



9348 Olive Blvd  
Olivette, MO 63132  
(314) 733-9770  
[office@coeuracademy.org](mailto:office@coeuracademy.org)  
Hours: M-F 8:00 am-4 pm

## Coeur Academy Policies

2022-2023

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➤ COMMUNICATION

All information regarding absences, early pick-up, late pick-up, need to be sent directly to the [office@coeuracademy.org](mailto:office@coeuracademy.org). If you have an emergency requiring a response within one hour, you may call the school at (314) 733-9770. Otherwise, attendance information is checked through the office email and then directly sent to all teachers with specific instructions to the teacher who is teaching the student at the time of early dismissal or late arrival.

The office email is checked by two staff throughout the day. We ask that you do not text teachers during the school day as this takes time and attention away from instruction and students, and our utmost priority is student safety and learning.

Attendance

[office@coeuracademy.org](mailto:office@coeuracademy.org)

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## **COVID-19: Keeping Safe and Healthy**

Since the beginning of the Coronavirus (COVID-19) outbreak, our top priority has been to ensure the protection and safety of all. As we continue to monitor the ongoing spread of the Coronavirus, we want to ensure everyone who relies on our services are aware of best practices to mitigate the impact of COVID-19.

To stay healthy and safe, please take these actions:

- Cough and sneeze into your elbow or upper arm. Use a tissue.
- Wash your hands thoroughly and often with soap and water.
- Refrain from touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you are sick and seek medical care.
- Avoid mass gatherings and stay out of crowded places.
- Limit international, state, and local travel.

If you experience or observe the symptoms below in your household, please stay home. Call a healthcare professional, detailing your symptoms and any recent travel. They will provide instructions on next steps.

Symptoms include but are not limited to:

- Fever
- Cough
- Difficulty Breathing
- Sore Throat
- Chills
- Muscle Pain
- Loss of Taste or Smell

Coeur Academy has taken necessary action to ensure all staff are trained accordingly to prevent the spread of COVID-19. Operating as both an educational and service organization that works closely with children with disabilities, we understand the importance of a quick and swift response in this situation. Practice preventative behaviors at home or work [The CDC has more information about how to prevent the spread of COVID-19.](#)

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### Signature Form

If you or any household member plan to travel or participate in crowded places, you MUST notify Coeur Academy staff immediately. Please supply your child with a personally labeled water bottle and lunchbox. Each child's temperature will be taken upon arrival.

I, \_\_\_\_\_, will immediately notify Coeur Academy if my child or any household members plan to travel or participate in crowded places specifically if they are deemed hotspots for COVID-19 by the CDC.

I, \_\_\_\_\_, will not send my child to school if he/she experiences any of the following COVID-19 symptoms: fever, cough, difficulty breathing, sore throat, chills, muscle pain, or loss of taste or smell.

I, \_\_\_\_\_, will immediately notify Coeur Academy if my child or anyone living in the household tests positive for COVID-19. I understand that my child will not be allowed to return to school until he/she has provided Coeur Academy record of a negative test result.

I, \_\_\_\_\_, acknowledge Coeur Academy will send my child home if deemed necessary for the health and safety of others.

Print \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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➤ HEALTH AND FIRST AID

1. Fever: If a child has a fever of 99.6, the child should stay home. Students must remain fever free for 24 hours before coming back to school for their own wellbeing, as well as to decrease the spread of contagious diseases.
2. Flu Symptoms: If a child has flu-like symptoms, including fever, aches, sore throats, cough, headache, chills, upset stomach and/ or fatigue, he or she must be kept at home. The flu is considered contagious as long as signs and symptoms persist.
3. Rash: A rash of unknown cause should be seen by a physician to determine the diagnosis. Students should remain home until the cause is determined and physician releases the child to attend school.
4. Sore throat, "cold" or cough: Children should stay home until symptoms are mild.
5. Head lice: Children must stay home and be treated with a special shampoo and may return to school when they are not free.
6. Hepatitis A: If diagnosed, a student should have a physician's permission to attend school.
7. Pink Eye: The student should stay home from school until a physician gives treatment.
8. Diarrhea: The child should remain at home until free of diarrhea.
9. Vomiting: This may be a symptom of a serious disease. Children should stay home for 24 hours after the last vomiting episode. If the child vomits at school, a parent is required to pick-up the student.

