Appropriate Behavior

Friendly Academy believes that school events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages school visitors to exhibit good sportsmanship, citizenship, ethics and integrity at all School events and at all times while on school grounds. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The CEO will establish procedures for crowd control at school events consistent with this policy.

Section 5. Registered Sex Offenders and Persons Prohibited on or Near School Property

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on school property or transportation or at school activities, regardless of whether those activities are held on or off school property, unless access is required by law.

In accordance with law, Friendly Academy also prohibits all persons who have pled guilty or *nolo contendere* to or who have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, school property, school activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 573.200, RSMo.
5. Promoting a sexual performance by a child, § 573.205, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the CEO may grant permission for a parent, guardian or custodian of a student to be on school property for the limited purpose of attending meetings with school staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. The CEO will inform the principal and other relevant school staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on school property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on school property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from school property by other sections of this policy.

Section 6. Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the CEO, principal or a designee of either may require the visitor to leave. The CEO or designee may inform the visitor that they are not welcome back on school property or at school events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on school property. The CEO may make exceptions for parents, guardians or custodians of students enrolled in the school if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The school may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from school property by other sections of this policy.

Section 7. Enforcement

If a visitor prohibited from school property or events under this policy is on school property, school staff will contact law enforcement and/or escort the person from school grounds and inform the person of the school policy prohibiting his or her presence.

The CEO or a designee of either may file a report or sign a complaint with law enforcement on behalf of the school. The Board grants the CEO or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from school property. A visitor denied access to school property may communicate with the Board in writing but will not be allowed back onto school property unless allowed by the Board.

Surveying, Analyzing or Evaluating Students Policy

Section 1. Inspection

Section 1.1
Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

Section 1.2
In general, Friendly Academy will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where Friendly Academy may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Section 2. Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parents.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Section 3. Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the

immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

Friendly Academy will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Section 3. Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The School will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Hazing and Bullying Policy

Section 1. General

Section 1.1
In order to promote a safe learning environment for all students, Friendly Academy prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the Student Code of Conduct. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Section 1.2
In addition, Friendly Academy staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. School staff will report incidents of hazing and bullying to the CEO.

The CEO or designee shall promptly investigate all complaints of hazing and bullying, and shall administer appropriate discipline to all individuals who violate this policy. School staff who violate this policy may be disciplined or terminated.

Section 1.3
Reprisal and/or retaliation against any person who reports an act of bullying or hazing is strictly prohibited. Students who violate this provision are subject to discipline, up to and including possible suspension or expulsion. School staff who violate this provision may be disciplined or terminated.

Section 1.4
The CEO will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

Section 2. Definitions

A. *Hazing*. For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing

activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the school and legitimately related to the purpose of the organization.

B. *Bullying*. For purposes of this policy,e

Limited Public Forum Policy

The Board of Friendly Academy adopts the following policy, effective on the date of adoption by the Board.

Section 1. Establishment of Limited Public Forum

Section 1.1.
A limited public forum is hereby established for student speakers at all Friendly Academy events at which a student is to publicly speak.

Section 2. Student Speakers

Section 2.1.
Student speakers at school events and graduation ceremonies shall be selected using the following neutral criteria:

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 Friendly Academy.

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.

Community Engagement Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. General

The Board encourages full and open communication between the public and the Board of Directors. To that end, the Board has adopted the following avenues for the exchange of information, ideas, opinions.

Section 2. Complaints through Established Policy and Procedure

Students, employees, and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

Section 3. Written Correspondence.

Written correspondence may be directed to the Board, through the Executive Director, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members.

Section 4. Agenda Items.

4.1 General.
Residents of St. Louis City may submit an agenda item that is related to the governance or operation of Friendly Academy.

4.2 Timeline.
Prior to submission of an agenda item, the submitting resident must meet with the CEO or designee in an effort to resolve the concern related to the agenda item. The CEO or designee will hold the resolution meeting within 20 business days of the request. If the CEO or designee waives the meeting or does not meet with the resident within 20 business days, or if the resident is not satisfied with the meeting's outcome, the resident may submit a written request to the board secretary to add the item to the board agenda. The agenda item will be included in the board agenda for the next regularly scheduled meeting if the item is received at least five school days prior to the meeting. If not timely received, the item will be placed on the agenda of the following regularly scheduled meeting. However, the agenda item may be moved to a later meeting with the resident's agreement.

