ACADEMIC OFFICE

Process Management Program

PROCEDURES / WORK INSTRUCTIONS

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February 2021

DEFINITIONS			
PMS	Process Mgt. System	**CAO**	Chief Academic Officer
CUR	Curriculum	**PD**	Professional Development
LDV	Leadership Development	**SPED**	Special Education
P	Procedure	**W**	Work Instruction
All Associated Documents listed in this document are available via SLPS Microsoft Teams / Academic Office Playbook / Process Management.			

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Academic Office Process Management Program

The Curriculum Division started publishing their core processes through the 2008 Quality Assurance Systems (QAS) initiative. The purpose of the QAS initiative was to improve the quality of services provided to the District by central operations through a quality assurance system that will enhance the District's ability to consistently meet the requirements of the students, parents, community members (business community inclusive) and employees of the District.

Since 2008, The Academic Office continued to improve their Academic core processes and improve the quality of services provided to the District, students, parents, community members (business community inclusive) and employees of the District.

The Current Academic Office Process Management Program is our current tool for achieving continuous improvement by ensuring the processes in the Academic Office are described and interfaced as well as ensuring the efficiency and effectiveness of the services delivered to students, parents, community members (business community inclusive) and employees of the District.

- *All "Associated Documents" listed in this document are available via SLPS Microsoft Teams / Academic Office Playbook / Process Management.*

Management Review Procedure (PMS-P001)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process by which the Members of the Management Review Team within the SLPS Academic Office will conduct Management Review Team Meetings.

2.0 RESPONSIBILITY:

2.1 Deputy Superintendent for Academics / CAO

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Management Representative

4.0 DEFINITIONS:

4.1 CAO – Chief Academic Officer

4.2 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 Management Reviews are held a minimum of once per month and more often as deemed necessary by the Management Review Team.

5.2 Management Reviews ensure the Quality Management System's continuing suitability, adequacy and effectiveness. The reviews include assessing opportunities for improvement and the need for changes to the Academic Office Process Management System including the Academic Office Mission, Vision, and Operating Principles.

5.3 The following departments, as a minimum, will provide staff to serve as members of the Management Review Team: Curriculum, Professional Development, Leadership Development, and the Special Education Office. To conduct a formal Management Review, the Process Management System Management Representative, Lead Auditor, and at least 75% of all Management Review Team members must be present.

5.4 The input to Management Reviews shall include information on:

a) Results of audits which indicate process performance and conformity to requirements conducted since the previous review.

b) Customer feedback as a result of customer complaints and/or customer surveys conducted, when required.

c) Status of Quality Improvement Requests and Preventive Action Requests.

d) Follow-up actions from previous Management Reviews.

e) The Academic Office Vision, Mission, and Operating Principles.

f) Planned changes that could affect the Process Management System.

g) Recommendations for improvement.

5.5 Review output: The output from the Management Review shall include any decisions and actions related to:

    a)   Improvement of the effectiveness of the Process Management System and its processes.

    b)   Improvement of the District processes as it is related to customer requirements.

    c)   Any resource needs determined.

5.6 The Management Review Meeting Minutes will include the items discussed in the agenda, action items assigned, and any miscellaneous items discussed.

6.0 ASSOCIATED DOCUMENTS:

6.1 Management Review Agenda

6.2 Management Review Meeting Minutes

6.3 Management Review Team sign-in sheet

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Management Review Agenda, Sign-in Sheet and Meeting Minutes	Hard copy in binder in Project Management Office	3 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/2/20	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

Corrective Action Request Procedure (PMS-P002)
Academic Office

1.0 SCOPE:

  1.1 This procedure discusses the process for obtaining customer / owner feedback to help make process improvements.

2.0 RESPONSIBILITY:

  2.1 Management Review Team

  2.2 Management Representative

3.0 APPROVAL AUTHORITY:

  3.1 Management Representative

  _____   _____
  Signature   Date

4.0 DEFINITIONS:

  4.1 SLPS – Saint Louis Public Schools

  4.2 Requestor – any SLPS Customer / Owner submitting a Quality Improvement Request

  4.3 Process Owner(s) – the individual(s) identified as being the owner(s) of the process

  4.4 ALT – Academic Leadership Team

  4.5 PMS – Process Management System

  4.6 CAR – Corrective Action Request

  4.7 MRT – Management Review Team

5.0 PROCEDURE:

  5.1 Problems may be identified by any customer / owner of SLPS. These problems may be the result of an ineffective service, discrepant material from a vendor of the school system, or any other type of concern. Concerns not appropriate to this process include personnel and contractual issues.

  a) The requestor(s) is/are encouraged to contact the appropriate department / school to resolve the concern or the requestor may file a Corrective Action Request by completing Section #1 of the form PMS-F001 and submitting it to the Management Representative.

  b) The requestor is to attach all supporting documentation, emails, lists, occurrences, etc. to the Corrective Action Request.

  5.2 The Management Representative or designee will assign the form a control number and will enter the information into the Corrective Action Request Log.

  a) The Management Representative or designee will contact the appropriate Academic Leadership Team member to make them aware of the Corrective Action Request.

  5.2.a.1 The Academic Leadership Team member will identify the appropriate Process Owner and will inform the Management Representative regarding assignment of that Corrective Action Request.

b) The Management Representative or designee will file a copy of the Corrective Action Request and forward the original to the office of the Process Owner.

c) The Management Representative will contact the requestor to inform them that the concern has been received and forwarded to the Process Owner to be addressed.

5.3 The Management Review Team will receive reports on all new Corrective Action Request(s) submitted to the Management Representative.

5.4 The Process Owner assigned to investigate the Corrective Action Request(s) will complete Section (2) of the form, identify the cause of the concern, and propose a Corrective Action Plan.

5.5 The Process Owner will obtain the appropriate signatures and forward the form to the Management Representative.

5.6 The Management Representative will receive the form from the Process Owner outlining the action plan for the improvement.

a) The Management Review Team will receive updates on the results of the Corrective Action Request(s) at each Management Review Team meeting.

5.7 The Management Representative will verify that the improvement has been implemented and/or steps will be taken to ensure an acceptable outcome, including changes to document procedures, where appropriate. Section #2 of the Corrective Action Request will be completed.

a) The Management Representative will follow up with the requestor to verify their satisfaction with how the Corrective Action Request was resolved.

b) If improvement to the process cannot be implemented, the Corrective Action Request is taken to the Management Review Team as part of a future agenda.

5.8 The Management Representative and/or support staff will date and close the original copy of the Corrective Action Request and ensure that it is properly filed. This information will be recorded in the Corrective Action Request Log.

5.9 The Management Review Team will review the Corrective Action Requests for trends. The Management Representative or designee will appoint a Management Review Team member to assign a work team for further preventive action, if necessary.

5.10 A flow chart detailing the steps of this process may be found in Exhibit A.

Exhibit A

```
┌─────────────────┐
│ CAR is initiated│
│ and sent to the │
│ Mgmt.           │
└────────┬────────┘
         │
         ▼
┌─────────────────┐
│ CAR numbered,   │
│ logged and ALT  │
│ member contacted│
│ of CAR.         │
└────────┬────────┘
         │
         ▼
┌─────────────────┐      ┌──────────────────┐      ┌──────────────┐      ┌──────────────┐
│ Appropriate ALT │      │ Process Owner    │      │ CAR is       │      │ PMS          │
│ member assigns  │─────▶│ resolves &       │─────▶│ closed       │─────▶│ updates      │
│ responsible     │      │ completes section│      │              │      │ CAR log      │
│ person          │      │ of CAR form and  │      │              │      ├──────────────┤
└────────┬────────┘      │ forwards         │      │              │      │ CAR          │
         │               └──────────────────┘      │              │      │ initiator    │
         │                                          │              │      │ receives     │
         ▼                                          │              │      │ closed CAR   │
    ◇─────────────◇          Yes   ┌──────────────┐ ├──────────────┤      ├──────────────┤
   ╱ Can CAR be    ╲──────────────▶│ PMS assigns  │ │ CAR          │      │ CAR is       │
   ╲ resolved?     ╱               │ Tracks       │▶│ Reviews for  │      │ verified by  │
    ◇─────────────◇                │ resolution   │ │ closure      │      │ Auditors     │
         │                         │ and closes   │ │ and/or       │      ├──────────────┤
         │ No                      │ CAR.         │ │ preventive   │      │ MRT          │
         ▼                         └──────────────┘ │ action       │      │ Reviews for  │
┌─────────────────┐      ┌──────────────┐           │              │      │ trending     │
│ MRT reviews CAR │      │ PMS assigns, │           │              │      └──────────────┘
│ makes           │─────▶│ tracks       │──────────▶│              │
│ suggestions     │      │ resolution   │           │              │
│                 │      │ and closes   │           │              │
│                 │      │ CAR          │           │              │
└─────────────────┘      └──────────────┘           └──────────────┘
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6.0 ASSOCIATED DOCUMENTS:

    6.1 Corrective Action Request Form (PMS – F001)

    6.2 Corrective Action Request Log (PMS – F006)

Document Control Procedure (PMS-P003)
Academic Office

1.0 SCOPE:

1.1 This procedure outlines the process for adding, modifying, or deleting documents within or related to the PMS documentation system within the SLPS Academics Office.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Management Representative

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Management Representative

4.0 DEFINITIONS:

4.1 QAS – Quality Assurance System

4.2 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 Documentation used by the SLPS covered by this procedure includes documentation required by the ISO 9001:2000 Standard. This documentation includes:

5.1.1 The tier one Process Management Manual (PMS-M001);

5.1.2 Department handbooks/manuals as referenced in the departmental procedures prefixed by the department's three letter code and suffixed with "M" (for manual), followed by a three digit sequential numbering scheme;

5.1.3 Procedures, prefixed by the department's three letter code and suffixed with "P" (for procedure), followed by a three digit numbering scheme;

5.1.4 Work instructions, as required and referenced, prefixed by the department's three letter code and suffixed with "W" (for work instruction), followed by a three digit numbering scheme;

5.1.5 Forms, as referenced in manuals, procedures and/or work instructions prefixed by the department's three-letter code and suffixed with "F" (for form), and followed by a three digit-numbering scheme.

5.1.6 Lists, as referenced, prefixed by the department's three-letter code and suffixed with "L" (for list), followed by a three digit-numbering scheme.

5.1.7 Guidelines, as referenced, prefixed by the department's three-letter code and suffixed with "G" (for guidelines) followed by a three digit-numbering scheme

5.2 Documentation used in the continuous improvement system is approved prior to release according to the requirements of the document's approval authority, this Document Control Procedure, and/or the Document Control Form (PMS-F001).

5.3 Minimum approval requirements are as follows:

5.3.1 Tier one Continuous Systems Improvement Manual: Superintendent, Management Representative and Management Review Team;

5.3.2 Other department manuals: Department manager/supervisor;

5.3.3 Tier two procedures: Departmental manager/supervisor;

5.3.4 Tier three work instructions: Departmental manager/supervisor;

5.3.5 Tier four forms: Departmental manager/supervisor (as specified on the Document Control Form PMS-F001).

5.3.6 Tier five lists: Departmental manager/supervisor.

5.4 Revisions or deletions are approved by the same functions that originally approved the documents during the initial implementation prior to release of the change.

5.5 Documentation is reviewed at least annually to determine the need for revision. The Document Control Form (PMS-F001) is used to report these revisions. This review completion is reported in the management review meetings.

5.6 The most current documentation is made readily available to those performing the tasks defined. Availability is primarily through the Internet documentation site. Any hard copy document(s) is to be for reference only.

5.7 A master list of documents in the quality system is maintained and is readily accessible through the Internet.

5.8 Documentation is legible and readily identifiable to ensure proper use and deployment of the quality system.

5.9 Documentation that is controlled externally to the quality system, such as state standards, etc., is listed on an external documents list, and controlled in a way appropriate to the process requiring the document.

5.10 Any obsolete documents are removed either from the Internet site or from hard copy location to prevent unintended use. In the event obsolete documentation is retained, the electronic copies are filed in an electronic archive file and hard copies are filed with remaining department files in cabinet.

6.0 ASSOCIATED DOCUMENTS:

6.1 Document Control Form PMS-F001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Document Control Form (PMS – XXXX)	Hard Copy in Binder in Project Management Office	Minimum 3 years desired	Discard as desired	Locked office
Master Document List	Electronic on SLPS PMS web page	Ongoing maintenance of revisions	Archive	Electronic
External Documents List	Electronic on SLPS PMS web page	Ongoing maintenance of revisions	Archive	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

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Preventive Action Procedure (PMS-P004)
Academic Office

1.0 SCOPE:

1.1 This procedure is applicable when data analyzed requires the need to initiate preventive action.

2.0 RESPONSIBILITY:

2.1 Management Representative

2.2 Management Review Team

3.0 APPROVAL AUTHORITY:

3.1 Management Representative

_____   _____
Signature   Date

4.0 DEFINITIONS:

4.1 n/a

5.0 PROCEDURE:

5.1 The Academics Office will determine the action required eliminating the causes of potential problems (nonconformities) in order to prevent their occurrence

    a) Actions shall be appropriate to the effects of the potential problems.

5.2 Potential nonconformities and their causes are determined during the Management Review process during the analysis of data in reports identifying trends not acceptable to the district, or other forms of data.

    a) Any staff member can submit a Preventive Action Request Form (PMS-F002).

5.3 These reports are evaluated and action required to prevent the occurrence of nonconformities is determined.

5.4 The action required is then implemented and documented in the Management Review Meeting minutes and on the Preventive Action Log.

5.5 These records are maintained per the Record Retention Table below.

6.0 ASSOCIATED DOCUMENTS:

6.1 Preventive Action Log (PMS – F007)

6.2 Preventive Action Request Form (PMS – F002)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Preventive Action Log	Electronic	Permanent	Permanent	Electronic
Preventive Action Request Form	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

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Customer Satisfaction Procedure (PMS-P005)
Academic Office

1.0 SCOPE:

    1.1 This procedure applies to the Academics Office to ensure customer satisfaction

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

    2.1 Management Representative

    2.2 Management Review Team

3.0 APPROVAL AUTHORITY:

    _____ _____
    Signature   Date
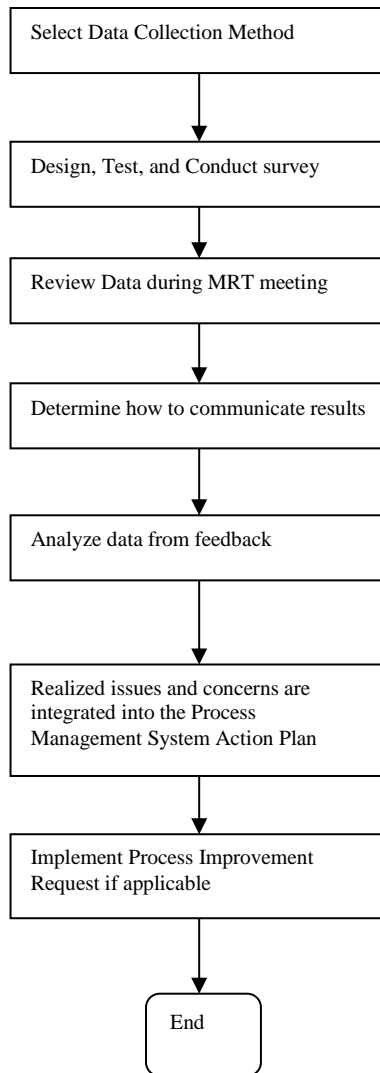
    3.1 Management Representative

4.0 DEFINITIONS:

    4.1 n/a

5.0 PROCEDURE:

    5.1 The Academics Office solicits and conducts periodic surveys of the district and the community as one of the measurements of the performance of the Academics Office Process Management System.

    5.2 Information relating to the customer(s) perception is monitored and reviewed during the Management Review Team Meetings. This process aids in determining whether customer requirements are being met.

    5.3 Methods for obtaining and using this information includes, but is not limited to the following:

        a) Department Customer Surveys – This information is compiled and a report is prepared for the Management Review Team. The results and actions taken are documented in the Management Review Team Minutes.

        b) Other Customer Surveys may be conducted through the use of general questionnaires, feedback forms, etc. Data from surveys are gathered, reviewed and acted upon accordingly.

    5.4 Issues and/or concerns are realized based on the feedback analysis.

    5.5 Corrective and/or preventive action plans are implemented when applicable.

    5.6 A flow chart detailing the steps of this process can be found in Exhibit A.

Exhibit A