Coeur Academy is equipped to provide minor first aid care for children. Please notify your child's teacher of any health problems that might be a concern for your child at school. If a student doesn't feel well during the school day, he or she can rest in a separate area. The students temperature will be taken, and a parent will be contacted if there is a fever, or the condition merits parents consultation. Parents will be contacted and requested to assume responsibility for any health care that goes beyond "first aid" or for any condition deemed to be potentially contagious.

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➤ MEDICAL EXAMINATIONS AND IMMUNIZATIONS

- Each child must have a medical examination form completed upon entering Coeur Academy and every three years thereafter.
- All students must have the required immunizations prior to attending school. Children's immunization records remain on file at the school per standards set forth by Missouri State Law.

*I have read and understand the importance of following these health and wellness guidelines to ensure the well being of my child and others.*

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Parent \_\_\_\_\_ Date \_\_\_\_\_

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Parent \_\_\_\_\_ Date \_\_\_\_\_

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➤ PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

- *Permission to Administer Medication* forms are available in the student enrollment packet. The forms will need to be filled out if applicable. If medication changes occur or a child begins a new medication after the school year begins, new forms must be submitted. Parents are responsible for requesting *Permission to Administer Medication* forms and alerting Coeur Academy staff when medical or medication changes.
- When a prescription medication is to be administered by the school, it must be in its original container, and the proper label must be affixed by a pharmacy or physician showing the name of the child, the name of the medication, the dosage and schedule of administration, the date of purchased, and the physician's name.
- All medications must be brought directly to a staff member. Please do not give medications to your child or allow your child to carry his or her own medication. Students are not allowed to keep medications in their backpack or personal belongings.
- A four week supply is recommended whenever possible. Knowing that you need to send a refill supply at the beginning of each month also makes it easier to remember.
- Non-prescription medicines including Tylenol, Advil, Benadryl, etc. must also be brought in and left with a staff member with specific instructions written and signed by parents.

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➤ CHANGE OF INFORMATION/MEDICATION

- It is essential that the school have accurate, updated information (address, phone number, email, etc.) in order to contact parents or guardians in the event of an emergency. Current medication information is also essential in the case of a medical emergency. Please email the school office at [office@CoeurAcademy.org](mailto:office@CoeurAcademy.org) to immediately inform the school of any medication changes and request new forms to update information.

*I have read and understand the importance of accurate information regarding over the counter and prescription medication guidelines to ensure the well being of my child and others.*

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Parent \_\_\_\_\_ Date \_\_\_\_\_

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Parent \_\_\_\_\_ Date \_\_\_\_\_

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➤ LUNCH

- Students will need to bring their lunch and will eat in the assigned classroom. Faculty and staff are always present during the lunch period to provide assistance and supervision. Please put your child's name on the front of his or her lunch box for ease of identification during the lunch period.
- Students are encouraged to bring healthy lunch and snack options that represent the main food groups. **Caffeinated beverages and soda are not allowed during the school day.**
- All students are required to bring a water bottle daily that they can refill as needed. **We encourage that this water bottle remain at school and will be washed daily.**
- Due to food allergies, intolerances, and special diets, students are **not allowed** to share food at lunch or throughout the day.

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*I have read and understand the importance of following these food guidelines to ensure the well being of my child and others.*

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Parent \_\_\_\_\_ Date \_\_\_\_\_

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Parent \_\_\_\_\_ Date \_\_\_\_\_

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➤ ARRIVAL AND DISMISSAL PROCEDURES

- Staff members have other responsibilities and may not be available for supervision before the school's start time or after the school day ends. If you need to drop your child off earlier or later than the normal school day hours, you may use Before/After Care for an additional fee.
- Start times are dependent on student schedules. Students may enter the building **10 minutes prior** to their start time, and must be picked up no later than **10 minutes** after the school day ends. If the student arrives before or after the 10 minute grace period the family will be charged the before or the after care fee.
- If a child needs to be picked up early, please contact the school office email at [office@coueracademy.org](mailto:office@coueracademy.org). The school building will remain locked throughout the school day.

➤ SAFEGUARD FOR DROP OFF AND PICKUP

In order to be certain that children are safe and also to ensure that the drop-off and pick-up car lines move efficiently, the following safeguards must be observed:

**1. Students are to wait in the car until a staff member arrives to escort them into the building. At that time their temperature will be taken. Parents may not escort their child into the building.**

2. Morning drop-off and afternoon dismissal time can be very crowded and hectic. If you would like to talk to your child's teacher, please call or make an appointment rather than remaining in the carpool line for an extended period of time.