4.3 Limitations.
Placement of a resident's requesting agenda item is subject to the following rules:

1. Presentation of the agenda item is limited to three minutes unless expanded by the board.

2. No more than three persons may speak on the agenda item, but only if each of the speakers has spoken with the CEO or designee as provided in this policy.

3. The board may decline to hear a resident's requested agenda item if the board reasonably believes that the board has heard an identical or substantially the same agenda item within the preceding three months.

4. If the resident requesting an addition of the agenda item has previously violated rules regarding conduct at a board meeting on Friendly Academy property, as reasonably determined by the board, the requesting resident is denied placement of their agenda item.

5. If more than three resident-initiated agenda items are scheduled for the same board meeting, later resident submissions may be scheduled for the following meeting. However, if a resident-initiated agenda item is delayed under this paragraph, the resident will be advised of this option to submit their presentation to the board in writing.

Will's Law Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Section 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 CEO or designee in the absence of the School Nurse.

b. "Individualized health care plan" means a document developed by a school nurse, in consultation 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 CEO or designee in the absence of the School Nurse.

c. If any parent of a student of the school seeks epilepsy or seizure disorder care for the student, the School Nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student.
d. The parent of the student shall annually provide the school written authorization for the provision of epilepsy or seizure disorder care to the student as described in the individualized plans.
e. 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.
f. Each individualized health care plan shall, and each individualized emergency health care plan may include, but not be limited to the following:
    i. A notice about the student's condition for all school employees who interact with the student;

    ii. Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care;

    iii. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;

    iv. 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;

v. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

vi. 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;

vii. Medical and treatment issues that may affect the educational process of the student;

viii. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and

ix. How to maintain communication with the student, the student's parent and health care team, the school nurse or the CEO or designee in the absence of the school nurse, and the school employees.

x. The School Nurse or CEOor 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, CEOor designee in the absence of the School Nurse to share medical information with other school employees as necessary.

xi. The School Nurse shall coordinate the provision of epilepsy and seizure disorder care at the school.

xii. The School Nurse shall provide mandatory training in the care of students with epilepsy and seizure disorders to all school employees every two years. . School employees trained shall include, but not be limited to, Such training shall include, but not be limited to, school employees working with school-sponsored programs outside of the regular school day, as provided in any student's individualized plan.

xiii. The training shall be an online or in-person course of instruction approved by the Department of Health and Senior Services.

Human Sexuality And Sexually Transmitted Diseases Instruction Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted 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 papilloma virus, 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 among friends; and

(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, 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, 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. The School shall notify the parent or legal guardian of each student enrolled in the school of:

(1) The basic content of the 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 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) The School 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.

Instruction for Students with Disabilities Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date the policy is adopted by the Board.

It is the policy of Friendly Academy to provide a free appropriate public education to all enrolled 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.

Friendly Academy 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.

Dyslexia Screening Policy

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. The school 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 Friendly Academy shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

Section 3. The school shall offer all of its teachers two hours of training on dyslexia and related disorders. The school 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 contract hours of professional development.

English Language Learners (ELL) Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted 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. who was not born in the United States or whose native language is a language other than English;
D. who is a Native American or Alaska Native, or a native resident of the outlying areas; and
E. 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
F. 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
G. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
H. the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
I. the ability to successfully achieve in classrooms where the language of instruction is English; or
J. 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:

a. who has moved from one school district to another
b. who has moved from one administrative area to another in a state that is comprised of a single school district
c. 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 Director of Academics.

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 CEO 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.

Missouri Course Access and Virtual School Program Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted 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

The school 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

The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves of the student's enrollment, the school shall provide the reason in writing and it shall be for "good cause." “Good cause” is a determination that doing so is not in the best educational interest of the student and shall be consistent with the determination that would be made for such course requested under the process by which a student would enroll in a similar course offered by the school, except that the determination may consider the suitability of virtual courses for the student based on prior participation in virtual courses by the student. An appeal shall be considered under a policy that is substantially similarto the typical process by which appeals would be considered for a student seeking to enroll in courses offered by the school seeking to enroll in courses offered by the school. [*Note: The School can use the same appeal process as long as it is tailored for considerations regarding virtual school as described in this policy.].