```
┌─────────────────────────────────┐
│  Select Data Collection Method  │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Design, Test, and Conduct survey │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Review Data during MRT meeting │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Determine how to communicate results │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Analyze data from feedback     │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Realized issues and concerns are │
│  integrated into the Process    │
│  Management System Action Plan  │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│  Implement Process Improvement  │
│  Request if applicable          │
└─────────────────────────────────┘
                 │
                 ▼
            (  End  )
```

9.0 ASSOCIATED DOCUMENTS:

   9.1   Management Review Minutes

   9.2   Customer Survey Reports

10.0   RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Management Review Team Minutes	MRT Minutes Binder	5 years	Discard as desired	Standard file cabinet in secured office
Customer Surveys	Department Files	5 years	Discard as desired	Standard file cabinet in secured office
Customer Survey Report	PMO Files	5 years	Discard as desired	Standard file cabinet in secured office

11.0   REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

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Quality Records Procedure (PMS-P006)

Academic Office

1.0 SCOPE:

1.1 This outlines the process for maintaining quality records related to
the Process Management System.

2.0 RESPONSIBILITY:

2.1   Process Owners

3.0 APPROVAL AUTHORITY:

_____ _____

3.1 Management Representative

Signature   Date

4.0 DEFINITIONS:

4.1 PMS – Process Management System

4.2 SLPS – Saint Louis Public Schools District

5.0 PROCEDURE:

5.1 Records maintained to provide evidence of the conformity, implementation, and effective operation of the process management system are defined in each procedure and/or work instruction

   a)   The identification, retention, storage, and disposition of each record are defined in the record retention table of the document.

5.2 Records retained are required to be legible, readily identifiable, and appropriately retrievable.

5.3   The following controls are in place for quality records.

   a)   Retrieval: This section is not listed in the quality records table. Retrieval for all records listed is through the process owner or associated business analyst.

   b)   Identification: The title of the record is identified in each of the documents Records Table.

   c)   Storage: The storage of the record is defined by whether the record is hard copy or electronic and where the record is stored. This requirement is listed in each document Record Table.

   d)   Protection: Protection of documents is primarily through electronic back-up, fireproof locations, or where the loss of the record would not adversely affect the system. Hard copy records are always maintained in secured offices in standard file cabinets.

   e)   Retention time: This requirement, listed on the record retention table of each document indicates the minimum time period the record is to be maintained. In addition, the retention may be in terms of quantity such as the last three revisions of the document.

   f)   Disposition: The disposition of each quality record is listed in the Records Table. The disposition may include archiving the record if electronic, shredding the record, deleting the record, discarding the record or by any other means that is the discretion of the process owner or business analyst. This is indicated as "Discard as Desired" on the records

retention table of the document. In the case of SLPS, "discard as desired" is achieved thru shredding.

5.4 It is the responsibility of the Management Representative and/or process owner to maintain the quality records table found in each procedure and/or work instruction.

6.0 ASSOCIATED DOCUMENTS:

6.1 All procedures and work instructions that include the record retention table

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
N/a	N/a	N/a	N/a	N/a

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

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PMS Internal Quality Audit Procedure (PMS-P007)
Academic Office

1.0 SCOPE:

1.1 This procedure applies to all personnel directing and administering internal management system audits in the SLPS Academics Office.

2.0 RESPONSIBILITY:

2.1 Deputy Superintendent for Academics / CAO

3.0 APPROVAL AUTHORITY:

3.1 Management Representative

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

_____ _____
Signature   Date

4.0 DEFINITIONS:

4.1 PMS – Process Management System Program

4.2 SLPS – Saint Louis Public Schools

4.3 MRT – Management Review Team

4.4 CAR – Corrective Action Request

5.0 PROCEDURE:

5.1 St Louis Public Schools conducts internal quality audits according to a schedule developed and maintained by the Lead Auditor and Management Representative. This Audit Schedule is modified, as needed, taking into consideration the status and importance of areas to be audited. All areas of the PMS - ISO certification scope will be audited annually.

    a)   Internal audits may be required, in addition to the above requirements, by the Management Review Team.

5.2 Internal quality audits are conducted to determine if the process management system at SLPS Academics Office conforms to the requirements of ISO 9001:2000 as well as documented procedures and is effectively implemented and maintained.

    a)   The Management Representative and Lead Auditor will outline the audit scope, objectives, the audit performance, and reporting methods.

5.3 Internal consultants plan the audits by preparing an Audit Checklist prior to the start of the audit. This involves the review of previous audit results, CARs opened and/or closed (see CAIR Log) in the department being audited; any non-conformance statements associated documents and processes in order to ensure an effective and efficient audit process.

    a)   Internal consultants may re-verify non-conformance CAR's as a means of demonstrating conformity of the PMS.

    b)   Internal consultants send the department selected to be audited an Audit Notification (PMS-F013).

5.4 The consultants selected to perform internal quality audits are objective and impartial of the process to be audited. No consultant will be permitted to audit his or her own work.

5.5 Internal consultants at the conclusion of the internal audit prepare an Audit Reports PMS-F011). In the event that the internal audit uncovered nonconformities in the continuous systems improvement program, the Internal Consultant shall complete a CAR and submit all documentation to the Lead Auditor and/or Management Representative.

   a) The Management Representative will update the Tentative Audit Schedule (PMS-F015), apply any necessary control numbers to process correction requests, make appropriate copies, and forward the Internal Audit Correction Form to the responsible manager.

5.6 The responsible manager of the area audited shall take corrective action and/or eliminate the cause of the non-conformity without delay and in the time frame specified by the form, and return the form to the Management Representative.

   a) If the manager cannot respond by the requested time on the document, the manager must notify the Management Representative for an extension

5.7 The Management Representative will review the corrective action, request any modifications if needed, and file

5.8 When the implementation date of the Corrective Action Request has been reached, the Management Representative will assign the follow-up activity to an Internal Consultant who will record the verification activity performed and results. The form is then returned to the Management Representative and/or Lead Auditor who takes any appropriate action resulting from the follow-up audit.

5.9 The Lead Auditor and management representative prepare an Audit Summary Report as early as possible, but not later than two (2) weeks after completion of the audit. The report is based on non-conformances, observations and findings of the internal consultants.

   a) Lead Auditor communicates the results of the audit report to the MRT and to the departments audited.

5.10 The Management Representative shall maintain records of audits (Audit Schedule, Audit Notification, Audit Checklist, Internal Audit Report, and Summary Report) for a minimum period of five (5) years in the Quality Audit files

6.0 ASSOCIATED DOCUMENTS:

6.1 Internal Audit Schedule (PMS – F015)

6.2 Audit Notification (PMS – F013)

6.3 Corrective Action Request PMS – F001)

6.4 Internal Audit Checklists (PMS – F010)

6.5 Internal Audit Report (PMS – F011)

6.6 Internal Audit Summary Report (PMS – F016)

6.7 Corrective Action Request Log (PMS – F006)

6.8 Auditing Activity, before, During, and PMS Audit – PMS – W003)

6.9 ISO 9001:2000 Standard

6.10 Internal Audit Correction

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Audit Schedule	Hard copy in Binder / Academics Operations Coordinator	5 years	Discard as desired	Locked Office
Audit Notification Form	Hard copy in Binder / Academics Operations Coordinator Office	5 years	Discard as desired	Locked Office
Internal Audit Checklist	Hard copy in Binder / Academics Operations Coordinator Office	5 years	Discard as desired	Locked Office
CAR From	Hard copy in Binder /Academics Operations Coordinator	5 years	Discard as desired	Locked Office
Internal Audit Report	Hard copy in Binder / Academics Operations Coordinator	5 years	Discard as desired	Locked Office
Internal summary Report	Hard copy in Binder / Academics Operations Coordinator – by Month	5 years	Discard as desired	Locked Office
CAR Log	Electronic	Permanent	Electronic	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

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Control of Non-Conforming Processes, Services or Products Procedure (PMS-P008)

Academic Office

1.0 SCOPE:

1.1 This procedure applies to any process, services or product, which are identified as Non-conforming, within the scope of the district's ISO certification at the SLPS Academics Office

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Department Managers

2.2 Management Representative

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Management Representative

4.0 DEFINITIONS:

4.1 PMS – Process Management System Program

4.2 External Audits – Audits conducted by an accredited registrar to verify the Academics Office PMS Program conforms to the requirements of ISO 9001:2000 as well as meets customer requirements and continuously improves.

4.3 Internal Quality Audits – Audits conducted to determine if the PMS program of the SLPS Academics Office conforms to the requirements of ISO 9001:2000 as well as documented procedures and is effectively and efficiently implemented and maintained.

5.0 PROCEDURE:

5.1 Processes, services and/or products within the district that are considered to be nonconforming may be identified in any of the following ways:

a) Incoming product from suppliers: Product received from suppliers which are found to be nonconforming are identified, reported and returned to the supplier. Recurring problems with discrepant materials from a vendor should be reported to the Purchasing Department.

b) Services provided by external sources: If a service provided from an external source does not comply with the requirements of the purchase order and/or contract, then the Quality Assurance Improvement Request Form is completed and submitted.

c) Processes within the district producing negative results: Any process in the district, which does not produce an acceptable result, may be reported by any employee through the initiation of the Corrective Action Request Form per PMS-F001.

d) Internal Quality Audits: During the process of conducting internal quality audits, processes may be identified as being nonconforming. These are documented on the Internal Audit Checklist, Internal Audit Report Form, and a Corrective Action Request Form

e) External Audits: Any nonconformance's noted during external audits are corrected through the Corrective Action Request Procedure (PMS-P002).

5.2 Once identified, prior to, after delivery or use has started, the nonconformance shall be addressed and the SLPS Academics Office shall:

a) Take appropriate action to eliminate the nonconformity;

b) Authorize its use, release, or acceptance (with proper authority); and/or

c) Take action to preclude its original intended use or application.

6.0 ASSOCIATED DOCUMENTS:

6.1 Corrective Action Request Form (PMS – F001)

6.2 Internal Audit Checklist (PMS - F010)

6.3 Internal Audit Report (PMS – F011)

6.4 Corrective Action Request Procedure (PMS – P002)

6.5 Internal Quality Audit Procedure (PMS – P007)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Corrective Action Request Forms	Hard copy in Binder	3 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

* * * E n d   o f   p r o c e d u r e * * *

Continuous Improvement Procedure (PMS-P009)
Academic Office

1.0 SCOPE:

1.1 This procedure communicates the process that engages the SLPS Academics Office stakeholders in the identification, design, development, and implementation of strategic and operational initiatives necessary to achieve the mission within the SLPS Academics Office.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Deputy Superintendent for Academics / CAO

2.2 Management Representative

2.3 Academic Leadership Team

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Deputy Superintendent for Academics / CAO

3.2 Management Representative

4.0 DEFINITIONS:

4.1 Approval - Refers to the formal acceptance of a policy, procedures, practice, program, etc. Status, contract, or other reasons sometimes require approval

4.2 PMS – Process Management System Program

4.3 ALT– Academic Leadership Team.

4.4 MRT – Management Review Team

4.5 Quality Action Plan – A focused plan developed by the MRT on those aspects of the PMS that need special attention

4.6 Stakeholders -- students, parents, staff, community

4.7 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 The Academic Office will continually improve the effectiveness of the Process Management System Program through the use of the quality policy, district objectives, audit results, analysis of data, corrective and preventive actions, and root cause analysis, the Quality Action Plan, The Transformation Plan, and management review.

5.2 Academic Leadership Team meets monthly (scheduled Leadership Team meeting) to consider opportunities for improvement.

5.3 Authority is delegated so that people are empowered and accept responsibility to identify opportunities where the Academics Office can improve its performance.

5.4 MRT reviews the Corrective Action Request (PMS-P002 Process Improvement Request Procedure) reports and allocates resources needed to implement preventive action, if applicable (see Management Responsibility, Section 5, in the PMS Manual PMS-M001).

5.5 Customer feedback as a result of customer complaints and/or customer surveys conducted, when required.

5.6 MRT evaluates the data from the Corrective Action Log for concerns, patterns, trends, and non-conformances.

5.7 The SLPS PMS Quality Action Plan is enhanced and reviewed, as applicable, by MRT after reviewing, monitoring reports Corrective Action Request and Internal Audits), feedback and information from surveys.

6.0 ASSOCIATED DOCUMENTS:

6.1 Management Review Procedures (PAS – P001)

6.2 PMS Internal Audit Summary Reports

6.3 PMS Quality Action Plan (PMS - M002)

6.4 Transformation Plan

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Corrective Action Log	Hard copy in binder	Permanent	Permanent	Electronic
SC meeting Minutes	Hard copy in binder	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/2/20		Initial Release

* * * E n d   o f   p r o c e d u r e * * *

Revising, Adding, or deleting a Document Work Instruction
(PMS – W001)
Academic Office

1.0 SCOPE:

1.1 This work instruction outlines the process for revising, adding, or deleting a document in the Process Management System within the SLPS Academics Office.

2.0 RESPONSIBILITY:

2.1 Management Representative

_____ _____

3.0 APPROVAL AUTHORITY: Signature   Date

3.1 Deputy Superintendent for Academics / CAO

3.2 Management Representative

4.0 DEFINITIONS:

4.1 PMS – Program Management System Program

5.0 PROCEDURE:

5.1 **Adding**: To add a new document to the Process Management System Program, the Process Owner either independently or with the help of the Management Representative creates the new document in the hard copy of electronic form.

    a)   The Process Owner indicates on the Document Control Form that this the addition of a new document n and completes Section 2 of the form.

    b)   The Process Owner forwards the completed form, along with a hard copy of electronic copy of the new document, to the Management Representative for approval.

    c)   The Management Representative forwards the approved form and document to Institutional Advancement for posting to the PMS Webpage.

    d)   The Management Representative signs, dates, and file the Document Control Form, and notifies the Process Owner of the posting.

    e)   Any issues concerning the new document are resolved between the Process Owner and the Management Representative.

5.2 **Revising:** To revise a document already in the system, the Process Owner indicates on the Document Control Form that a revision is needed and completes Section 1 of the form.

    a)   The Process Owner forwards the completed form, along with a hard copy of electronic copy of the revised document to the Management Representative.

    b)   The Management Representative handles the document in the same way as described in steps 5.1c through 5.1e.

5.3 **Deleting:** To delete a document in the system, the Process Owner indicates on the Document Control Form that a deletion is needed and completes Section 3 of the form.
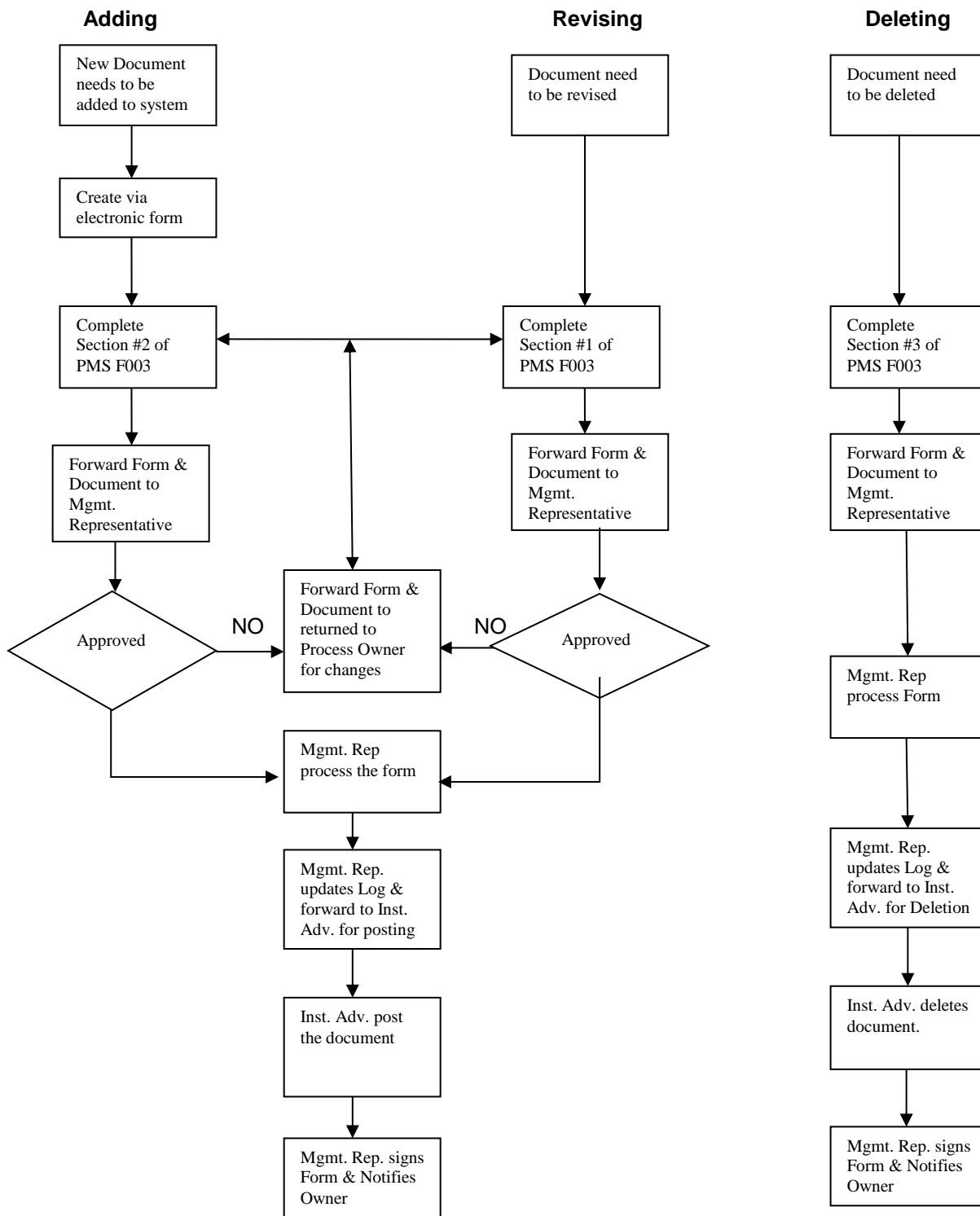
a) The Process Owner forwards the completed form, along with a hard copy or electronic copy of the document to be deleted, to the Management Representative.

b) The Management Representative reviews the document and form to ensure approval for the deletion.

c) The Management Representative updates the Document Control Log and forwards the electronic copy to the Institutional Advancement Department.

d) Institutional Advancement uses the electronic copy as a reference for deleting posted document from the PMS Webpage.

e) The Management Representative signs, dates, and files the Document Control Form.

Exhibit A

Adding	Revising	Deleting

Adding

New Document needs to be added to system

↓

Create via electronic form

↓

Complete Section #2 of PMS F003

↓

Forward Form & Document to Mgmt. Representative

↓

Approved — NO → Forward Form & Document to returned to Process Owner for changes

↓ (Approved)

Mgmt. Rep process the form

↓

Mgmt. Rep. updates Log & forward to Inst. Adv. for posting

↓

Inst. Adv. post the document

↓

Mgmt. Rep. signs Form & Notifies Owner

Revising

Document need to be revised

↓

Complete Section #1 of PMS F003

↓

Forward Form & Document to Mgmt. Representative

↓

Approved — NO →

↓ (Approved)

Mgmt. Rep process the form

Deleting

Document need to be deleted

↓

Complete Section #3 of PMS F003

↓

Forward Form & Document to Mgmt. Representative

↓

Mgmt. Rep process Form

↓

Mgmt. Rep. updates Log & forward to Inst. Adv. for Deletion

↓

Inst. Adv. deletes document.

↓

Mgmt. Rep. signs Form & Notifies Owner

6.0 ASSOCIATED DOCUMENTS:

   6.1 Document Control Form PMS-F003

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Document Control Form PMS-F003	Hard copy in Binder	3 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/02/20		Initial Release

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Internal PMS Audit Work Instruction
(PMS – W002)
Academic Office

1.0 SCOPE:

1.1 This work instruction outlines the process for administering internal management system audits within the SLPS Academic Office.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Deputy Superintendent for Academics / CAO

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Management Representative

4.0 DEFINITIONS:

4.1 N/C – Non conformance

4.2 PMS – Program Management System Program

4.3 CAR – Corrective Action Request

5.0 PROCEDURE:

5.1 The Academic Office conducts internal quality audits according to a schedule developed and maintained by the Lear Auditor and Management Representative. This Audit Schedule is modified, as needed, taking into consideration the status and importance of areas to be audited. All areas of the PMS – ISO certification scope will be audited annually.

   a) Internal audits may be required, in addition to the above requirements, by the Management Review Team.

5.2 Internal quality audits are conducted to determine if the Process Management System conforms to the requirements of ISO 9001: 2000 as well as documented procedures and is effectively implemented and maintained.

   a) The Management Representative and Lead Auditor will outline the audit scope and objectives and the audit performance and reporting methods.

5.3 Internal consultants plan the audits by preparing an Audit Checklist prior to the start of the audit. this involves the review of previous audit results, CAR's opened and / or closed (see CAR Logs) in the department being audited, any no –conformance statements associated documents and processes in order to ensure an effective and efficient audit process.

   a) Internal consultants may re-verify non-conformance CAR's as a mend of demonstrating conformity of the PMS.

   b) Internal consultants selected to be audited an Audit Notification (PMS – F013).

5.4 The consultants selected to perform internal quality audits are objective and impartial of the process to the audited. No consultant will be permitted to audit his or her own work.

5.5 Internal Consultants at the conclusion of the internal audit prepare an Audit Report (PMS-F011). In the event that the internal audit uncovered nonconformities in the Process Management
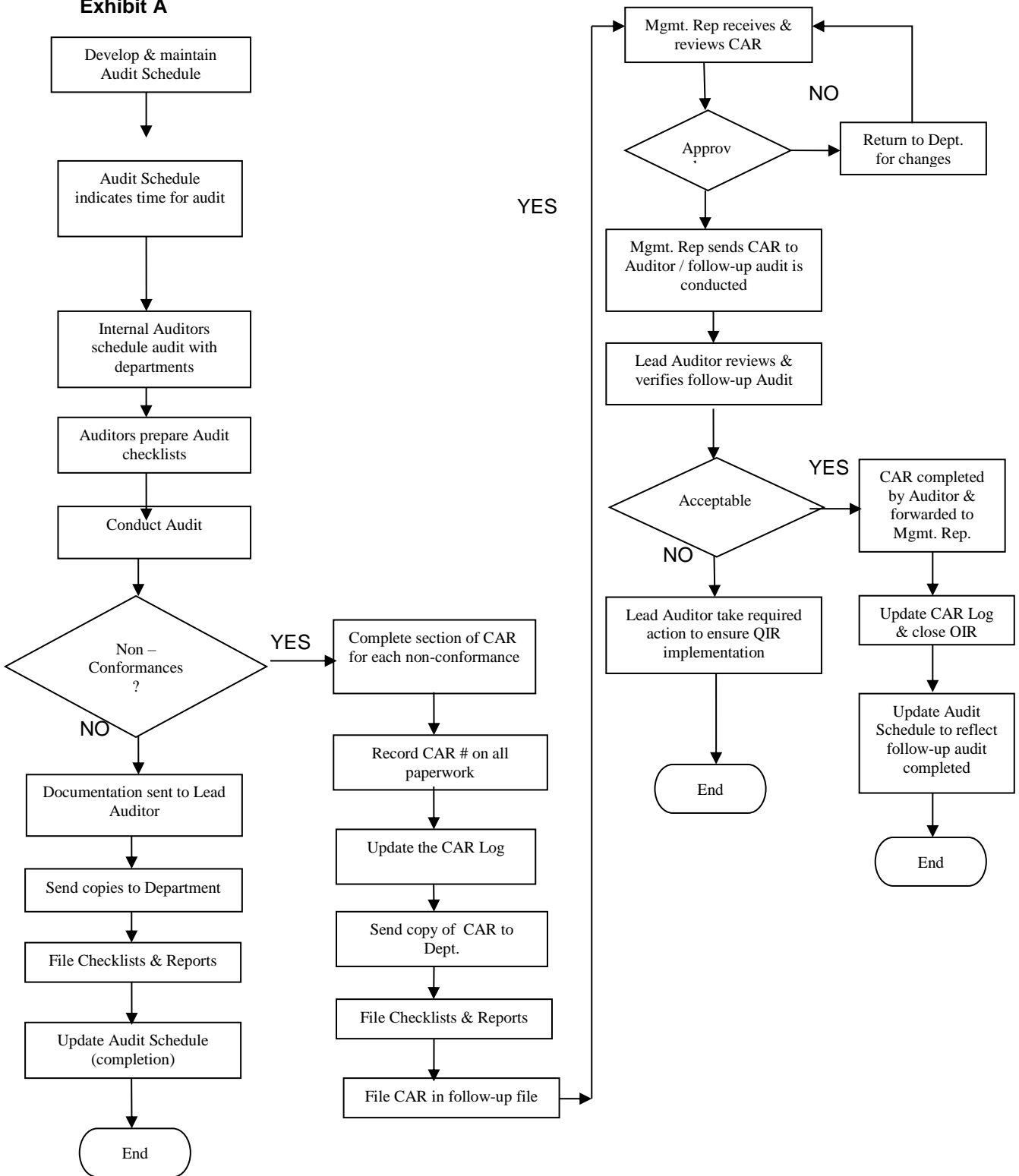
System Program, the Internal Consultant shall complete a CAR and submit all documentation to the Management Representative.

a) The Management Representative will update the Tentative Audit Schedule (PMS F015), apply any necessary control numbers to process correction requests, make appropriate copies, and forward the Corrective Action Request Form to the responsible manager.

5.6 The responsible manager of the area audited shall correct and / or eliminate the cause of the non-conformity without delay, and return the form to the management Representative.

Exhibit A