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➤ ATTENDANCE AND TARDINESS

- Children are considered tardy if they arrive after the official start time. PARENTS, WHO BRING CHILDREN AFTER THE SCHOOL START TIME MUST PARK, ACCOMPANY THEIR CHILD INTO THE BUILDING. Email the office at [office@CoeurAcademy.org](mailto:office@CoeurAcademy.org) informing staff the student is late allowing access to the building.
- **All pre planned and unplanned absences and late arrivals must be emailed to the office at the beginning of the school day. Parents must also email or send a written note to the school office if a child will be leaving during the school day.** A parent must sign out the child in the office at the time of departure.
- Excessive absences interfere with student progress and their ability to learn and retain skills. Coeur Academy will monitor student tardies and absences and notify parents when their child has exceeded 5 absences in a quarter. Missouri Law requires parents to have their child attend school for 1044 hours.

➤ FIELD TRIPS/COMMUNITY SERVICE OUTINGS

Parents must sign the Transportation Authorization in the Enrollment Form, and provide written permission through email for each field trip or outing your child attends. If we do not have a signed form on file or receive written permission, your child will not be allowed to attend the activity, which may result in them staying behind at school for the day. If we do not have enough adults to stay at school with your child, we will ask that your child stay at home.

If Coeur Academy staff determines a child's behavior at school prevents him/her from being successful and appropriate during a field trip or school outing, the child will need to stay at school with a staff member or the child's parent/guardian may accompany him/her on the outing.

*I have read and understand the importance of informing the office at [office@CoeurAcademy.org](mailto:office@CoeurAcademy.org) any information regarding tardies, illness, absences, field trips etc.*

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Parent

Date

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 Parent

Date

## ➤ PARENT CONFERENCES/PROGRESS REPORTS

- There are two formal parent conferences held each year. Your child's teacher will contact you prior to these dates to schedule a specific meeting time.
- Parents are always encouraged to meet with teachers outside scheduled conference times if specific questions or concerns arise.
- Coeur Academy staff will report on student progress quarterly.

## ➤ LOST AND FOUND

- Parents are asked to put a label or name tag on items such as coats, jackets, gloves, lunch boxes, etc. Please write your child's first and last name on all of his/her belongings.

## ➤ HOMEWORK PHILOSOPHY

Teachers are responsible to assign students work that is meaningful to make progress towards individual academic, social, and emotional goals. Teachers will consider the length of time to complete based on student skills and alignment with the curriculum:

Assigned homework will:

- Enrich the curriculum
- Reinforce skills
- Fill gaps due to work not completed due to absences
- Encourage independent work
- Promote executive functioning skills: managing time, prioritizing, self-monitoring, focusing on tasks until completion, etc.

Parents and students are responsible for ensuring a homework routine is in place for student success for the following reasons:

- Preparation for classroom discussions or following day activities
- Fostering independent skills
- Progression towards individual goals and comprehension of curriculum content

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➤ SNOW DAYS

In the case of inclement weather, please check your email. Coeur Academy will send an email to parents announcing school closings. In addition, school closings are posted on KSDK, FOX 2 News, and SirenGPS alerts. To sign up for SirenGPS alerts you will need to download the free app.

➤ PAYMENT

- Payment is due by the 1st of each month beginning August 2020, unless the 2020-2021 deposit was paid. For families who have paid the deposit, automatic transfer of payments should begin September 1, 2020.
- Families are asked to sign-up for automatic bank-to-bank transfer of funds. This has to be initiated through the family's bank.
- If the family chooses to pay through another form of automatic payments, the family will incur any additional convenience fees the platform charges.
- Payments received after the 1st of each month will incur an additional weekly \$15 late fee.
- Two missed monthly payments will immediately forfeit a student's spot at Coeur Academy.

*I have read and understand the importance of punctual payment to maintain the operations of our school.*

\_\_\_\_\_ Date

\_\_\_\_\_ Date

➤ ELECTRONIC DEVICE POLICY

Coeur is committed to providing students access to digital media to support engaged learning while protecting them from harmful content. With these goals in mind, we have created the following policies for our students at school:

Personal devices, including all cell phones, may only be used during the school day with the expressed permission of faculty. No personal electronic devices will be allowed during

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indoor recess. Students may not use any type of electronic device during arrival and dismissal. Devices may not be used to view inappropriate adult related content, take pictures or write/talk inappropriately about other students on personal social media accounts.