Section 3. Notice of Right to Participate

The school 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 the school's website.

Section 4. Payment to Content Provider

The school shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. The school 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, the school shall attribute no less than ninety-five percent attendance to any such student has who completed a virtual course.

Section 6. Transfer Students

Pursuant to rules to be promulgated by the department of elementary and secondary education, the school shall allow the following:

If a student transfers into the school 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 the school, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by the school.

Section 7. Monitoring Student Progress

The school 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. The school 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.

The school 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

Reading Interventions Policy

Section 1. General

Friendly Academy is strongly committed to creating an environment that promotes high achievement for all students. The board directs classroom teachers to employ a variety of evidence-based instructional interventions at the classroom level to assist students who may be at risk of falling below grade-level expectations. In addition, the board requires schoolwide compliance with the instructional interventions detailed in this policy, as required by law.

Section 2. Reading Improvement Instruction

Friendly Academy will provide a reading success plan designed to remediate identified areas of reading deficiency to students who need reading assistance, as required by law. The plan will include intensive instructional services and supports as appropriate according to the student's needs. The services and supports may include additional scientific, evidence-based reading instruction and other strategies prescribed by the school.

Friendly Academy will provide a reading success plan to students who:

1. Exhibit a substantial deficiency in reading that creates a barrier, based on teacher observation or reading assessment, to reading progress; or

2. Have been identified through the statewide dyslexia screening as being at risk of dyslexia or have a formal diagnosis of dyslexia.

A substantial reading deficiency exists when a student is one or more grade levels behind in reading or reading readiness.

Friendly Academy will notify parents/guardians of students identified for reading success plans and give their students the opportunity to attend school summer school programs when offered. Friendly Academy will provide strategies that parents/guardians may use to help the student obtain reading proficiency including, but not limited to, the promotion of parent-guided home reading.

Section 3. Dyslexia and Related Disorders

In accordance with law, Friendly Academy will screen students for dyslexia and related disorders and provide the appropriate classroom support in accordance with guidelines developed by the Department of Elementary and Secondary Education (DESE).

Friendly Academy will provide screening results to the student's parents/guardians and district employees who have a legitimate educational interest.

A screening that indicates the possibility of dyslexia or a related disorder is not a diagnosis and is not sufficient to determine whether the student has a disability, as defined in law, that requires accommodation or special education. However, Friendly Academy may use the information to

provide additional classroom support and collect additional data to determine whether the student may need to be evaluated for special education or other accommodations in the future.

Friendly Academy will annually offer all teachers a minimum of two hours of in-service training on dyslexia and related disorders.

Section 4. Remediation as a Condition of Promotion

Students identified by Friendly Academy as failing to master grade-level skills and competencies must remediate those skills and competencies before they are promoted to the next grade level. The CEO shall determine which skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. Friendly Academy may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels. Friendly Academy will pursue all available state or federal aid for such programs.

Suicide Awareness and Prevention Policy

Section 1. Purpose

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. Friendly Academy is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy outlines key protocols and procedures Friendly Academy will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of Friendly Academy is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the school's belief that the student is at risk of suicide.

Section 2. Definitions

- *Crisis Response Team (CRT)* – A team of school employees trained in suicide awareness and prevention.
- *Student at Risk of Suicide* – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.
- *Suicide Crisis* – A situation in which a person is attempting suicide or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Section 3. Crisis Response Team

Friendly Academy will establish a Crisis Response Team or CRT. CRT members will include the CEO, school nurse, counselor and other school personnel as appropriate. The CRT will be responsible for implementation of the school's response plan.

Friendly Academy will use an evidence-based tool for determining whether a student is at risk of suicide or is having a crisis related to possible suicide. The CRT members will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the school has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

Section 4. Response Plan

Friendly Academy employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Section 4.1 *Students Who May Be at Risk of Suicide*
Any Friendly Academy employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.