```
┌──────────────────────┐
│ Develop & maintain   │
│ Audit Schedule       │
└──────────────────────┘
          │
          ▼
┌──────────────────────┐
│ Audit Schedule       │
│ indicates time for   │
│ audit                │
└──────────────────────┘
          │
          ▼
┌──────────────────────┐
│ Internal Auditors    │
│ schedule audit with  │
│ departments          │
└──────────────────────┘
          │
          ▼
┌──────────────────────┐
│ Auditors prepare     │
│ Audit checklists     │
└──────────────────────┘
          │
          ▼
┌──────────────────────┐
│ Conduct Audit        │
└──────────────────────┘
          │
          ▼
     ◇ Non –
     Conformances ?  ── YES ──▶ Complete section of CAR for each non-conformance
          │ NO                         │
          ▼                            ▼
┌──────────────────────┐      Record CAR # on all paperwork
│ Documentation sent   │               │
│ to Lead Auditor      │               ▼
└──────────────────────┘      Update the CAR Log
          │                            │
          ▼                            ▼
┌──────────────────────┐      Send copy of CAR to Dept.
│ Send copies to       │               │
│ Department           │               ▼
└──────────────────────┘      File Checklists & Reports
          │                            │
          ▼                            ▼
┌──────────────────────┐      File CAR in follow-up file
│ File Checklists &    │
│ Reports              │
└──────────────────────┘
          │
          ▼
┌──────────────────────┐
│ Update Audit         │
│ Schedule             │
│ (completion)         │
└──────────────────────┘
          │
          ▼
       ( End )
```