All personal devices, including cell phones, must adhere to the Coeur Academy Acceptable Use Guidelines. Failure to comply with these guidelines may result in confiscation of the device and/or loss of privileges at the discretion of School Administration. Coeur Academy is not responsible for loss or damage of personal devices.

#### ➤ STUDENT/PARENT/STAFF CONDUCT RESPONSIBILITIES

Students, parents, and staff of Coeur Academy are obligated to treat each other with respect and dignity. Staff and Parents are role models for all students, requiring issues to be resolved in respectful manners. Parents are asked to directly contact the appropriate teacher when a concern arises.

Students, Parents, and Teachers are expected to:

- Respect personal space
- Respect property. Destruction of property of another student or the school will be billed to the parents.
- Use kind words and positive language

Smoking, tobacco, drugs, or alcoholic products of any kind are not allowed on Coeur Academy's property.

Many of our students come from backgrounds that may include trauma. Verbal or written threats of violence are strictly prohibited and considered unacceptable. Handguns, objects used as a weapon or in a threatening manner are not allowed on school property, and if discovered, the police will be called immediately and the student will be expelled from Coeur Academy.

Coeur staff is aware that students do not always come to Coeur Academy with the skills to successfully demonstrate these responsibilities. Coeur staff will consistently teach and model appropriate behavior to shape socially acceptable and safe behavior. If a student continues to demonstrate behavior that interferes with their progress or the progress of other students despite implementation of strategies, changes within the school day, and outside therapeutic support, then Coeur staff and parents will meet to discuss an alternative course of action. Coeur Academy embraces opportunities to work with privately hired professionals to increase academic, social, and emotional success of each student.

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Coeur Academy requests that parents/guardians provide complete transparency regarding their child's current emotional functioning and provide outside written reports and progress from prior placements. Understanding a child's behavior and how it affects their own progress and peer's progress in a group environment is necessary for Coeur staff to support all students for success. If a child exhibits *continuous* aggressive behavior that causes harm to themselves, peers, or staff despite implementation of de-escalation techniques, the child will be restrained *as a last resort* using Nonviolent Crisis Intervention (NCI). If a child requires NCI, the parent/guardian will be informed afterwards, and a follow-up meeting will occur to determine if Coeur Academy is the appropriate placement for the child.

*My child and I have read and understood the importance of following these conduct guidelines to ensure the well being of the Coeur Academy community.*

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Student \_\_\_\_\_ Date

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Parent \_\_\_\_\_ Date

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Parent \_\_\_\_\_ Date

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➤ ASSUMPTION OF RISK AND WAIVER

The Student, Parent and / or legal guardian of the Student (Student and Guardian) hereby acknowledge that there are certain risks inherent in participation in Coeur Academy, a school for children who experience social and educational challenges. These risks include, without limitation, risks associated with travel to and from the school, travel related to school activities, and participation in day-to-day activities while on the school premises. Student and Guardian agree to inform an appropriate representative of the School of any special information regarding the health, or physical or mental condition of the student that may be relevant to the Student's participation in school activities.

In consideration of allowing the Student to attend Coeur Academy, Student and Guardian hereby agree to release and discharge the School from any liability or responsibility for any personal or bodily injury (including death), and for any damage to or loss of property, however caused, including, without limitation, being limited to, any injury, loss or damage resulting from, arising out of, or occurring in connection with negligent acts or omissions of members of the faculty or staff, employees, agents or servants of the School, board members of the School or other students (take together "the School".)

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The only claims that may survive this Assumption of Risk and Waiver shall be such that are not allowed to be waived by operation of the laws of the State of Missouri on the basis that they be claims that arise from gross negligence or intentional acts. In the event that any such claims are not allowed to be waived, Student and Guardian agree that any and all claims brought against the School must be brought in a Missouri State Court in the County of St Louis and resolved under Missouri law.

➤ FINANCIAL AID

Families who need financial assistance may request an application form from the office. Applications are confidentially reviewed by external advisors who will then make recommendations to Coeur Academy on an individual basis. Students who qualify will be awarded Financial Aid as it is available. *Families awarded financial aid are expected to participate in fundraising activities that directly benefit the Financial Aid Account. Please complete and return prior to August 15, 2020.*

My child \_\_\_\_\_ and I have read through Coeur Academy's Policies and understand we are responsible for adhering to the guidelines described.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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