2. While one employee stays with the student, the other will notify the school counselor, the CEO or designee. If the employee cannot reach the CEO or designee or other CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact the school resource officer and/or first responders.

When a school counselor, building administrator or designee receives notification that a student may be at risk of suicide, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, contact the parent/guardian to explain the school's concern.

2. If the student has been located, use an evidence-based tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the student's parent/guardian will be contacted to discuss the concern.

3. If it is determined that the student may be at risk of suicide, the school counselor and appropriate members of the CRT will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Section 4.2 Students Who May Be Having a Suicide Crisis
If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.

2. Immediately report the situation to the school counselor, CEO or designee. If the employee cannot reach the school counselor, CEO or designee or any other CRT members, the employee will notify the student's parent/guardian and contact the school resource officer and/or first responders. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) or 988 for assistance. As soon as practical, the employee will notify the CEO or designee.

When the school counselor, CEO or designee receives notification that a student is believed to be having a crisis with suicide, the CRT member, CEO or designee will take the following steps:

1. If the student cannot be located or leaves after being located, the school counselor, building administrator or designee will contact the parent/guardian to explain the school's concern.

2. If the student has been located, the school counselor, building administrator or designee will determine the appropriate action, including whether to call the school resource officer and/or first responders.

3. At an appropriate time after the crisis, the appropriate CRT members will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Section 5. Students Attending Virtually

In addition to monitoring the attendance and academic progress of students receiving education virtually (virtual learners), Friendly Academy must also monitor virtual learners who may be at risk for suicide. The CEO will develop procedures for monitoring the social/emotional health, including suicide risk, of virtual learners in conjunction with monitoring attendance and academic progress that will include:

1. Identifying staff members who will contact virtual learners on a regular basis;

2. Providing hard copies of student contact information to those assigned to contact virtual learners as a backup to Internet access of student records;

3. Creating a few questions designed to assess a virtual learner's social and emotional health that will be asked in conjunction with questions about academic progress;

4. Creating a written set of instructions for employees to follow if the employee suspects the virtual learner may be at risk of suicide or self-harm; and

5. Notifying the CRT.

To the extent possible, the CEO or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

Section 6. Confidentiality

Employees are required to share with the CRT, the administrators and/or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Section 7. Abuse and Neglect

If any employee of Friendly Academy has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and board policy.

Section 8. Accommodating a Disability

If at any time a parent/guardian informs Friendly Academy that a student has a medical condition or impairment that could require accommodation, school employees will contact Friendly Academy's compliance coordinator to determine whether the student has a disability.

Section 9. School and Community Resources

Friendly Academy will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the school's website and in the building.

A CRT member will follow up with students who have been identified as being at risk of suicide or who have had a suicide crisis and their parents/guardians to offer additional assistance. The CRT will determine the number and frequency of follow-up visits. If a student transfers to virtual learning or is otherwise not present in school, the district will, to the extent possible, continue providing any supportive services the student was receiving from Friendly Academy while in physical attendance.

Friendly Academy will request permission from the parent/guardian to consult with the student's outside medical provider to assist in determining what interventions the school should use.

Section 10. Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the CEO or designee will confer with the CRT and, when appropriate, confer with local community resource agencies and professionals to identify and make available supports that may help the school community understand and process the action or death.

The CRT, CEO or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided essential resources and support.

Section 11. Return to School Following a Suicide Attempt

Students who have attempted suicide are at greater risk to attempt to harm themselves again and require support when returning to school. The CEO will designate an appropriate employee to serve as a case manager for a student returning to school after a suicide attempt. The case manager will:

1. Meet with the student and family prior to the return date;
2. Study the student's records, including the events that precipitated the attempt if available;
3. Provide information about the student to teachers and other staff members to the extent necessary to support the student's return;
4. Meet with the student regularly; and
5. Assist the student and family in finding supportive services outside of the school.

Section 12.Staff Education on Suicide Prevention and Response Protocol

All Friendly Academy employees will receive information regarding this policy and the school's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired by Friendly Academy. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and the school's response procedures and will include:

1. Strategies that can help identify students who are at possible risk of suicide;
2. Strategies and protocols for helping students at possible risk of suicide; and
3. Protocols for responding to a suicide death.