```
         Mgmt. Rep receives & reviews CAR  ◀────────────┐
                     │                                   │
                     ▼                                   │
                 ◇ Approv. ──── NO ──▶ Return to Dept. for changes
                     │ YES
                     ▼
         Mgmt. Rep sends CAR to Auditor / follow-up audit is conducted
                     │
                     ▼
         Lead Auditor reviews & verifies follow-up Audit
                     │
                     ▼
                 ◇ Acceptable ──── YES ──▶ CAR completed by Auditor & forwarded to Mgmt. Rep.
                     │ NO                              │
                     ▼                                 ▼
         Lead Auditor take required          Update CAR Log & close OIR
         action to ensure QIR                         │
         implementation                               ▼
                     │                       Update Audit Schedule to reflect
                     ▼                       follow-up audit completed
                  ( End )                              │
                                                       ▼
                                                    ( End )
```

6.0 ASSOCIATED DOCUMENTS:

6.1 Management Review Agenda

6.2 Management Review Meeting Minutes

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Management Review Agenda, Sign-in Sheet and Meeting Minutes	Hard copy in Binder in Project Management Office	3 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
01/28/08	A	Initial Release

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Auditing Activity Before, During and After PMS Audit
Work Instruction
(PMS – W003)
Academic Office

1.0 SCOPE:

    1.1 This work instruction outlines the process for conducting an Auditing Activity within the SLPS Academics Office.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

    2.1 Management Representative

    2.2 Lead Auditor

_____ _____
Signature   Date

3.0 APPROVAL AUTHORITY:

    3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

    4.1 PMS – Program Management System Program

    4.2 Chief Academic Officer

5.0 PROCEDURE:

Preparing for the audit

    5.1 Consultants are recommended to audit as a team whenever possible

    5.2 Consultant teammates are to meet and review the Internal Audit Checklist for the department being audited to prepare additional questions for the internal audit.

    5.3 The following paperwork will need to be obtained:

        a)   Process Management System Manual with attachments.

        b)   Internal Process Audit Procedure.

        c)   Procedure to be audited.

        d)   Audit Notification Form.

        e)   Internal audit Planning Document.

        f)   Previous audit questions and answers

        g)   Copies of any corrective actions presented to the department being audited

        h)   Internal audit report form previous audit, if any.

During the audit

    5.4 If no corrective actions are open/closed to the department being audited, the consultant will check for any concerns mentioned in the previous audit.

5.5 Consultants will ask if the concerns have been taken care of in the previous audit and will be reviewed. Consultants are to refer to the forms listed under the Associated Documents and Records retention Table in the body of the procedure being audited for other documents that will need to be reviewed.

5.6 Consultants refer to the last audit's questions and answers for any concerns that need to be followed up on.

5.7 Consultants will remind the department to fill out a customer survey for input on how the audit went. This will help with the continuous improvement for auditing.

After the audit

5.8 Schedule time to fill out paperwork with consultant teammate(s) immediately following the audit.

   a) Both consultant's must fill out and sign the Internal Audit Report prior to submitting to the Lead Auditor

   b) Paperwork needed.

      5.8.b.1 Internal Audit Report Form

      5.8.b.2 Corrective Action Request Form, if applicable.

5.9 The Internal Audit Report with all supporting documentation (samples, notes, planning documentation) is to be turned into the Management Representative.

6.0 ASSOCIATED DOCUMENTS:

6.1 Process Management Systems Manual (PMS – M001)

6.2 Internal Process Audit Procedure (PMS – P007)

6.3 Internal Audit Checklist (PMS – F010)

6.4 Internal Audit Report (PMS – F011)

6.5 Internal Audit Planning Form (PMS – F012)

6.6 Audit Notification Form (PMS – 013)

6.7 Internal Audit Work Instruction (PMS – W002)

6.8 Corrective Action Request Form (PMS – F001)

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
3/2/20		Initial Release

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PILOT PROGRAMS APPROVAL PROCEDURE (CAO P001)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process for seeking approval implementing Pilot Programs in individual Classrooms, Specific Schools, and throughout SLPS

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Principals

2.2 Curriculum Supervisors

2.3 Deputy Superintendent for Academics

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Deputy Superintendent for Academics

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 PILOT – A pilot program is an experimental trial of an educational innovation. The pilot process will investigate, inform, and evaluate the potential for future district implementation.

4.3 PROCEDURE:

a) Idea created at the local level initiated by students, teachers, parents and/or community group. Initial plan presented to the school principal. The principal determines the "scope or scale" of the proposed innovation.

b) The Proposal for a Pilot Program is initiated at the School Level

c) The proposal to the principal needs to include:
d) Demonstrated Interest or Need:
    4.3.d.1 How will this innovation promote student learning and the district's vision, mission, goals and core curriculum?
e) Brief description of how this pilot/project will meet the current needs not being met by other courses/programs (needs assessment)
    4.3.e.1 Statement on impact (How will this innovation impact SLPS in both the short and long-term? Take into consideration staffing, training needs, facilities, costs, equipment/materials and/or impact on other programs and/or schools)
f) Approximate cost (include funding source if available)
g) Evaluation Plan (How will the success of the program be measured?)
h) Timeline for pilot/project.
i) Evidence of successful programs elsewhere OR research supporting the proposal if no such program is available elsewhere as a model. And
    4.3.i.1 Communication plan appropriate to scale of the pilot.

4.4 Approval Process Flow
    4.4.a.1 Principal submits Pilot Proposal to Curriculum Supervisor for approval
            4.4.a.1.1   If not approved the proposal is sent back to the Principal
    4.4.a.2 Curriculum Supervisor submits proposal to the Deputy Superintendent

4.4.a.2.1   If not approved the proposal is sent back to the
Curriculum Supervisor

4.4.a.3 Deputy Superintendent informs the Curriculum supervisor and Principal that the
Pilot Program Proposal is approved

5.0 ASSOCIATED DOCUMENTS:

5.2 Pilot Approval Form

6.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Pilot Approval Form	Shared Drive	5 Years	Delete after 5 years	Password Needed

7.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/01/19	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

TRANSFER OF KNOWLEDGE PROCESS
PROCEDURE (CAO – P002)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process for the transfer of Knowledge from an Exiting Academic Office Staff Member to an Onboarding Academic Office Staff Member within Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Exiting Academic Office Staff Member

2.2 Onboarding Academic Office Staff Member

2.3 Operations Coordinator for the Academic Office

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 Academic Office Staff Member informs the Deputy Superintendent for Academics / CAO of his / her decision to transfer out of the Office or leave the District.

5.2 The Exiting Staff Member, Supervisor, and Operations Coordinator for the Academic Office collaborate to schedule a date to jointly collect the Data identified within the Academic Office Transfer of Knowledge Template.

5.3 The Exiting Staff Member, Completes the Transfer of Knowledge Template, and share all relevant information with Supervisor, Onboarding Academic Office Staff Member and Operations Coordinator for the Academic Office.

5.4 Copies of the completed form are kept on file with the Supervisor and Operations Coordinator for the Academic Office

6.0 ASSOCIATED DOCUMENTS:

6.1 Academic Office Knowledge of Transfer Template

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Transfer of Knowledge Form	Electronic	5 years	Discard	Password Protected Folder

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/3/19	A	Initial Release

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PLANNING FOR SUMMER LEARNING PROGRAM PROCEDURE
(CAO – P003)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the process that is used for the planning and implementation of Summer Learning Program for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    2.1 Teachers

    2.2 Principals

    2.3 Site Leaders

    2.4 School Leaders

    2.5 Summer Liaisons

    2.6 Curriculum Supervisors

    2.7 Director for Curriculum

    2.8 Director For Professional Development

    2.9 Academics

    2.10 Accountability

    2.11 Assessment

    2.12 Purchasing

    2.13 Operations

    2.14 Student Accounting Office

    2.15 Human Resources

    2.16 Data Processing Specialists

    2.17 Director for Communication

    2.18 Director For English Language Learners

    2.19 Director for Facilities

    2.20 Director For Food Services

    2.21 Director For Transportation

    2.22 Network Superintendents

    2.23 Superintendent

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Deputy Superintendent for Academics

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 ELL – English Language Learners

4.3 Dir. For Communication – Director For Communication

4.4 Dir. For Curriculum – Director for Curriculum

4.5 Dir. For Facilities – Director For Facilitators

4.6 Dir. For Food Services – Director For Food Services

4.7 Dir. For PD. – Director For Professional Development

4.8 Dir. For Transportation – Director For Transportation

4.9 Dir. For English Language Learners – Director For English Language Learners

5.0 PROCEDURE:

5.1 **First communication (failure notices) sent home to families** (Dir. for Curriculum / School Leaders) *October / November*

   a) Update/draft failure notice (Dir. For Curriculum)

   b) Notice shared with schools with directions (Dir. For Curriculum)

   c) schools send out notice (School Leaders)

5.2 **Determine location sites** (Academics / Operations) *November / January*

   a) Evaluate prior year's site selections (Dir. For Curriculum)

   b) Solicit feedback from facilities, transportation, food service (Dir. For Curriculum, Dir. For Facilities, Transportation Dir, and Food Services Director.)

   c) Develop summer learning location memo (Dir. For Curriculum)

   d) Present completed location recommendations to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

5.3 **Determine dates for summer learning** (Superintendent / Deputy Superintendent for Academics) *November / December*

   a) Determine summer school dates (Superintendent / Deputy Superintendent for Academics)

   b) Determine PD dates for staff (Deputy Superintendent for Academics)

   c) Finalize summer learning process calendar for the year (Deputy Superintendent for Academics / Director for PD.)

5.4 **Determine length/hours of program** (Curriculum Supervisors) *November / December*

   a) Evaluate prior year's daily schedules (Curriculum Specialists)

b) Develop school schedules (Dir. For Curriculum / Curriculum Specialists)

c) Present completed schedules to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

5.5 **Online application (staff) updated** (Dir. For Curriculum) *November / January*

a) Update/draft prior year document(s) (Dir. For Curriculum)

b) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

c) Share documents with HR for applitrack (HR)

d) Institutional Advancement for sharing through newsletter (Dr. For Communication)

e) HR Posts application on Applitrack/Website (HR)

5.6 **Determine and Release any applicable RFPS** (Academics / Purchasing) *December / January*

a) Review 2018 summer learning RFPs (Dir. For Curriculum)

b) Draft or update 2019 RFPs (Dir. For Curriculum / Curriculum Specialists)

c) Present to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Curriculum Specialists)

d) Post to website/share with vendors (Purchasing)

5.7 **Finalize Summer Learning Budget Office** (Dir. For Curriculum) *December / January*

a) Review 2018 summer learning Budget Office (Dir. For Curriculum / Curriculum Specialists)

b) Meeting with finance/academics (Dir. For Curriculum / Curriculum Specialists)

c) Present documents to Deputy Superintendent for Academics for approval

d) Post documents to summer learning OneDrive folder (Dir. For Curriculum)

5.8 **Determine instructional materials and supplies** (Curriculum Supervisors) *December / January*

a) Review 2018 summer learning materials/supplies list (Curriculum Supervisors)

b) Curriculum/academics office review of recommendations (Dir. For Curriculum / Deputy Superintendent for Academics)

c) Summer Liaison school leader review (Summer Liaisons / School Leaders)

5.9 **Create resolution for summer learning approval to Board** (Dir. For Curriculum) *December / January*

a) Update prior year document(s) (Dir. For Curriculum)

b) Present Budget Office / support documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

c) Submit board resolution documents (Deputy Superintendent for Academics)

5.10 **Update summer learning recommendation letters** (Dir. For Curriculum) *December / January*

    a)   Update/draft prior year document(s) (Dir. For Curriculum)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c)   Send letters to ESOL for translation (Dir. For ELL)

    d)   Post documents to OneDrive summer school folder (Dir. For Curriculum)

    e)   Send letters to Ricoh/delivery to schools (Dir. For Curriculum)

5.11 **One pager Summer Learning invitation sent home with families** (Dir. For Curriculum) *December / January*

    a)   Develop Summer Learning Invitation (Dir. For Curriculum)

    b)   Present/Approve Summer Learning Invitation (Dir. For Curriculum / Deputy Superintendent for Academics)

    c)   Mail out Summer Learning Invitation (Dir. For Curriculum)

5.12 **Creation of programmatic overview and goals** (Dir. For Curriculum / Deputy Superintendent for Academics) **December / May**

    a)   Update prior year document(s)

    b)   Present documents to Deputy Superintendent for Academics for approval

    c)   Post documents to summer learning OneDrive folder

5.13 **Revise transition program letter** (Dir. For Curriculum) *December / February*

    a)   Update/draft prior year document(s) (Dir. For Curriculum)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c)   Send application to Dir. For ELL for translation (Dir. For Curriculum)

    d)   Post documents to OneDrive summer school folder (Dir. For Curriculum)

    e)   Send transition program letter to Ricoh/delivery to schools (Dir. For Curriculum)

5.14 **Revise brochure** (Dir. For Curriculum)

    a)   Update/draft prior year document(s) (Dir. For Curriculum)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c)   Send brochure to Dir. For ELL for translation (Dir. For Curriculum)

    d)   Post documents to OneDrive summer school folder (Dir. For Curriculum)

    e)   Place brochure on website (Dir. For Curriculum) *December / May*

    f)   Send brochure to Ricoh/delivery to schools (Dir. For Curriculum)

5.15 **Revise student application (Dir. For Curriculum)** *December / May*

    a) Update/draft prior year document(s) (Dir. For Curriculum)

    b) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c) Send application to Dir, For ELL. For translation (Dir. For Curriculum)

    d) Post documents to OneDrive summer school folder (Dir. For Curriculum)

    e) Link application on website (HR)

    f) Send student applications to Ricoh/delivery to schools (Dir. For Curriculum)

5.16 **Marketing to families regarding summer learning dates and sites** (Academics / Institutional Advancement) *December / May*

    a) Email relevant persons in academics/institutional advancement to set meeting for review of marketing (Dir. For Curriculum)

    b) Review marketing materials from 2019 summer learning (Dir For Communication / Curriculum Supervisors)

    c) Meet with institutional advancement about marketing materials, creation of marketing plan (Dir. For Communication / Dir. For Curriculum)

5.17 **Discussion RE: MOCAP impact on Summer Learning** (Student Support / Academics) *January*

    a) Schedule check in with student support (Deputy Superintendent for Student Support / Dir. For Curriculum)

    b) Create policy/guidance documents with student support (Deputy Superintendent for Student Support / Dir. For Curriculum)

    c) Present documents to Deputy Superintendent for Academics for approval (Deputy Superintendent for Student Support / Dir. For Curriculum)

    d) Post documents to summer learning OneDrive folder (Dir. For Curriculum)

5.18 **Revise post-card to share with families** (Dir. For Curriculum) *January / February*

    a) Update/draft prior year document(s) (Dir. For Curriculum)

    b) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c) Send application to Dir For ELL. for translation (Dir. For ELL / Dir. For Curriculum)

    d) Post documents to OneDrive summer school folder (Dir. For Curriculum)

    e) Send transition program letter to Ricoh/delivery to schools (Dir. For Curriculum)

5.19 **Appoint summer learning liaison** (Dir. For Curriculum) *January / March*

    a) Draft description of role and key outcomes for position (Dir. For Curriculum / HR)

    b) Draft/Send Memo to principals about the role (Dir. For Curriculum / HR)

c) Collect names/contact for summer learning liaisons (Dir. For Curriculum / HR)

d) Hold training meeting/info session for summer learning liaisons (zoom and/or in person) (Dir. For Curriculum / HR)

5.20 **External provider determination (competing programs using our buildings)** (Academics / Student / Facilities) *January / March*

a) Review all requests for building use (Dir. For Curriculum / Deputy Superintendent for Student Support / Dir. For Facilities)

b) Develop proposal for non-SLPS building use (Dir. For Curriculum / Deputy Superintendent for Student Support / Dir. For Facilities)

c) Present proposal to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Deputy Superintendent for Student Support / Dir. For Facilities)

d) Notify providers of their status

5.21 **Finalize remaining MOUs and Board Resolutions** (Academics) *January / March*

a) Update prior year document(s) (Dir. For Curriculum / Curriculum Supervisors)

b) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Curriculum Supervisors)

c) Post documents to summer learning OneDrive folder (Dir. For Curriculum / Curriculum Supervisors)

d) Submit MOUs and Resolutions in Board Docs (Dir. For Curriculum / Curriculum Supervisors)

5.22 **Summer Learning PD Plan**

a) Update prior year document(s) (Academics) *January / March*

b) Create PD schedule for summer learning with presenters, locations (Dir. For Curriculum / Curriculum Supervisors / Dir. For Professional Development)

c) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Dir. For Professional Development)

d) Post documents to summer learning OneDrive folder (Dir. For Curriculum / Dir. For Professional Development)

e) Email all summer learning staff details of PD days/Plan (Dir. For PD.)

5.23 **Summer Learning Application Closes – Leader** (HR) *January / February*

a) Screen applications for summer learning leaders (HR / Dir. For Curriculum / Curriculum Supervisors)

b) Create interview documents/process (HR)

c) Conduct interviews/select staff (HR / Dir. For Curriculum / Curriculum Supervisors)

d) Submit recommendations for hire to Deputy Superintendent for Academics (HR)

5.24 **Summer Learning Application Closes – Teacher** (Dir. For Curriculum) *January / March*

a) Screen applications for summer learning teachers (HR / Dir. For Curriculum / Curriculum Supervisors)

b) Create interview documents/process (HR)

c) Notify applicants of next steps (HR)

5.25 **ESOL program** (ELL Office / Academics / HR) *January / March*

a) Review 2019 summer learning documents, share with Dir. for ELL (Dir. For Curriculum / Dir. For ELL)

b) Schedule/hold meeting(s) as necessary for discussion (Dir. For Curriculum)

c) Update prior year document(s) (Dir. For Curriculum / Dir. For ELL / HR)

d) Present documents to Deputy Superintendent for Academics for approval (HR / Dir. For ELL)

e) Post documents to summer learning OneDrive folder (Dir. For Curriculum)

5.26 **Transportation plan created with transportation office based on sites and hours** (Academics / Transportation) *January / March*

a) Review 2019 summer learning documents, share with Dir. For Transportation (Dir. For Curriculum / Dir. For Transportation)

b) Schedule/hold meeting(s) as necessary for discussion (Dir. For Curriculum)

c) Update prior year document(s) (Dir. For Curriculum / Dir. For Transportation)

d) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Dir. For Transportation)

e) Post documents to summer learning OneDrive folder (Dir. For Curriculum)

5.27 **Food service plan** (Food Services) *January / March*

a) Review 2019 summer learning documents, share with Dir. For Food Services (Dir. For Curriculum)

b) Schedule/hold meeting(s) as necessary for discussion (Dir. for Curriculum / Dir. For Food Services)

c) Update prior year document(s) (Dir. for Curriculum / Dir. For Food Services)

d) Present documents to Deputy Superintendent for Academics for approval (Dir. for Curriculum / Dir. For Food Services)

e) Post documents to summer learning OneDrive folder (Dir. for Curriculum)

5.28 **Project enrollment formula to determine teacher allocation (use last year's #s)** (HR / Academics / Accountability) *January / March*

a) Accountability provides draft of enrollment targets (Deputy Superintendent For Accountability)

b) Targets reviewed and adjusted in academics (HR / Dir. For Curriculum)

    c)   Targets presented to Deputy Superintendent for Academics (HR / Dir. For Curriculum / Deputy Superintendent For Accountability)

5.29 **Finalize field trips** (Curriculum Dir.) *January / May*

    a)   Determine available Budget for field trips (Dir. For Curriculum / Deputy Superintendent For Curriculum)

    b)   Review schedule of field trips (Dir. For Curriculum / School Leaders / Network Superintendents / Dir. For Transportation / Dir. For Food Services)

    c)   Confirm transportation, locations, notify Foodservice (Dir. For Curriculum / School Leaders / Network Superintendents / Dir. For Transportation / Dir. For Food Services)

    d)   Distribute final schedule to summer site leaders (Dir. For Curriculum / Dir. For Transportation)

5.30 **Summer School Manual** (Dir. For Curriculum) *January / April*

    a)   Determine necessary documents for inclusion (Dir. For Curriculum / Deputy Superintendent for School Support / Dir. For Transportation / Dir. For Food Services / Dir. For Facilities / Dir. For Communications)

    b)   Update prior year document(s) (Dir. For Curriculum / Dir. For Communication)

    c)   Present documents/plan for manual to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Deputy Superintendent for School Support / Dir. For Transportation / Dir. For Food Services / Dir. For Facilities / Dir. For Communications)

    d)   Post documents to summer learning OneDrive folder (Dir. For Curriculum)

5.31 **Finalized supply list submitted to Purchasing** (Academics / Purchasing) *February / March*

    a)   Update prior year document(s) (Dir For Curriculum / Curriculum Supervisors / Purchasing)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Curriculum Supervisors / Purchasing)

    c)   Post documents to summer learning OneDrive folder (Dir. For Curriculum)

    d)   Submit requisitions in Business Plus (Dir. For Curriculum)

5.32 **Registration Opens for Summer Learning** (Academics / Accountability) *February / March*

    a)   Review 2019 process for registration (Dir for Curriculum / Network Superintendents / Deputy Superintendent For Accountability)

    b)   Meet with technology to explore options for parents to self-register through website Dir. For Curriculum / Network Superintendents / Deputy Superintendent For Technology)

    c)   Revise/draft process for school staff to follow (Dir. For Curriculum)

    d)   Distribute instructions to school staff (secretaries, DPs) (Dir. For Curriculum / Deputy Superintendent for Accountability / Principals)

5.33 **Letter to be sent to parents during Parent Conference Day (those determined for potential summer school identified through STAR**) (Network Superintendents / Principals) *February / March*

a) Draft communication for school leaders outlining process (Dir. For Curriculum / Network Superintendents / Principals)

b) Present to Deputy Superintendent for Academics for approval process (Dir. For Curriculum / Network Superintendents / Principals)

c) School leaders distribute letters (School Leaders)

5.34 **Brochure with application sent home to parents during Parent Conference Day** (Academics) *February / March*

a) Brochure and application placed online (Dir. For Curriculum / Deputy Superintendent for Technology / Dir. For Communication)

b) Draft communication for school leaders outlining process (Dir. For Curriculum / Network Superintendents / Dir. For Communication)

c) Present to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Network Superintendents / Dir. For Communication)

d) School leaders distribute applications (School Leaders)

e) Posting of brochure and application to website (Deputy Superintendent for Technology / Dir. For Communication)

5.35 **Create summer learning recommendation lists for schools** (Academics) *February*

a) Determine how students are identified (Dir. For Curriculum / Network Superintendents / Deputy Superintendent for Academics)

b) Generate student name/school/grade level rosters (Network Superintendents / Deputy Superintendent for Technology / Deputy Superintendent for Academics)

c) Distribute to school leaders (Network Superintendents / Deputy Superintendent for Technology)

5.36 **Hire and Assign Aps and AICs to site locations** (Network Superintendents / Dir. For Curriculum) *February / March*

a) Screen applications for summer learning AP/AIC (Network Superintendents / Dir. For Curriculum)

b) Create interview documents/process (HR)

c) Conduct interviews/select staff (HR / Network Superintendents / Dir. For Curriculum)

d) Submit recommendations for hire, to Deputy Superintendent for Academics/ Superintendent (HR)

5.37 **Principals provide input on teacher applicants** (Principals) *February*

a) Principals are provided lists of staff applying for summer learning (HR / Principals)

b) Principals provide feedback regarding summer learning fit and prior performance (HR / Principals / Dir. For Curriculum)

c) Feedback and recommendations prepared for site leader selections of applicants. (HR / Principals / Dir. For Curriculum)

    d)   Conduct interviews/select staff (HR / Principals / Dir. For Curriculum)

5.38 **Summer Learning PowerPoint for the Board Members is Created** (Academics) *February / March*

    a)   Update prior year document(s) (Dir. For Curriculum / Network Superintendents / HR)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Network Superintendents / HR)

    c)   Post documents to summer learning OneDrive folder in preparation for presentation (Dir. For Curriculum)

5.39 **Set school enrollment targets** (Student Accounting Office / Dir. For Curriculum) *March*

    a)   Review prior year attendance by school/location (Student Accounting Office / Dir. For Curriculum / Network Superintendents)

    b)   Develop document outlining enrollment/attendance targets (Student Accounting Office / Dir. For Curriculum / Network Superintendents / Deputy Superintendent For Academics)

    c)   Send school's enrollment/attendance targets (Student Accounting Office / Network Superintendents)

5.40 **Work with HR to ensure vacancies are filled** (HR) *March / June*

    a)   Initial review of vacancies with HR (Network Superintendents / Dir. For Curriculum / Deputy Superintendent for Academics)

    b)   Meet weekly through the conclusion of summer learning to continue to fill vacancies (Network Superintendents / Dir. For Curriculum / Deputy Superintendent for Academics)

5.41 **Determine process for credit recovery** (Academics / Associate Superintendent for CCR / Student Support) *March*

    a)   Schedule meeting with Associate Supt for CCR, Network Superintendent, and Dropout Prevention Specialist (Dir. For Curriculum)

    b)   Review process from 2019 summer learning (Associate Supt. for CCR, Network Superintendent, and Dropout Prevention Specialist / Dir. For Curriculum)

    c)   Update and draft additional documents as necessary (Associate Supt for CCR, Network Superintendent, and Dropout Prevention Specialist / Dir. For Curriculum)

    d)   Present to Deputy Superintendent for Academics for approval (Associate Supt for CCR, Network Superintendent, and Dropout Prevention Specialist / Dir. For Curriculum)

    e)   Add documents to manual, summer learning one drive (Dir. For Academics)

5.42 **Attendance Incentives** (Academics / Institutional Advancement / Technology) *March / May*

    a)   Determine incentives and applicable vendors, solicit free incentives (Dir. For Curriculum / Curriculum Supervisors / Dir. For Communication / Deputy Superintendent For Technology

    b)   Create requisitions in Business Plus for materials (Dir. For Curriculum)

    c)   Create documentation for summer learning leaders to outline use of attendance incentives and to record distribution (Dir. For Curriculum)

5.43 **Summer site leaders select applicants** (HR / Site Leaders) *March*

   a)   Site leaders review applications and recommendations for summer learning staff (HR / Network Superintendents / Dir. For Curriculum)

   b)   Collaborative selection session with site leaders and building principals (HR / Network Superintendents / Dir. For Curriculum)

   c)   final selection of all instructional staff/support staff (HR)

5.44 **Selected applicants confirmed by Network superintendents** (Network Superintendents) *March*

   a)   Provide tentative summer learning rosters to networks for review (HR / Dir. For Curriculum)

   b)   Finalize hiring recommendations for summer learning staff (HR / Dir. For Curriculum)

   c)   Submit rosters to Deputy Superintendent for Academics for final approval (HR / Dir. For Curriculum)

5.45 **Review summer learning report card** (Academics/ Student Accounting Office) *March / April*

   a)   Update prior year document(s) (Dir. For Academics / Student Accounting Office)

   b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Academics / Student Accounting Office)

   c)   Post documents to summer learning OneDrive folder, update in summer learning manual (Dir. For Academics)

5.46 **Media and Technology Release** (Academics / Technology *March / May*

   a)   Update prior year document(s) (Dir. For Communication / Deputy Superintendent For Technology)

   b)   Present documents to Deputy Superintendent for Academics for approval Dir. For Communication / Deputy Superintendent For Technology)

   c)   Post documents to summer learning OneDrive folder, update in summer learning manual (Dir. For Curriculum)

5.47 **Create robo call for opening** of summer registration (Dir. For Curriculum) *April / May*

   a)   Script robocall notice (Dir. For Communication / Dir. For Curriculum)

   b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

   c)   Schedule robocall (Dir. For Communication / Deputy Superintendent For Academics)

5.48 **Ensure extra service is reflected in the PD plan** (Dir. For Curriculum) *April*

   a)   Prepare extra service spreadsheets/materials (HR / Dir. For Curriculum)

   b)   Review Budget Office and fund information (Dir. For Curriculum)

   c)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    d)   Post documents to summer learning OneDrive folder (Dir. For Curriculum)

5.49 **Staff allocations finalized** (Student Accounting Office / HR / Dir. For Curriculum) *April*

    a)   Final review of staffing rosters and recommendations (HR / Network Superintendents / Dir. For Curriculum / Student Accounting Office)

    b)   Review assignment of teachers to classes in SIS (HR / Network Superintendents / Dir. For Curriculum / Student Accounting Office)

    c)   Confirm all hiring has been completed (HR / Network Superintendents / Dir. For Curriculum Student Accounting Office)

5.50 **Roll over file set** (Technology / Student Accounting Office / HR) *April*

    a)   Initial meeting with Student Accounting Office to review process (HR / Dir. For Curriculum / Student Accounting Office)

    b)   Determine date of rollover and process to be followed (HR / Dir. For Curriculum / Student Accounting Office)

    c)   Rollover date (HR / Dir. For Curriculum / Student Accounting Office)

5.51 **Assign Data Processing Specialists to schools** (Technology / Accountability / Network Superintendents) *April*

    a)   Email networks, school leaders for recommendations (HR / Dir. For Curriculum / Student Accounting Office)

    b)   Identify Data Processing Specialists for each school (HR / Dir. For Curriculum / Student Accounting Office)

    c)   Notify applicants of next steps (HR)

5.52 **Last day to sign up for summer learning programs to guarantee transportation** (Academics) *April*

    a)   Draft and send reminder email to school leaders (HR / Dir. For Curriculum / Student Accounting Office / Dir For Transportation)

    b)   Post reminder on the website (top billing) (Dir. For Communication)

    c)   Post reminder in the academic newsletter (Dir. For Communication)

5.53 **DESE application (VERY IMPORTANT)** (Academics) *April*

    a)   Update prior year document(s) (Dir. For Curriculum)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c)   Revise and edit as needed (Dir. For Curriculum)

5.54 **Payroll Office Due Dates (manual)** (Payroll Office / Dir. For Curriculum) *April*

    a)   Meet with Payroll Office to confirm dates (already published) (Payroll Office / Dir. For Curriculum)

b) Communicate Payroll Office dates to school leaders/staff (Dir. For Curriculum / Payroll Office)

c) Add info to manual/OneDrive folder (Dir. For Curriculum)

5.55 **Transportation stop information to parents** (Transportation) *April / May*

a) First student sends directly to schools (Dir. For Transportation / Dir. For Communication / Summer Liaison)

b) Schools receive letters, distribute (Dir. For Transportation / Dir. For Communication / Summer Liaison / Site Leader)

c) Email reminder to Principals, Summer Liaisons, Secretaries (Dir. For Communications)

5.56 **Transportation bus manifest to schools** (Transportation) *April / May*

a) Determine exact target date with Dir. For Transportation (Dir. For Curriculum / Dir. For Transportation / Dir. For Communication / Student Accounting Office)

b) Transportation distributes to schools (Dir. For Transportation)

c) Reminder email to school leaders, secretaries (Dir. For Communications)

5.57 **Upload extra service spreadsheets** (Payroll Office / Technology / Budget Office) *April / June*

a) Initial planning meeting with Technology (HR / Deputy Superintendent for Technology / Payroll Office / Budget Office / Dir. For Curriculum)

b) Finalize spreadsheets/staffing (HR / Deputy Superintendent for Technology / Payroll Office / Budget Office / Dir. For Curriculum)

c) Upload spreadsheets (ongoing) (HR / Payroll Office / Budget Office / Dir. For Curriculum)

5.58 **Submit application to DESE (IMPORTANT**) (Dir. For Curriculum / Deputy Superintendent for Academics) *April / May*

a) Final review of application (Dir. For Curriculum / Deputy Superintendent for Academics)

b) Submit to DESE (Dir. For Curriculum / Deputy Superintendent for Academics)

5.59 **Robo calls announcing registration goes out** (Dir. For Curriculum) *April*

a) Script robocall notice (Dir. For Curriculum / Dir. For Communication)

b) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Dir. For Communication)

c) Schedule robocall (Dir. For Curriculum / Dir. For Communication)

5.60 **Targeted robo call to students who are behind** (Dir. For Curriculum) *April*

a) Script/update robocall notice (Dir. For Curriculum / Dir. For Communication)

b) Determine criteria for identifying students (Dir. For Curriculum)

c) Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    d)   Schedule robocall (Dir. For Curriculum / Deputy Superintendent For Academics)

5.61 **Pre and post testing** (Assessment / Site Leaders) *April / June*

    a)   Pull all schools' EOY STAR (Dir. for Assessment / Site Leaders)

    b)   Identify any students without scores for post-testing(4-9) (Dir. for Assessment / Site Leaders)

    c)   Administer assessment to all without pre-test score (Dir. for Assessment / Site Leaders)

    d)   Posttest all rising 4th-9th graders (Dir. for Assessment / Site Leaders)

5.62 **District website- First day instructions** (Dir. For Curriculum) *May*

    a)   Update/draft prior year document(s) (Dir. For Curriculum / Network Superintendents)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Network Superintendents)

    c)   Post documents to website (Dir. For Curriculum)

5.63 **Parents notified of first day instructions** (Dir. For Curriculum) *May*

    a)   Script robocall notice (Dir. For Curriculum / Dir. For Communication)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Dir. For Communication)

    c)   Schedule robocall for all enrolled students (Dir. For Curriculum / Dir. For Communication)

    d)   Post documents to website (Dir. For Communication)

5.64 **Determine and set copy machine quotas** (Accountability) *May*

    a)   Confirm with accountability

    b)   Copy quotas set

5.65 **Summer School observation tool** (Dir. For Curriculum) *May*

    a)   Update prior year document(s) (Dir. For Curriculum / Curriculum Supervisors / Network Superintendents)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum / Curriculum Supervisors / Network Superintendents)

    c)   Post documents to summer learning OneDrive folder in preparation for summer learning

5.66 **Daily Attendance process** (Technology / Student Accounting Office) *May*

    a)   Confirm process with Student Accounting Office (Dir. For Curriculum / Network Superintendents)

    b)   Communication to schools re. Process (Dir. For Curriculum / Network Superintendents)

    c)   Professional Development is conducted by the Student Accounting Office (Student Accounting Office / Dir. For Professional Development)

5.67 **Academic Report Card (in manual)** (Academics) *May*

    a)   Update prior year document(s) (Dir. For Curriculum)

    b)   Present documents to Deputy Superintendent for Academics for approval (Dir. For Curriculum)

    c)   Post documents to summer learning OneDrive folder in preparation for summer learning (Dir. For Curriculum)

5.68 **Assign security officers to sites** (Security) *May*

    a)   Confirm process with safety/security (Dir. For Curriculum / Dir. For School Safety)

    b)   Communication to schools re. Process (Dir. For Communication / Dir. For School Safety)

5.69 **Report to DESE - Summer School Review Checklist) - completed after Core Data report** Academics / Technology) *June / July*

    a)   Confirm Student enrollment numbers at Aim High and Deaconess (Dir. For Curriculum)

    b)   Submit attendance data to Student Accounting Office (Dir. For Curriculum)

6.0 ASSOCIATED DOCUMENTS:

6.1

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

9.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/30/19	A	

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VOUCHERS PAYMENT PROCEDURE
(CAO-P004)
Academic Office

1.0 SCOPE:

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    1.1 This procedure discusses the current process used to process Vouchers for Payment within the Academic Office

2.0 RESPONSIBILITY:

    2.1 Teaching and Learning Administrators

    2.2 Professional Development Administrators

    2.3 Leadership Development Administrators

    2.4 College and Career Readiness Administrators

    2.5   Gifted and Talented Administrators

    2.6 Early Childhood Education Administrators

    2.7 Special Education Administrators

    2.8 Athletic Office Administrators

    2.9 ESOL Bilingual Migrant Program Administrators

    2.10 Saint Louis Plan Administrators

    2.11 Academic Office Administrators

    2.12 Operations Coordinator for Academics

    2.13 Executive Secretary to CAO

    2.14 Clerical Support for the Academic Office

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

    3.1 Deputy Superintendent for Academics

4.0 DEFINITIONS:

    4.1 n/a

5.0 PROCEDURE:

    5.1 Administrators will submit original copies of Vouchers Request for Payment and supporting documents to the Operations Coordinator for Academics

    5.2 The Operations Coordinator for Academics will record the Vouchers Request for Payment and supporting documents in to the Document Log

5.3 The Operations Coordinator for Academics will perform a document check of submitted Voucher request for payment

5.3.a.1 The list of required documents are identified in the Work Instruction CAO – W001, Preparing Vouchers for Payment.

b) If any of the required documents are **missing** or if any the required fields with the documents are **not completed correctly**, the Voucher request for payment will be returned to the submitter for corrections.

5.3.b.1 The Operations Coordinator for Academics will record the documents as returned to the submitter for corrections.