Friendly Academy will also provide opportunities for school staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include school-led training, access to web-based training, or training provided in other schools or by local organizations or health professionals.

Section 13. Suicide Prevention Education for Students

Starting no later than seventh grade, students will receive age-appropriate information on suicide awareness and prevention. Information may be offered in health education, by the counseling staff or in other curricula areas as Friendly Academy deems appropriate.

Section 14. Policy Publication

Friendly Academy will notify employees, students and parents/guardians of this policy by posting this policy on the school's website and providing information about the policy to school employees. Friendly Academy may also include information about the policy in appropriate school publications and student handbooks.

Get the Lead Out of School Drinking Water Act Model Policy

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.R

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 that reduces lead in drinking water at each point at which the water supply enters the School in accordance with any relevant requirements set forth by the department of natural resources to ensure lead concentrations are below five parts per billion;

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; or

c. Remove the outlet from service.

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.

COMPREHENSIVE EMERGENCY OPERATIONS PLAN MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. The School shall adopt a comprehensive emergency operations plan to address:

    a. School safety, crises, and emergency operations;
    b. Prevention, preparation, operations, and follow-up;
    c. Collaboration with local law enforcement, providers of fire protection services, and emergency management; and
    d. Consideration of supporting mental health needs of all involved in a crisis.

2. The emergency operations plan shall be shared with local law enforcement, providers of fire protection services, and emergency management.

3. A physical security site assessment shall be conducted annually.

4. The Department of Elementary and Secondary Education will publish standards for emergency operations plans and annual physical security site assessment. The School will review and adopt such standards to the extent such standards meet the needs of the School.

CARDIAC EMERGENCY RESPONSE MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

This policy provides direction and detailed guidance for responding to a sudden cardiac arrest ("SCA") through a Cardiac Emergency Response Plan ("CERP"). This plan outlines Cardiac Emergency Response Teams ("CERTs"), AED maintenance and locations, CERP protocol and related staff training/certification.

SECTION 1. Developing a Cardiac Emergency Response Team (CERT)

1) Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR-AED program activities, training, education, and evaluation.
2) Appoint at least 10% of staff to participate in the CERT.
3) All individuals on CERT should have current CPR/AED training from a nationally recognized organization.
4) Designate individuals to promptly call 9-1-1 and direct EMS to the location

SECTION 2. Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance

1) Minimum recommended number of AEDs for Friendly Academy include inside the building and outside the building:

a) *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

b) *Outside the building* (e.g., on school grounds, venues, or athletic fields) – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

2) Regularly check and maintain each AED in accordance with the AED's operating manual and maintain a log of the maintenance activity including periods of time where the building or location will not be used for long periods of time, such as summer months when school is not in session or community locations only opened at certain times of the year.

3) CERT coordinator should set up a process for verifying and tracking equipment readiness and maintenance.

4) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads. Consider storing other medical equipment with the AED or kit such as Naloxone and Epinephrine autoinjector.

5) AEDs should not be locked in an office. It should be stored in a location that is always easily and quickly accessible.

6) AEDs shall be accessible for responding to a cardiac emergency during day and night activities (e.g., sports activities) and after-hours activities (e.g., after-school activities) in accordance with this CERP.

7) Each AED should have one set of AED pads with the device.

8) Signage: All AEDs should have clear AED signage to be easily identified. These should be visible from the normal path of travel. A projecting (three-dimensional) universal AED sign shall be installed above cabinet or bracket/wall rack clearly marking the location of AED(s).

9) Remove warning "for professional use only" on AED cabinets as AEDs provide instructions for use.

10) Locations of the AEDs are to be listed in the CERP Protocol with Building Location Information, AED locations, and Maps.

SECTION 3. Communication of CERP Protocol

1) The CERP Protocol should be posted in places such as (but not limited to):
    a) In each classroom, cafeteria, restroom, health room, break room and in all offices or other occupied spaces.
    b) Adjacent to each AED.
    c) Adjacent to each public telephone.
    d) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
    e) At other strategic locations, including outdoor physical education and athletic venues and facilities.
    f) Attached to all portable AEDs.
2) The CERP protocol should be distributed to:
    a) All staff and administrators at the start of each year (or school year), with updates distributed as made. In workplace and

recreation centers, the CERP protocol should be made available annually and when updates are made.

b) All staff should be educated on the CERP protocol in their school yearly.

c) All staff should be educated on recognizing the signs of a cardiac emergency that is or may become a SCA, how to activate a response, location of AEDs, and ideally have an introduction to at least hands-only CPR and AED use.

d) New staff members should receive the CERP protocol in their orientation materials.

SECTION 4. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

1) Staff training

a) The CERT team and at least ten percent of the staff staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. Training shall be renewed at least every two years.

b) The school or organization should designate the person responsible for coordinating staff training and the medical contact for AEDs, if available.

c) Training may be traditional classroom, on-line, or blended instruction but should include cognitive learning, hands-on practice, and testing.

d) All staff and appropriate volunteers, regardless of if they are a CERT member, should receive annual training on SCA and understand how to recognize a cardiac arrest, how to initiate the response team, and where the AEDs in the building are located.

e) Include as many other people as possible (staff, faculty, coaches, volunteers, students, parents, etc.) who can receive additional CPR/AED education and awareness of the plan.

SECTION 5. Local Emergency Medical Services (EMS) Integration with the School Plan

1) Provide a copy of this Cardiac Emergency Response Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local EMS.

2) The development and implementation of the CERP shall be coordinated with the local EMS Agency, organization safety officials, on-site first responders, administrators, organizational leadership, athletic trainers, school nurses, and other members of the school or community medical team.

3) Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

SECTION 6. Conduct Practice Drills

1) Please refer to the 'Cardiac Emergency Drills' section on the Project ADAM website for more information.

2) Cardiac Emergency Response Drills are an essential component of this Plan. The [SCHOOL] should perform at least one successful drill each year (two or more are recommended) with the participation of staff, safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. One drill may include a tabletop exercise with all the staff and CERP members present.

SECTION 7. Annual Review and Evaluation of the Plan

1) Conduct an annual internal review of the Cardiac Emergency Response Plan (CERP) for schools. The annual review should focus on ways to improve the response process, to include:
    a) A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person responsible for establishing the documentation process.
2) Post-event documentation and action shall include the following:
    a) A contact list of individuals to be notified in case of a cardiac emergency.
    b) Determine the procedures for the release of information regarding cardiac emergencies.
    c) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
    d) The identification of the person(s) who responded to the emergency.
    e) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
    f) An evaluation of whether the CERP and CERP Protocol was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the CERP and CERP Protocol and in its implementation if the plan was not optimally suited for the

specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

g) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors and/or other local resources.

h) A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.

i) A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

j) After an actual emergency event occurs, you may need assistance in downloading and storing information from the AED to aid in the patient's continued medical care.

k) If the AED is taken with the patient or is removed from its cabinet, please place a sign about where the next closest one is located until there is an AED put back in the cabinet. Consider having a process or checklist for AEDs that have been used to verify all parts have been checked and replaced.

SCTION 8. Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency

1) Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.
2) The Protocol for responding to a cardiac emergency should be posted and readily accessible to anyone.

STOP THE BLEED ACT MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Before the end of the 2025-2026 school year, Friendly Academy] shall adopt the traumatic blood loss protocol developed by the Department of Elementary and Secondary Education. Upon adoption of this protocol, Friendly Academy shall post the protocol on its website.

SCHOOL SAFETY COORDINATOR MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. Friendly Academy shall designate a primary and secondary school safety coordinator. Such coordinators shall have a thorough knowledge of all federal, state, and local school violence prevention programs and resources available to students, teachers, or staff in the school.
2. The school safety coordinators and other designated personnel, as necessary, shall complete the following, within one year of being designated as coordinators:
    a. The Federal Emergency Management Administration's IS-100.C: Introduction to the Incident Command System, ICS 100, or its successor course and The Federal Emergency Management Administration's IS-200: Basic Incident Command System for Initial Response, ICS-200, or its successor course; or
    b. The Incident Command System for Schools course provided by the Missouri School Boards' Association's Center for Education Safety, or its successor course created by CES to replace the ICS for Schools course.