c) If the required documents were submitted and all fields within the document **were completed correctly**

5.3.c.1 The Operations Coordinator for Academics will perform a quality check of the complete set of documents

d) After completion of the Quality Check the Documents are given to the Deputy Superintendent for Academics for Approval Signature

e) After the Approval Signature is received the documents are given to the Operations Coordinator for Academics

f) The Operations Coordinator for Academics will make a notation in the document log that the Voucher payment request is approved

g) The Approved Voucher Payment Request is scanned into an electronic folder

h) The original Voucher Payment Request Form and Documentation is walked to Accounts Payable for Processing

6.0 ASSOCIATED DOCUMENTS:

6.1 Preparing Vouchers for Payment CAO – W001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Voucher	Electronic	Permanent	Permanent	Electronic
Receipts	Electronic	Permanent	Permanent	Electronic
Meeting Agenda	Electronic	Permanent	Permanent	Electronic
Sign-in Sheet	Electronic	Permanent	Permanent	Electronic
Expense Report	Electronic	Permanent	Permanent	Electronic
Auth. for Travel	Electronic	Permanent	Permanent	Electronic
Expense Report	Electronic	Permanent	Permanent	Electronic
IN-90	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/23/19	A	Initial Release

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MILEAGE REIMBURSEMENT PROCEDURE
(CAO – P005)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the current process used to process Request for Mileage Reimbursement within the Academic Office

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

    2.1 Teaching and Learning Administrators

    2.2 Professional Development Administrators

    2.3 Leadership Development Administrators

    2.4 College and Career Readiness Administrators

    2.5 Gifted and Talented Administrators

    2.6 Early Childhood Education Administrators

    2.7 Special Education Administrators

    2.8 Athletic Office Administrators

    2.9 ESOL Bilingual Migrant Program Administrators

    2.10 Saint Louis Plan Administrators

    2.11 Academic Office Administrators

    2.12 Operations Coordinator for Academics

    2.13 Executive Secretary to CAO

    2.14 Clerical Support for the Academic Office

3.0 APPROVAL AUTHORITY:

_____ _____

Signature   Date

    3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

    4.1 CAO – Chief Academic Officer

5.0 PROCEDURE:

    5.1 Administrators will submit original copies of Mileage Reimbursement Form and supporting documents to the Operations Coordinator for Academics

    5.2 The Operations Coordinator for Academics will record the Mileage Reimbursement Form and supporting documents into the Document Log

5.3 The Operations Coordinator for Academics will perform a document check of submitted Mileage Reimbursement Form and supporting Documentation

    5.3.a.1 The list of required documents are identified in the Work Instruction CAO – W002, Preparing Mileage Reimbursement Request for Payment.

b) If any of the required documents are **missing** or if any the required fields with the documents are **not completed correctly**, the Mileage Reimbursement Request will be returned to the submitter for corrections

    5.3.b.1 Operations Coordinator for Academics will record the documents as returned to the submitter for corrections.

c) If the required documents were submitted and all fields within the document **were completed correctly**

d) The Operations Coordinator for Academics twill submit the documents to the Deputy Superintendent for Academics / CAO for Approval Signature

e) After the Approval Signature is received the documents are given to the Operations Coordinator for Academics

f) The Operations Coordinator for Academics will make a notation in the document log that the Mileage Reimbursement Request is approved

g) The Approved Mileage Reimbursement Request and supporting Documentation is scanned into an electronic folder

h) The original Mileage Reimbursement Request and Documentation is walked to Accounts Payable for Processing

6.0 ASSOCIATED DOCUMENTS:

6.1 Preparing Mileage Reimbursement Request for Payment CAO – W002

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Mileage Request	Electronic	Permanent	Permanent	Electronic
Budget Report	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/23/19	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

ATHLETIC OFFICE GAME OFFICIALS AND EVENT WORKERS VOUCHERS PAYMENT PROCEDURE
(CAO – P006)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the current process used to process Athletic Office Game Officials and Event Workers Vouchers for Payment with the Academic Office

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Athletic Office Administrators

2.2 Operations Coordinator for Academics

_____   _____
Signature   Date

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 n/a

5.0 PROCEDURE:

5.1 Athletic Office Administrators will submit original copies of Vouchers Request for Payment and supporting documents to the Operations Coordinator for Academics

5.2 The Operations Coordinator will email the Athletics Office Administrators an acknowledgement of receiving the Documents.

5.3 The Operations Coordinator for Academics will perform a document check of submitted Voucher request for payment

 5.3.a.1 The list of required documents are identified in the Work Instruction ACAD – W003, Preparing Vouchers for Payment.

5.4 If any of the required documents are missing or if any the required fields with the documents are not completed correctly, the Voucher request for payment will be returned to the Academic Office Administrators for corrections.

5.5 If the required documents were submitted and all fields within the document were completed correctly:, the Operations Coordinator for Academics for an Quality Check

5.6 After completion of the Quality Check the Documents are given to the Deputy Superintendent for Academics / CAO for Approval Signature

 a) After the Approval Signature is received the documents are given to the Operations Coordinator for Academics

 b) The Approved Documents are given to the Athletics Office Administrators

    c)   The Athletics Office Administrators scan the Approved Voucher Payment Request into an electronic folder

    d)   The original Voucher Payment Request Form and Documentation is walked to Accounts Payable for Processing

6.0 ASSOCIATED DOCUMENTS:

6.1 Preparing Athletic Game Officials and Event Workers Vouchers for Payment ACAD W003

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Voucher	Electronic	Permanent	Permanent	Electronic
Invoice	Electronic	Permanent	Permanent	Electronic
Budget Report	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/08/19	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

ATHLETIC OFFICE REQUEST FOR PROPOSAL PROCEDURE
(CAO – P007)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for the implementing the Request for Proposal process within the Athletic Office

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Athletic Office Administrators

2.2 Athletic Services / Equipment Vendors

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 CAO – Chief Academic Officer

4.2 RFP – Request for Proposal

5.0 PROCEDURE:

5.1 **Athletic Office Administrators determine the need for Services / Equipment / Uniforms**

5.2 After the need is determined:

   a) The Athletic Office Administrators will develop the Scope of Services, and pertinent supporting documents during Month of **November**

   5.2.a.1 e.g., if the current contract or agreement is due to expire on **June 30, 2020**. The new RFP should be developed by the Athletic Office in **November 2019**

   5.2.a.2 The final RFP should be submitted to Procurement office, for release to the Public in **December**

   b) During the beginning of **January** Prospective Vendors will be invited for on-site presentations if applicable

5.3 During the middle of **January**, the Successful Vendor(s) will selected

5.4 The Successful Vendor will be awarded the Contract / Agreement via the Board Meetings in **February / March**

5.5 The Awarded Services / Equipment or Uniforms should start or be delivered during the Month of **July**

6.0 ASSOCIATED DOCUMENTS:

6.1 RFP Worksheet

6.2   SLPS Procurement Manual 2019 – 2020

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
RFP	Electronic	Permanent	Permanent	Electronic
Proposals	Electronic	Permanent	Permanent	Electronic
Scoring sheets	Electronic	Permanent	Permanent	Electronic
Agreements	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/28/19	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

SCHOOL RELATED FIELD TRIP PROCEDURES
(CAO – P008)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the process that is used for Schools to request approval from Central Office for students to go on field Trips within SLPS

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

    2.1 Parents

    2.2 Students

    2.3 Teachers

    2.4 Principals

    2.5 Network Superintendents

    2.6 SLPS Partners

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

    3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

    4.1 CAO – Chief Academic Officer

    4.2 ZMD – Zoo Museum District

5.0 PROCEDURE:

    5.1 Teacher identifies the need for a School Related Field Trip

    5.2 After the need is determined:

        a)   If the Field Trip is to one of the ZMD institutions, the Application for Educational Filed Trip Form is completed by the Teacher and submitted to the Principal for approval; **OR GOTO 5.2.2**

            5.2.a.1 The Principal submits the application to the Deputy Superintendent for Academics / CAO for approval signature. The submittal to the Deputy Superintendent must occur at a minimum of two weeks in advance of the scheduled Filed Trip date.

        b)   If the Field Trip is to a Non – ZMD institution, Application for Educational Filed Trip Form is completed and submitted to the Principal for approval

        c)   The Principal submits the application to the Network Superintendent for approval signature. The submittal to the Network Superintendent must occur at a minimum of two weeks in advance of the scheduled Filed Trip date.

    5.3 Once the Field Trip is approved, please followed the detailed instructions within the Associated Document, CAO AD005

6.0 ASSOCIATED DOCUMENTS:

6.1 CAO AD003; ZMD Message from Early Childhood 2019-2020 SLPS Procurement Manual 2019 – 2020

6.2 CAO AD004; 2019-2020 APPLICATION for Educational Field Trip. Form

6.3 CAO AD005; Procedures for School-Related Field Trips-2019-2020.updated

6.4 CAO AD006 ZOO - Grade 2 DRAFT Program-Brochure 2019-2020

6.5 CAO AD007 MAGIC HOUSE - Late Start-Kindergarten Brochure-letter 2019-2020

6.6 CAO AD008 MAGIC HOUSE - Late Start-First Grade Brochure-letter 2019-2020

6.7 CAO AD009 MAGIC HOUSE - Early Start-Kindergarten Brochure-letter 2019-2020

6.8 CAO AD010 MAGIC HOUSE - Early Start-First Grade Brochure-letter 2019-2020

6.9 CAO AD011 HISTORY MUSEUM - PreK-12 Programs-Brochure 2019-2020

6.10 CAO AD012 ART MUSEUM - Grade 5 - DRAFT Program-Brochure 2019-2020

6.11 CAO ADO13 BOTANICAL GARDEN - DRAFT Program-Brochure 2019-2020

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Field Trip Request	Electronic	Permanent	Permanent	Password

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/10/19	A	Initial Release

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PREPARNG VOUCHERS FOR PAYMENT WORK INSTRUCTION
(CAO – W001)
Academic Office

1.0 SCOPE:

    1.1 This Work instruction discusses the tasks that are used to create and process Vouchers for Payment submitted to the Academic Office

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

    2.1 Teaching and Learning Administrators

    2.2 Professional Development Administrators

    2.3 Leadership Development Administrators

    2.4 College and Career Readiness Administrators

    2.5 Gifted and Talented Administrators

    2.6 Early Childhood Education Administrators

    2.7 Special Education Administrators

    2.8 Athletic Office Administrators

    2.9 ESOL Bilingual Migrant Program Administrators

    2.10 Saint Louis Plan Administrators

    2.11 Academic Office Administrators

    2.12 Operations Coordinator for Academics

    2.13 Executive Secretary to CAO

    2.14 Clerical Support for the Academic Office

3.0 APPROVAL AUTHORITY:

    _____ _____
    Signature   Date

    3.1 Deputy Superintendent for Academics

4.0 DEFINITIONS:

    4.1 n/a

5.0 PROCEDURE:

    5.1 **Go the www.slps.org Finance Home page, download and read the following documents**:

        a)   Voucher Procedures

        b)   Voucher Payment Request

c)   Leadership Presentation, 07.17.2018

   5.1.c.1 Read slides 3 through 13

5.2   Read the Voucher Procedures Document and determine if the Expenditure is approved for payment by Voucher.

5.3   **If the Voucher Request is an Non Encumbered Payment Reimbursement:**

a)   Complete the Voucher Payment Request Form

   5.3.a.1 Total $

   5.3.a.2 Location Code

   5.3.a.3 Vendor Code

   5.3.a.4 Location Name

   5.3.a.5 Vendor Name

   5.3.a.6 Fund

   5.3.a.7 Function

   5.3.a.8 Object

   5.3.a.9 Location

   5.3.a.10   Project

   5.3.a.11   Year

   5.3.a.12   Amount

   5.3.a.13   Invoice Number

   5.3.a.14   Other Details

b)   Attach Documentation to verify method of payment

   5.3.b.1 Legible scanned invoice or receipt copy

      5.3.b.1.1.1   Total dollar amount should not exceed $200.00

         5.3.b.1.1.1.1   Food items are an exception

         5.3.b.1.1.1.2   Attach completed participants sign-in sheet

         5.3.b.1.1.1.3   Attach Meeting Agenda

   5.3.b.2 GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

      5.3.b.2.1 For instructions on how to generate the Budget Availability Report Go the www.slps.org Finance Home page and download the following document

         5.3.b.2.1.1   BusinessPlus Finance Training Manual FY20

         5.3.b.2.1.2   Read Pages 50 – 51

5.3.b.3 Check Copy or bank statement (if applicable)

5.3.b.4 Or Credit Copy with the last four digits visible (if applicable)

5.4 Submit the Completed Voucher Payment Request Form with all applicable documentation attached to Operations Coordinator for Academics, and **GOTO** 5.7; **OR**

5.5 **If you are submitting a Travel Voucher**

5.5.a.1 Go the www.slps.org Finance Home page and download the Voucher Payment Request Form (if a payment is requested)

5.5.a.1.1 Complete a Voucher Payment Request Form

5.5.a.1.1.1 Repeat Steps 5.3.1.1 through 5.3.14

5.5.a.1.2 Attach the GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

5.5.a.1.2.1 BusinessPlus Finance Training Manual FY20

5.5.a.1.2.2 Read Pages 50 – 51

5.5.a.2 Go the WWW.SLPS.ORG Finance Home page and download the Expense Report (Actual / Advanced) blank template

5.5.a.2.1 Complete a Expense Report (Actual / Advanced)

5.5.a.2.1.1 Submission Date

5.5.a.2.1.2 Program, Project, Department

5.5.a.2.1.3 Organization Holding Meeting

5.5.a.2.1.4 Meeting Location

5.5.a.2.1.5 Inclusive Dates

5.5.a.2.1.6 Number of Days

5.5.a.2.1.7 Attendees

5.5.a.2.1.8 Job Title/Position

5.5.a.2.1.9 Account

5.5.a.2.1.10 Cost Estimate

5.5.a.2.1.11 Number of substitute teachers needed

5.5.a.2.1.12 Charge to

5.5.a.2.1.13 Submitted By

5.5.a.3 Go the WWW.SLPS.ORG Finance Home page and download the Advance Travel Request Form

5.5.a.3.1 Complete the Advance Travel Request Form blank template

5.5.a.3.1.1 Name

5.5.a.3.1.2 Department

5.5.a.3.1.3 To

5.5.a.3.1.4 From

5.5.a.3.1.5 Automobile, Train Bus, Dates and Cost

5.5.a.3.1.6 Meals, Dates and Cost

5.5.a.3.1.7 Hotels, Dates and Cost

5.5.a.3.1.8 Taxi, Shuttle, Dates and Cost

5.5.a.3.1.9 Registration, Dates and Cost

5.5.a.3.1.10 Telephone, Dates and Cost

5.5.a.3.1.11 Other, Dates and Cost

5.5.a.3.1.12 Automobile Expense

    5.5.a.3.1.12.1 Dates

    5.5.a.3.1.12.2 Form (Address)

    5.5.a.3.1.12.3 To (Address)

    5.5.a.3.1.12.4 Miles

    5.5.a.3.1.12.5 Mileage Rate

    5.5.a.3.1.12.6 Parking and Tolls

    5.5.a.3.1.12.7 Fund Function Location Project Year

b) Attach Hotel Reservation / Confirmation

c) Attach Documentation of Conference

d) Attach Registration

5.6 **Submit the Completed Voucher Payment Request Form and applicable documentation to the Operations Coordinator for Academics for Quality Checking**

5.7 After completion of the Quality Check the Documents are given to the Deputy Superintendent for Academics for Approval Signature

5.8 After the Approval Signature is received the documents are given to the Operations Coordinator for Academics

5.9 The Operations Coordinator for Academics will make the notation in the document log as the Voucher payment request is approved

    5.9.a.1 The Approved Voucher Payment Request is scanned into an electronic folder

      5.9.a.2 The original Voucher Payment Request Form and Documentation is walked to Accounts Payable for Processing

6.0 ASSOCIATED DOCUMENTS:

6.1 Voucher Procedures

6.2 Voucher Payment Request

6.3 Leadership Presentation

6.4 GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

6.5 BusinessPlus Finance Training Manual FY20

6.6 Expense Report (Actual / Advanced)

6.7 Authorization for Travel and Expense (IN – 90)

6.8 Advance Travel Request Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Voucher	Electronic	Permanent	Permanent	Electronic
Receipts	Electronic	Permanent	Permanent	Electronic
Meeting Agenda	Electronic	Permanent	Permanent	Electronic
Sign-in Sheet	Electronic	Permanent	Permanent	Electronic
Expense Report	Electronic	Permanent	Permanent	Electronic
Auth.For Travel	Electronic	Permanent	Permanent	Electronic
Expense Report	Electronic	Permanent	Permanent	Electronic
IN-90	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/23/19	A	Initial Release

* * * E n d o f p r o c e d u r e * * *

PREPARING MILEAGE REIMBURSMENT REQUEST FOR PAYMENT
(CAO – W002)
Academic Office

1.0 SCOPE:

　　1.1　This Work instruction discusses the tasks that are used to create and process Mileage Reimbursement Requests submitted to the Academic Office

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

　　2.1　Teaching and Learning Administrators

　　2.2　Professional Development Administrators

　　2.3　Leadership Development Administrators

　　2.4　College and Career Readiness Administrators

　　2.5 　Gifted and Talented Administrators

　　2.6　Early Childhood Education Administrators

　　2.7　Special Education Administrators

　　2.8　Athletic Office Administrators

　　2.9　ESOL Bilingual Migrant Program Administrators

　　2.10 Saint Louis Plan Administrators

　　2.11 Academic Office Administrators

　　2.12 Operations Coordinator for Academics

　　2.13 Executive Secretary to CAO

　　2.14 Clerical Support for the Academic Office

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

　　3.1　Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

　　4.1　CAO – Chief Academic Officer

5.0 PROCEDURE:

　　5.1　**Go the www.slps.org Finance Home page, download and read the following documents**:

　　　　a)　Mileage Reimbursement Request

　　　　b)　Leadership Presentation, 07.17.2018

          5.1.b.1 Read slide 8

c)   Read the Mileage Reimbursement Overview Slide within Leadership Presentation, 07.17.2018 Document

d)   Read the first page of the Mileage Reimbursement Form

5.2   **If the Mileage Request is eligible for Reimbursement:**

a)   Complete the Mileage Reimbursement Form

     5.2.a.1 For the Month of

     5.2.a.2 Employee

     5.2.a.3 Date

     5.2.a.4 Department

     5.2.a.5 Social Security

     5.2.a.6 Fund

     5.2.a.7 Location

     5.2.a.8 Personnel #

     5.2.a.9 Date

     5.2.a.10   From

     5.2.a.11   To

     5.2.a.12   Total Miles

     5.2.a.13   Employee Signature

     5.2.a.14   Date

5.3   **Validate the Budget Availability for paying the Reimbursement**

     5.3.a.1 Attach the GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

       5.3.a.1.1 For instructions on how to generate the Budget Availability Report Go the www.slps.org Finance Home page and download the following document

         5.3.a.1.1.1   BusinessPlus Finance Training Manual FY20

         5.3.a.1.1.2   Read Pages 50 – 51

5.4   Submit the Completed Original Mileage Reimbursement Form with the Original Employee Signature and Budget Availability Report to the Operations Coordinator for Academics

5.5   **Quality Check of Mileage Reimbursement Form and Supporting Documents**

a)   The Operations Coordinator for the Academics record the receipt of the Mileage Reimbursement Form and Budget Availability Report into the Document log

b) The Operations Coordinator will perform a Quality Check of the complete set of documents

c) After completion of the Quality Check the Document are given to the Deputy Superintendent for Academics for Approval Signature

d) After the Approval Signature is received the documents is given to the Operations Coordinator for Academics

e) The Operations Coordinator for Academics will make the notation in the document log as the Mileage Reimbursement Request is approved

5.5.e.1.1 The Approved Mileage Reimbursement Request and Budget Availability Report is scanned into an electronic folder

5.6 The original Mileage Reimbursement and Budget Availability Report is walked to Accounts Payable for Processing

6.0 ASSOCIATED DOCUMENTS:

6.1 Mileage Reimbursement Form

6.2 Leadership Presentation

6.3 GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Mileage Request	Electronic	Permanent	Permanent	Electronic
Budget Report	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/23/19	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

PREPARING ATHLETIC GAME OFFICIALS AND EVENT WORKERS VOUCHERS FOR PAYMENT WORK INSTRUCTION
(CAO – W003)
Academic Office

1.0 SCOPE:

    1.1 This Work instruction discusses the tasks that are used to create and process Athletic Game Officials and Event Workers Vouchers for Payment submitted to the Academic Office

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

    2.1 Athletic Office Administrators

    2.2 Operations Coordinator for Academics

3.0 APPROVAL AUTHORITY:

    _____ _____
    Signature   Date

    3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

    4.1 CAO – Chief Academic Officer

5.0 PROCEDURE:

    5.1 **Athletic Office Administrators Prepare Saint Louis Public High League Invoices**

        a)   Complete the Saint Louis Public High Invoice

            5.1.a.1 Date

            5.1.a.2 Invoice #

            5.1.a.3 Make Check Payable to

            5.1.a.4 Vendor Code

            5.1.a.5 Description

                5.1.a.5.1 Type of services performed

                5.1.a.5.2 Game Official

                5.1.a.5.3 Sport

                5.1.a.5.4 Teams

                5.1.a.5.5 Date of Game

    5.2 Go to the www.slps.org Finance Home page, download the following documents:

        5.1.1.   Voucher Payment Request

    5.3 **Athletic Office Administrators Complete the Voucher Payment Request Form**

            5.3.a.1 Total $

        5.3.a.2 Location Code

        5.3.a.3 Vendor Code

        5.3.a.4 Location Name

        5.3.a.5 Vendor Name

        5.3.a.6 Fund

        5.3.a.7 Function

        5.3.a.8 Object

        5.3.a.9 Location

        5.3.a.10   Project

        5.3.a.11   Year

        5.3.a.12   Amount

        5.3.a.13   Invoice Number

        5.3.a.14   Other Details

    b)   Validate the Budget Availability

        5.3.b.1 GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

            5.3.b.1.1 For instructions on how to generate the Budget Availability Report Go the www.slps.org Finance Home page and download the following document

                5.3.b.1.1.1 BusinessPlus Finance Training Manual FY20

                5.3.b.1.1.2 Read Pages 50 – 51

5.4   Attach the Supporting Documentation to Voucher Form

        5.4.a.1 SLPS Public High League Invoice

        5.4.a.2 Budget Availability Report

5.5   Submit the Completed Voucher Payment Requests with all applicable documentation attached to the Operations Coordinator,

5.6   **Quality Check of Athletic Vouchers and Supporting Documents**

5.7   The Operations Coordinator will email the Athletics Office Administrators an acknowledgement of receiving the Documents.

5.8   The Operations Coordinator will conduct a Quality Check of the submitted vouchers

5.9   After completion of the Quality Check the Documents are given to the Deputy Superintendent for Academics / CAO for Approval Signature

5.10 After the Approval Signature is received the documents are given to Operations Coordinator for Academics

5.11 The Approved Voucher Payment Requests and Supporting Documentation are returned to the Athletic Office Administrators

5.12 The Approved Voucher Payment Requests and Supporting Documentation is scanned into an electronic folder

5.13 The original Voucher Payment Requests and Documentation is walked to Accounts Payable for Processing

6.0 ASSOCIATED DOCUMENTS:

6.1 Voucher Payment Request

6.2 SLPS High Public League Invoice

6.3 GL_55000_SLPS: General Budget to Actual with encumbrances Report (Budget Availability)

6.4 BusinessPlus Finance Training Manual FY20

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Voucher	Electronic	Permanent	Permanent	Electronic
Invoice	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/23/19	A	Initial Release

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PROFESSIONAL LEARNING REQUEST WORK INSTRUCTION
(CAO – W004)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for Staff to request approval to attend a Professional Learning Opportunity

2.0 RESPONSIBILITY:

2.1 Academic Office Staff

2.2 Teaching and Learning Staff

2.3 Leadership Development Staff

2.4 Professional Development Staff

2.5 College and Career Readiness Staff

2.6 Early Childhood and Education Staff

2.7 Special Education Staff

2.8 ESOL Bilingual Migrant Program Staff

2.9 Saint Louis Plan Staff

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 CAO – Chief Academic Officer

5.0 PROCEDURE:

5.1 Staff Member identifies a need for Professional Development

5.2 The staff member will fill out the following sections of the Professional Leaning Request Form

a) Question to Ponder

b) Name

c) School / Department

d) Position/Job Responsibility

    5.2.d.1 Conference title, location, date and description

e) Which TP 3.0 Pillar does this professional learning opportunity support?

f) Which specific school scorecard goal or district priority goal(s) does this align to within the identified Pillar?

g) How does this learning translate to teaching and learning? Describe the expected Evidence of Impact

h) How will you share this learning with your peers/building leaders?

i) What is your expected timeline for sharing this learning opportunity through the format designated in #8

5.3 Once the Staff member competes the Form, please submit the completed Form to the Operations Coordinator for Academics

5.3.a.1 If this Professional Learning Opportunity include Travel, please submit the competed Form with your Request for Travel Paperwork

5.4 The Operations Coordinator for Academics will log the Document into the Document Log, and submit the paperwork to the Deputy Superintendent for Academics / CAO for Approval Signature.

5.5 One the Request is approved, a copy of the approved document is scanned into an electronic folder, and the original is sent to the submitter.

6.0 ASSOCIATED DOCUMENTS:

6.1 CAO AD014 Professional Learning Request.form-FINAL-2019

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Learning Request	Electronic	Permanent	Permanent	Password

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/10/19	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *

PREPARING A MEMORANDUM OF UNDERSTANDING FOR PROCESSING PROCEDURE
(CAO – W005)
Academic Office

1.0 SCOPE:

1.1 This Work instruction identifies the content needed to prepare a Memorandum of Understanding for processing within the Academic Office

2.0 RESPONSIBILITY:

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 SLPS Partners

2.2 Stakeholders

2.3 Teachers

2.4 Principals

2.5 Academic Office Staff

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 CAO – Chief Academic Officer

4.2 MOU – Memorandum for Understanding

4.3 SLPS = Saint Louis Public Schools

5.0 PROCEDURE:

a) **Section: Purpose of the MOU**

5.1.a.1 The statement of purpose should describe the agency that are entering into the partnership, and the purpose of the partnership This statement may already exist within your on-going partnership, or it may need to be developed jointly to assist in defining the primary purpose of your agreement.

b) **Section 5: Obligations of SLPS; consider the following topics to address:**

5.1.b.1 **Physical Space:** Will your school be able to provide appropriate space and agreed upon resources for program activities on school premises? If yes, be specific on what your school will provide.

5.1.b.2 **Access to Students**: Will your school be able to provide regular appropriate access to children who wish to participate in the expressed services at a time mutually determined by the organization's staff and school staff? Be specific on how your school will manage this.

5.1.b.3 **Communication**: Will your school be able to maintain regular and consistent communication with the agency? Be specific on what structure will be put in place to stay in communication.

5.1.b.4 **Anything Else:** List any other support that your school will provide (supplies, food, data sharing, inclusion in staff meetings or school events, etc.)

c) **Section 6: Obligations of the Agency; consider the following topics to address**:

5.1.c.1 **Specific Services**: Include a listing of the specific services that will be provided to make sure they align with your school's needs, and with the District's Transformation Plan.

5.1.c.2 **Progress Reports:** Increase an agreed upon schedule of checking in on progress towards outcomes in the middle of the school year, and at the end of the school year.

5.1.c.3 **Communication:** Include details on how the agency will maintain regular and consistent communication with school. This will likely be similar to what is listed in the previous section, but may have additional responsibilities for the agency,

5.1.c.4 **Anything Else:** List any other support that the agency will provide (supplies, food, inclusion in community events, etc.)

d) **Section 7: Performance Standards; consider the following topics to address:**

e) This section will set the goals that the partnership is working towards, and by which the partnership will be evaluated at the end of the year. It may help for you to evaluate an agencies performance in three categories:

5.1.e.1 **Transformation Plan Alignment:** To what extent does the agency's services specifically align with the Transformation Plan?

5.1.e.2 **Quantitative Indicators of Effective Program Implementation:** Identify several target goals for measurable outputs (e.g. # of sessions) and outcomes (e.g. improvement of student performance in a specific rea like STAR reading scores of disciplinary incidents). Include the type of information that will be used to measure success, and targeted results (e.g. 10 sessions, or 15% increase on STAR reading scores)

5.1.e.3 **Qualitative Indicators of a High Quality Partnerships:** Below are some indicators of an effective partnership; you may want include reference to these indicators so that you can incorporate these factors when evaluating the partnership at the end of the year.

5.1.e.4 Table of Quality Indicators and Criteria for Success

QUALITY INDICATORS	CRITERIA FOR SUCCESS
Strength of Self Evaluation Measures	• Measurement tool uses evidence – based protocols that promote continuous improvement • Measurement tool tightly aligns to partnership goals and strategic action plan • Measurement tool engages partnership members in regularly assessing their own progress

Strength of Information Dissemination / Partnership Communication	• Communication mechanisms exist for regularly dissemination relevant news and progress updates in a timely manner.
Strength of Relationships with students and / or school staff	• School staff see the partnership as providing important support for students / school culture • School staff will make accommodations to ensure partnership continues • Schools look forward to / see value in engaging with partners
Partner Adaptability	• Both partners demonstrate willingness to accommodate the needs of the partnership • Both partners articulate needs in a constructive manner

6.0 ASSOCIATED DOCUMENTS:

    6.1 Academic Office MOU aligned to District Goals Guide

    6.2 SLPS MOU Template

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
2/28/20	A	Initial Release

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CURRICULUM
ADOPTION OF INSTRUCTIONAL MATERIALS (CUR-P001)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for adoption of instructional materials for Saint Louis Public Schools.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Curriculum & Instruction Specialists

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Director of Curriculum & Instruction

3.2 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

5.0 PROCEDURE:

5.1 Identify Content Area for New Adoption

   a)   Develop Academic Office Calendar for New Adoption related Tasks

5.2 Complete Academic Office RFP Worksheet

   a)   Submit completed Academic Office RFP Worksheet to Purchasing

5.3 Purchasing merges Worksheet information into Purchasing Office RFP template

5.4 Purchasing releases Request for Proposal to the Market

5.5 Purchasing Receives Submitted Proposals from Vendors

5.6 Academic office reviews / scores submitted proposals

5.7 Purchasing issues reject letters to identified vendors

5.8 Purchasing develops Vendor invitation letter to conduct proposal presentations onsite in SLPS

   a)   Purchasing sends letters to Purchasing

   b)   Purchasing merges the content of the letters on to their letterhead stationary

5.9 Purchasing emails invitation letter to vendors and "cc" the Academics Operations Coordinator on the correspondence

5.10 Academic establish content area content area evaluator committees

   a)   The teams are composed of 25 members Maximum, or 15 members minimum

        5.10.a.1 Team members are identified within the following groups

             5.10.a.1.1   Teachers

             5.10.a.1.2   Principals

             5.10.a.1.3   Parents

             5.10.a.1.4   Students

             5.10.a.1.5   Community Members

             5.10.a.1.6   Members of the Higher Education Community

             5.10.a.1.7   SLPS Curriculum Supervisors

5.11 Academic office email evaluator invitations to content area committee members

5.12 Vendors conduct onsite presentations

5.13 Content area committee members score the vendor presentations

5.14 Academic Office collect scoring sheets

5.15 Academic Office send completed scoring sheets to the Purchasing Office for summary tabulations

5.16 The successful vendors are identified

5.17 Contract negotiations are conducted

5.18 The Deputy Superintendent for Academics submit the list of successful vendors to the Superintendent for approval

5.19 The Superintendent submits the list of successful vendors to the Board for approval

5.20 The Board approves the list of successful vendors

6.0 ASSOCIATED DOCUMENTS:

6.1 Textbook/Instructional Materials Adoption Outline/Timeline

6.2 Textbook/Instructional Materials Selection/Evaluation (Policy)

6.3 Textbook/Instructional Materials Vendor Invitation

6.4 Textbook/Instructional Materials Adoption Committee Invitation

6.5 Textbook/Instructional Materials Parent Invitation

6.6 Evaluating Textbooks/Instructional Materials Guidelines

6.7 Consumer Guide

6.8 Evaluation Form

6.9 Summary Scoring Form

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**
Adoption of Instructional Materials	Academic Office Shared Drive	Various	Discard as Approved	Password Accessible

8.0 REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
3/24/08	A	Initial Release
2/15/19	B	2.0 Responsibility
		3.0 Approval Authority
5/2/19	C	5.0 Procedure
2/26/20	D	5.0 Procedure

* * * E n d   o f   P r o c e d u r e * * *

CURRICULUM DEVELOPMENT PROCEDURE
(CUR-P002)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for Curriculum Development within Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Curriculum & Instruction Specialists

2.2 Principals

2.3 Teachers

2.4 Director of Curriculum & Instruction

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

_____ _____
Signature   Date

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

4.2 Academic Standards – what a student should know and be able to do a specific grade level

4.3 Assessment – a valid and reliable measurement of student performance on a set of academic standards

4.4 Curriculum – a series pf planned instruction that is coordinated, articulated and implemented in a manner designed to result in the achievement at the proficient level of all students

4.5 Planned Instruction – Instruction offered by SLPS based upon a written plan to enable students to achieve academic standards.

5.0 PROCEDURE:

5.1 The need for new or revised curricula are typically the result of one or more of the following activities

    a) State regulations, new state standards for curriculum, and / or alignment with state standards and national standards

    b) Textbook adoptions

    c) State Assessment testing results

    d) School Board requests

5.2 The District curriculum cycle will define the timeline for the curriculum development process, The Deputy Superintendent for Academics / CAO may modify the curriculum cycle, if needed

5.3 The Deputy Superintendent for Academics / CAO and Principals will identify department chairpersons and Curriculum Specialists who will do the actual writing of planned instruction /

also known as curriculum, and establish the requirements for writing curriculum to be followed during the process

5.4 The SLPS format for developing the curriculum is introduced and explained to the department chairpersons, and curriculum specialists by the Deputy Superintendent for Academics / CAO, or designee

5.5 Individuals who are involved with the development of the curriculum will take the following steps

    a)   Review the District's format and current plan

    b)   Review the state and national standards and identify strengths and weaknesses in the current curriculum

    c)   Research priority standards and instructional practices for inclusion into the plan of instruction

    d)   Identify the essential learning targets that will be achieved through the plan of instruction

    e)   Identify relevant resources that will be used with the curriculum and connected to assessed Standards

    f)   Meet with the Deputy Superintendent for Academics / CAO, as needed, to discuss the program status and determine any need for modifications to curriculum plan

5.6 The Deputy Superintendent for Academics / CAO will approve suggested changes to the curriculum

5.7 Once the curriculum has been used for six years, it is reviewed, by the Teachers, Curriculum Specialists, and Director for Curriculum, and The Deputy Superintendent for Academics / CAO.

    a)   New Course Curriculum – During the first year of implementation, each semester, the course teachers review the strengths and weaknesses of the curriculum with Curriculum Specialists, Director for Curriculum, and The Deputy Superintendent for Academics / CAO. If changes are required, appropriate steps will be taken to revise the curriculum

    b)   Updated / Revised Curriculum – after a period of one academic year, the curriculum s reviewed. This feedback is reviewed by the Deputy Superintendent for Academics / CAO.

6.0 ASSOCIATED DOCUMENTS:

6.1

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**

*** End of Procedure ***

CURRICULUM
REVIEW AND REVISION OF COURSE CATALOG (CUR-P003)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the process that is used for review and revision of Course Catalog for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    2.1 Curriculum & Instruction Data Specialist

    2.2 Curriculum & Instruction Supervisors

    2.3 SLPS Division Heads

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

    3.1 Executive Director of Curriculum & Instruction

4.0 DEFINITIONS:

    4.1 SLPS – St. Louis Public Schools

    4.2 K-12 Course Catalog

    4.3 SIS – School Information System

5.0 PROCEDURE:

    5.1 Requests for Revisions Sent to Curriculum & Instruction Supervisors and SLPS Division Heads

    5.2 Revisions Received from Curriculum & Instruction Supervisors and SLPS Division Heads

    5.3 K-12 Course Catalog Updated with Revisions Received

    5.4 SIS Office Notified of Course Additions/Deactivations

    5.5 Updated K-12 Course Catalog Uploaded to Curriculum & Instruction Website

    5.6 Updated K-12 Course Catalog Printed and Distributed

6.0 ASSOCIATED DOCUMENTS:

    6.1 Master K-12 Course Catalog

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
K-12 Course Catalog	Computer Hard Drive	Various	Discard as Desired	Password Protected Computer
	Curriculum & Instruction Website			Firewall to Intranet

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/25/08	A	Initial Release

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CURRICULUM
NEW COURSE ADDITION
(CUR-P004)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for requesting a new course addition to SIS and the K-12 Course Catalog

2.0 RESPONSIBILITY:

2.1 SLPS Principals

2.2 Network Superintendents

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

_____   _____

Signature   Date

3.1 Data Specialist

3.2 Deputy Superintendent / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

4.2 SIS – School Information System

5.0 PROCEDURE:

5.1 Principals to obtain New Course Addition Approval Form from the Quality Assurance Folder within the Academic Playbook; Or
   a)   The QAS District Processes- Master Document List-Curriculum on the www.slps.org;
5.2 Principals to complete New Course Addition Approval Form for requesting a new course addition to SIS and the K-12 Course Catalog