ANTI-INTRUDER LOCK MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. Definitions

    a. "Anti-intruder door lock", a mechanical or 4 electronic door-locking mechanism on an interior door that is designed to keep an intruder from entering an interior room that shall:

        i. Be capable of

            1. Locking from inside or outside the room;

            2. Unlocking from outside the room with a key or other approved means; and

            3. Locking or unlocking from inside the room without the use of a key or special knowledge or effort; and

        ii. Control access to the room

    b. "Exterior door or entryway", any location of normal ingress and egress into or out of a school building

    c. "Interior door", an egress door from a classroom, office, or other occupied room that provides access to the interior of a building

    d. "Master key box", an exterior secure master key box that meets the standards prescribed under Underwriters Laboratories Standard 1037 for use by fire protection and law enforcement.

2. Each interior door of the school shall be equipped with an anti-intruder lock.

3. The school may be equipped with one or more master key boxes to contain the necessary keys and access tools for fire protection and law enforcement

agencies to gain access to exterior or interior doors or entryways, including those equipped with an anti-intruder lock.

4. Before or in conjunction with installing such anti-intruder locks, Friendly Academy shall develop and implement school building access policies or practices that control access to individual classrooms, if such policies have not been implemented.

ELECTRONIC COMMUNICATION DEVICE MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. No student may display or use an electronic personal communications device from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal time, breaks, time between classes, and during study halls.

2. Notwithstanding the general prohibition, a student may display and use an electronic personal communications device only when such display and use is necessary to comply with:

a. An individualized education program ("IEP");
b. A 504 plan
c. An individualized emergency health care plan or individualized health care plan;
d. The Americans with Disabilities Act;
e. The federal Civil Rights Act of 1964; or
f. The federal Equal Educational Opportunities Act of 1974 regarding English language learners.

3. Notwithstanding the general prohibition, a student may use a device as follows:

a. In the case of an emergency. An emergency means a serious, unexpected, and dangerous situation, including, but not limited to: active fire, active tornado or earthquake, active shooter, evacuation of school grounds, medical emergency, or other serious, unexpected, and dangerous situation that requires immediate action

and is otherwise identified in the school's policies as an emergency; or

b. When directed to use such device for an educational purpose with authorization as directed by established school policy.

4. [Insert reasonable disciplinary action based on your school's disciplinary policy. For example, a student shall receive a write-up for each time an electronic personal communications device is displayed in violation of this policy. After three write-ups a student will receive detention.]

5. This policy shall be published on the school's website upon its adoption.

STUDENT ENROLLMENT BEHAVIORAL THREAT ASSESSMENTS AND PERSONAL SAFETY PLANS MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. If applicable, prior to enrolling a student, the school shall request, from any such student's prior local educational agency, records of any behavioral threat assessments and personal safety plans for the student if the student is currently subject to an active personal safety plan or has been subject to a personal safety plan in the previous twelve months.

2. For purposes of this policy, the following terms mean:

    a. "Behavioral threat assessment", records associated with an evaluation of a student who has shown or demonstrated: (a) Homicidal or suicidal ideation; (b) Planning an attack on a school, other students, faculty, staff, or administration; or (c) Behavior that puts students, faculty, staff, or administration at risk for harm;

    b. "Personal safety plan", an agreement based upon the findings of the behavioral threat assessment record between the school and the students' parents or guardians, or between the school and the student if the student is emancipated or an unaccompanied youth as defined in section 210.121, that: (a) Stipulates rules for attendance at the school; (b) Provides benchmarks that allow for the student to be released from the personal safety plan over time; and (c) Provides immediate access to a trusted adult for the student with the personal safety plan.

ZERO TOLERANCE DISCIPLINARY POLICY MODEL POLICY

The Governing Board of Friendly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

Friendly Academy shall not implement, utilize, or otherwise any zero-tolerance disciplinary policy or practice of discipline that results in an automatic disciplinary consequence against a pupil without the discretion to modify such disciplinary consequence on a case-by-case basis, such as automatic detention, suspension, or expulsion or the automatic imposition of other disciplinary measures.

ACTIVE SHOOTER AND OTHER EMERGENCY TRAINING AND DRILLS MODEL POLICY revised 7/22/25

The Board of Friendly Academy adopts the following policy effective on the date that the policy is adopted by the Board.

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.

Beginning in the 2026-2027 school year, the school shall include in its teacher and school employee training components on:

(1) How to properly respond to students who provide a teacher or school employee with information about a threatening situation;

(2) How to address situations in which there is a potentially dangerous or armed intruder in the school;

(3) Information and techniques on how to address situations where an active shooter is present in the school or on school property;

(4) How to identify potential threats or safety hazards; and

(5) Protocols for emergencies in the school including, but not limited to:

(a) Evacuations;

(b) Severe weather;

(c) Earthquakes;

(d) Fire; and

(e) Medical.

Such training shall be conducted annually.

SECTION 2. SIMULATED ACTIVE SHOOTER AND INTRUDER RESPONSE

All school personnel shallSchool personnel may participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals or school safety 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. COURAGE TO REPORT

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.

The school shall annually provide age-appropriate information and training on the Missouri state highway patrol’s Courage2ReportMO reporting mechanism or its successor reporting mechanism.

SECTION 4. ACTIVE SHOOTER DRILL

The school shall hold an age-appropriate active sooter exercise in which students, teachers, and other school employees participate in and practice the procedures for safety and protection to be implemented under such conditions.

ACTIVITY AND EVENT PARTICIPATION OF NON-STUDENTS MODEL POLICY

The Governing Board of Freindly Academy adopts the following policy effective on that date that the policy is adopted by the Board.

1. A student who is receiving instruction at a Family Paced Education ("FPE") school, home school, or virtual school as a full-time equivalent student shall be allowed the opportunity to try-out for (if applicable) or to participate in any event or activity offered by Friendly Academy in accordance with the following conditions:

a. The student provides proof of residency within the boundaries of the school district within which Friendly Academy sits;

b. If participating in athletics, documentation of a physical, including details on any underlying conditions relevant to such participation;

c. The student shall adhere to the same behavior, responsibility, performance, and code of conduct standards directly related to the event or activity as those students enrolled in Friendly Academy; and

d. The student shall fulfill the same financial requirements as those required of students enrolled in Friendly Academy.

2. If such student requests to participate in a fine arts activity, such student shall be required to participate in and complete any integral

components of instruction provided during a course held during the school day, if applicable.

3. If such student requests to participate in a career or technical student organization, such student shall be required to participate in any applied learning and engagement which are integral components of instructions for an approved career and technical education program in Missouri, if applicable.

4. If such student requests to participate in an integrated cocurricular activity, such student shall be required to participate in any appropriate coursework and preparation of the related activities during the school day, if applicable.

5. If a student whose academic performance or disciplinary status would preclude such student from eligibility to participate in any extracurricular event or activity at Friendly Academy disenrolls from Friendly Academy in order to receive instruction at an FPE school, home school, or virtual school as a full-time equivalent student, such student shall not be eligible to participate in any event or activity at Friendly Academy for twelve months from the date of disenrollment.

6. Any records created or retained pursuant to this policy shall not be disclosed unless required by federal or state law.

7. For purposes of this policy, the following terms mean:

a. Athletics, "any interscholastic athletic games, contests, programs, activities, exhibitions, or other similar competitions for students;

b. "Event or activity", athletics, fine arts activities, integrated cocurricular activities, or other extracurricular occurrences directly related to such athletics, fine arts activities, or integrated cocurricular activities that are sponsored, organized, or provided for students by Friendly Academy;

c. "FPE school", a school, whether incorporated or unincorporated that: (1) has its primary purpose the provision of private or religious-based instruction; enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the FPE school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; and may enroll children who participate in the Missouri Empowerment Scholarships Account Program;

d. "Full-time equivalent", a student who is enrolled in the instructional equivalent of six credits per regular term;

e. "Home school", a school, whether incorporated or unincorporated that: (1) has its primary purpose the provision of private or religious-based instruction; enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the home school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; does not enroll children who participate in the Missouri Empowerment Scholarships Account Program; and is not an FPE school;

f. “Integrated cocurricular activities”, activities that are outside of the regular school curriculum but complement and supplement such curriculum.