5.3 Completed New Course Addition Approval Form to be submitted to Curriculum & Instruction for approval by the Director of Curriculum & Instruction during the months of August through November,
5.4 Curriculum & Instruction approved New Course Addition Approval Form to be submitted to the Supt, in October approval
5.5 The Approved New Course Addition will be reviewed by the Board of Education in January, and will consider for Approval Vote in February
5.6 Principals to be notified of approval status of submitted New Course Addition Approval Form
5.7 Curriculum & Instruction and SAB approved New Course Addition Approval Form to be processed by Student Data Specialist by:
   a)   Assigning a new course number from SIS core catalog (District Level-District Subjects)
   b)   Updating SIS with new course addition
   c)   Updating K-12 Course Catalog with new course addition
   d)   Uploading updated K-12 Course Catalog to Curriculum & Instruction website

6.0 ASSOCIATED DOCUMENTS:

6.1 New Course Addition Approval Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
New Course Addition Approval Form	Academic Office Shared Drive	Various	Discard via Approval	Protected by Authorized Access

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
6/9/08		Initial Release
12/3/10	A	Revised 6.0 Procedure: 6.3
4/30/19	B	Revised 3.0 Responsibility: 3.2
		Revised 4.0 Approval Authority: 4.2
		Revised 6.0 Procedure: 6.3
		Revised 8.0 Record Retention Table: Storage, Disposition, Protection
		Revised 9.0 Revision History: Date, Rev., Description of Revision
9/25/19	C	Revised 2.0 Responsibility: 2.2
		Revised 3.0 Approval Authority: 3.1, 3.2

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TEXTBOOK INVENTORY VIA DESTINY SYSTEM PROCEDURE
(CUR – P005)
Academic Office

1.0 SCOPE:

  1.1 This procedure discusses the process for the conducting Textbooks Inventory at the School Level using the Destiny Software System within The Saint Louis Public Schools

2.0 RESPONSIBILITY:

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

  2.1 Deputy Superintendent for Academics

  2.2 Curriculum Director (Academics)

  2.3 Principals

  2.4 Academic Instructional Coordinators

  2.5 Book Clerks

  2.6 Curriculum Specialists

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

  3.1 Deputy Superintendent for Academics

4.0 DEFINITIONS:

  4.1 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

  5.1 Deputy Superintendent of Academics and Curriculum Director conducts Textbook Ordering Process Project Team meeting in February

        5.1.a.1 Discussion includes the timeline for school-based inventorying of textbooks

  5.2 Either in late February or early March, the Curriculum Director emails the Inventory Memo and Process document to the Principals outlining timeline and procedure for the Textbook Inventory

  5.3 Academic Instructional Coordinators (Elementary and Middle Schools); Book Clerks (High Schools) conduct inventory

    a) Conduct Physical count of all textbooks and consumable materials in the School Building (classrooms and storerooms)

    b) Results of Physical Count is entered into the Destiny at the School Level

    c) Inventory Completion Status will be monitored throughout the inventory window by the Curriculum Director

    d) Updated Destiny Textbooks Report is compared against upcoming school year projected enrollment by curriculum specialists

    e)   Gap analysis is performed at the district level by the curriculum team

5.3.e.1 Textbooks on hand exceed Projected Enrollment; Or,

5.3.e.2 Textbooks on hand is less than Projected Enrollment; Or,

5.3.e.3 Textbooks on hand equal Project Enrollment.

f) List (spreadsheet) of textbooks needed is generated at the School Building Level

5.4 Schools email Spreadsheet to Curriculum Specialists

5.5 Curriculum Specialists facilitate transfer of surplus books to meet demand, then enter Textbooks Requisitions into Business Plus

5.6 Textbooks and instructional materials will be delivered to schools in July/August in preparation for the upcoming school year

5.7 Textbook Managers at school sites will add copies to their inventory when received

6.0 ASSOCIATED DOCUMENTS:

6.1 SLPS DESTINY User Guide(s) updated annually to reflect current Destiny version

6.2 CUR-AD026 Level Library Memo

6.3 CUR-AD027 Textbook Inventory Memo

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

8.0   RECORD RETENTION TABLE:

Identification	Rev	Description of Revision
1/15/20	A	Revised 5.1
1/15/20	A	Revised 5.2
1/15/20	A	Revised 6.0
1/5/20	A	Revised 6.0

9.0   FLOWCHART:

9.1 Flowchart detailing this process can be found on the next page.

TEXTBOOK INVENTORY FLOWCHART

Add copies consumable materials to your inventory from the district title record by the ISBN number printed on the material. Textbook View → Catalog → Add Textbooks

a. Enter the ISBN select search
b. Select the correct title record from the list of results
c. Select the "add copies" button
d. Enter the number of copies on hand

Access your textbook inventory. Textbook View → Back Office → Inventory → 2018-19 Textbook Inventory

Complete the standard textbook inventory (non-consumable) by scanning all barcodes in the Account for Each Barcode tab

Complete your consumable textbook inventory by clicking on the Count Copies without Barcodes tab. Verify the number of copies on hand and in usable condition in your building. If your tab shows "there are no titles to count" please go back to step 1 above to add copies to your inventory from the district title record.

CURRICULUM COMMITTEE
(CUR-P006)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for the ongoing use of the Curriculum Committee Saint Louis Public Schools.

2.0 RESPONSIBILITY:

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Curriculum & Instruction Specialists

2.2 Principals

_____ _____
Signature   Date

2.3 Teachers

2.4 Network Supts

2.5 Parents

2.6 Elected Board Members

3.0 APPROVAL AUTHORITY:

3.1 Director of Curriculum & Instruction

3.2 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

5.0 PROCEDURE:

5.1 Determine the need for the Committee

   a) Identify Committee Members

   b) Extend Invitation to Potential Members

   c) Process Acceptance Responses

   d) Confirm Committee Members

5.2 Establish First Monthly Meeting Date/Time/Location

5.3 Conduct Meeting

   a) Establish Future Monthly Meeting Dates

   b) Identify and discuss adjustments to

      5.3.b.1 curriculum development, and

      5.3.b.2 instructional practices,

5.4 Provide report that address learning expectations so that they evolve with research and futuristic outcomes to close the achievement gap and meet the broad range of our students' learning needs and aspirations.

6.0 ASSOCIATED DOCUMENTS:

6.1 Committee Member invitation Letter

6.2 Meeting Schedule

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Meeting Notes	Academic Office Shared Drive	Various	Discard as Approved	Password Accessible

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
5/3/19	A	Initial Release

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CURRICULUM WORKGROUP
(CUR-P007)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for the ongoing use of the Curriculum Workgroup Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Curriculum & Instruction Specialists

2.2 Principals

_____   _____
Signature   Date

2.3 Teachers

2.4 Elected Board Members

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

5.0 PROCEDURE:

5.1 Determine the need for the Workgroup

    a) Identify Workgroup Members

    b) Extend Invitation to Potential Members

    c) Process Acceptance Responses

    d) Confirm Workgroup Members

5.2 Meetings are scheduled on a monthly basis

5.3 Conduct Meeting

    a) Members discuss the following:

        5.3.a.1 New Initiatives and Proposed Initiatives within Academics

        5.3.a.2 Solicit Feedback from members regarding all Initiatives,

5.4 Provide report that list, describe, and status of all initiatives.

    a) The report will include the assimilation of member's feedback regarding all initiatives.

    b) The report will provide roadmaps for implementing and sustaining all Academic related Initiatives.

6.0 ASSOCIATED DOCUMENTS:

6.1   Workgroup Member invitation Letter

6.2   Meeting Schedule

6.3   Monthly workgroup Reports

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Meeting Notes	Academic Office Shared Drive	Various	Discard as Approved	Password Accessible

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
5/7/19	A	Initial Release

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INSTRUCTIONAL MATERIALS NEW ADOPTION COMMITTEE
(CUR-P008)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the process that is used for the ongoing use of the Textbooks New Adoption Committee of Saint Louis Public Schools.

2.0 RESPONSIBILITY:

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    2.1 Curriculum & Instruction Specialists

    2.2 Principals

_____ _____
Signature   Date

    2.3 Teachers

    2.4 Parents

    2.5 Students

    2.6 Community Members

    2.7 Elected Board Members

3.0 APPROVAL AUTHORITY:

    3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

    4.1 SLPS – St. Louis Public Schools

    4.2 CUR - Curriculum

5.0 PROCEDURE:

    5.1 New Adoption Textbook Cycle is every 5 years by content area

        a)   Identify Committee Members by content area

        b)   Extend Invitation to Potential Members

        c)   Process Acceptance Responses

        d)   Confirm Committee Members

    5.2 Conduct Committee Members Orientation Meeting

    5.3 The New Adoption Process and Committee Members responsibilities are governed by the following District Procedure

        a)   CUR-P001 Adoption of Instructional Materials Procedures

6.0 ASSOCIATED DOCUMENTS:

6.1 Curriculum Procedures

6.2 Curriculum Associated Documents

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**
Meeting Notes	Academic Office Shared Drive	Various	Discard as Approved	Password Accessible

8.0 REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
5/3/19	A	Initial Release

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TEXTBOOKS FALL INVENTORY PROCEDURE
(CUR-P009)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for Conducting a
First Semester Inventory in December by the Central Office Staff.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Curriculum & Instruction Specialists

2.2 Operations Coordinator for the Academic Office

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

4.2 CUR - Curriculum

5.0 PROCEDURE:

5.1 Curriculum Specialists will conduct this preliminary inventory every Fall during the Month of December

5.2 For the Month of December, Judine Keplar, English Language Arts Curriculum Specialist, Grades 6-12, will provide training to all Curriculum Specialists

5.3 Each Curriculum Specialist will generate a report based on their Content Area.

    a) Curriculum Specialists will log on to Destiny

    b) Select "District"

    c) Select "Textbook View"

    d) Select "Reports"

    e) Select "Textbook Reports"

    f) Select "Title & Copy List

    g) Enter Name of School and other Search Parameters

    h) Select "Run Report"

5.4 When the Report is completed, Click on "View" to generate Report

6.0 ASSOCIATED DOCUMENTS:

6.1 CUR AD024 Textbook Inventory Reports Tutorial With Screenshots

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Reports	Academic Office Shared Drive	1 year	Discard as needed	Password Accessible

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/10/19	A	Initial Release
11/14/19	B	5.2 and 5.3

* * * E n d   o f   P r o c e d u r e * * *

COMMON FORMATIVE ASSESSMENTS
(CUR-P010)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the process that is used for Common Formative Assessments within Saint Louis Public Schools.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    2.1 Curriculum & Instruction Specialists

    2.2 Teachers

_____ _____
Signature   Date

    2.3 Director of Curriculum & Instruction

3.0 APPROVAL AUTHORITY:

    3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

    4.1 SLPS – St. Louis Public Schools

    4.2 Common Formative Assessments – CFA

    4.3 MAP – Missouri Assessment Program

5.0 PROCEDURE:

    5.1 Common Formative Assessments Purpose – Provide short assessments based on the focus (power) standards that were identified form the MAP 2018

    5.2 Common Formative Assessments are created by the Academic Team / Curriculum Specialists for All Content areas

        a)   This occurs every five weeks using the Achievement Series on Scantron

        b)   The schools use the data to drive instruction and provide re-teaching if necessary

    5.3 The Curriculum Team analyzes the data to identify trends, areas of "grows" and "glows" and provide resources to help reteach

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 REVISION HISTORY:

<u>**Date:**</u>   <u>**Rev.**</u>   <u>**Description of Revision:**</u>

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FOCUS OBSERVATIONS AND COACHING PROCEDURE
(CUR-P011)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for Academic Instructional Coaches to focus on literacy instruction within Saint Louis Public Schools.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Teachers

2.2 Academic Instructional Coaches

_____   _____
Signature   Date

2.3 Coordinator of Academic Instructional Coaches

2.4 Curriculum & Instruction Specialist

2.5 Director of Curriculum & Instruction

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

4.2 CAO – Chief Academic Officer

4.3 AIC – Academic Instructional Coaches

5.0 PROCEDURE:

5.1 AIC's should provide targeted coaching cycles on a weekly basis, closing a minimum of two coaching cycles per week.

    a) AICs will keep a log of coaching cycles and complete their AIC log weekly to the Coordinator of Academic Instructional Coaches via the online log

    b) AICs will submit to their principal a weekly log of the time, teacher, task, and topic of their coaching cycles using the principal reporting tool

5.2 AICs should observe a minimum of ten classrooms per week gathering data to inform coaching cycles, small group professional development, and school wide needs.

    a) AICs will keep a log of their observations and the data collected

    b) AICs will use Frontline or other approved observation tools to track observations and provide feedback

5.3 AIC's use the analysis of student baseline data to target areas for focus in coaching and professional development

a) AIC's provide coaching around instructional frameworks that contain priority reading standards;

b) AIC's provide targeted professional development to ELA teachers at the middle school level;

c) AIC's use differentiated training modules to turnkey with school teams (teaching reading in the content area, etc.);

5.4 AIC's receive ongoing professional development on literacy instruction and best practices of teaching and coaching.

a) AIC's will have a "reading toolkit" to support teachers

b) AICs will have a "coaching toolkit" to support teachers

6.0 ASSOCIATED DOCUMENTS:

6.1 AIC Coaching Log Principal Communication Tool

6.2 AIC Coaching Log online survey

6.3 Coaching Framework: Jim Knight's Impact Cycle

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:

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FOCUSED INSTRUCTIONAL LEARNING WALK PROCEDURE
(CUR-P012)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used for conducting a Focused Instructional Learning Walk within Saint Louis Public Schools.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Teachers

2.2 Principals

_____   _____
Signature   Date

2.3 Curriculum & Instruction Specialist

2.4 Director of Curriculum & Instruction

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – St. Louis Public Schools

4.2 CAO – Chief Academic Officer

4.3 FILW – Focused Instructional Learning Walk

4.4 MAP – Missouri Assessment Program

5.0 PROCEDURE:

5.1 Analysis of School Data is used to target schools.

5.2 Monthly FILW Schedule is developed

5.3 FILW Guidance document is emailed to targeted school

5.4 Team arrives at school prior to the start of school.

    a)   The team is split into three separate groups;

    b)   The team has a conference with the principal and selected teachers to discuss school data.

    c)   FILW Classrooms Visits Schedule is share with the Principal and Teachers

5.5 The conference concludes and the three groups conduct classroom observations.

    a)   After the classroom observations The three groups confer and discuss their classroom observations;

b) The groups debrief with the principal and selected teachers, and report out their findings ("grows" and "glows")

5.6 FILW Report is created / next steps included

a) Completed FILW report is emailed to Principal and teachers

5.7 FILW Team develops the FILW Follow-up Action Plan for the school

a) Dates for FILW Follow-up visits included

5.8 Principal and teachers use the finding to drive improvement in instruction.

6.0 ASSOCIATED DOCUMENTS:

6.1 CUR-AD025 Template for FILW

6.2 CUR-AD026 Example of FILW Onsite Classroom Visits Schedule

6.3 CUR-AD027 Student Questions for Learning Walks

6.4 CUR-AD028 Example of completed FLIW Report with next steps included

6.5 CUR-AD029 FILW Follow-up Plan Template

6.6 CUR-AD030 Focused Learning Walk Schedule Template

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
2/21/20	B	Added 6.1 – 6.6

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ECE / ECSE MARKETING RECRUITMENT PLAN PROCEDURE
(ECE-P001)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process for the Developing and Implementing the ECE / ECSE Marketing Recruitment Plan for in Saint Louis Public Schools

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Assistant Superintendent for ECE/ ECSE

2.2 ECE / ECSE Staff

2.3 Institutional Advancement Staff

2.4 Recruitment and Counseling Staff

3.0 APPROVAL AUTHORITY:

_____   _____

Signature   Date

3.1 Assistant Superintendent for ECE/ ECSE

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 ECE – Early Childhood Education

4.3 ECSE – Early Childhood Special Education

4.4 ITR – Intent to Return

5.0 PROCEDURE:

5.1 **ESTABLISH TIMELINES (October – November)**

a) Meet with Institutional Advancement, Recruitment & Counseling

5.1.a.1 Discuss marketing and recruitment plans including marketing timelines, mass enrollment events, open house activities website updates and online sign-up and other methods for registering

b) Discuss development of marketing materials

c) Meet with school principals to share revised process

d) Finalize marketing materials

5.2 **PREPARE MATERIALS (December - January)**

a) Prepare reminder letter to families outside neighborhood boundaries regarding returning to their neighborhood school

b) Prepare Intent to Return (ITR) and marketing materials for distribution to schools

    c)   Meet with principals to share timelines and provide process updates

    d)   Prepare and distribute Intent to Return forms to schools

    e)   Distribute information to parents about registration process

    f)   Automated Phone Calls to families to alert/remind them that the ITR process has begun

5.3 IMPLEMENT MARKETING PLAN (February – March)

    a)   Begin advertising mass enrollments *(1 north & 1 south)*

    b)   Disseminate notifications to families that have completed the ITR process

    c)   Distribute materials at all recruitment events internally/externally

    d)   Meet with principals and meet with school level staff to share next steps in actual registration process

    e)   Schools begin holding site based recruitment activities

5.4 REGISTRATION BEGINS (March)

    a)   Schools submit completed intake (wait list) forms to ECE Office

    b)   ECE Office distributes mailing to wait list families to alert about scheduling appointments

    c)   ECE begins scheduling appointments based on intake forms.

    d)   Advertising continues as needed with external sources

6.0 ASSOCIATED DOCUMENTS:

6.1 SLPS ECE / ECSE Marketing and Recruitment Plan

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0   RECORD RETENTION TABLE:

Identification	**Rev**	**Description of Revision**

10.0   FLOWCHART:

9.1 Flowchart detailing this process can be found on the next page.

ESTABLISH TIMELINE: Conduct Planning and Materials Development meetings with Institutional Advancement, Recruitment & Counseling and Principals. Determine and agree about approach and timelines

PREPARE MATERIALS: Prepare Parental materials, Intent to Return forms, and Marketing Materials, Distribute materials to Schools and Parents

IMPLEMENT MARKETING PLAN: Begin advertisement campaign, distribute materials at scheduled recruitment events

CONDUCT STUDENTS REGISTRATION: Begin scheduling intake appointments. Advertising continues on an as needed basis

End

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WITHDRAWAL FROM EARLY CHILDHOOD EDUCATION PRE – K PROGRAM PROCEDURE
(ECE-P002)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process for withdrawing students with excessive absences from the SLPS Early childhood Education Pre-K Program

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Assistant Superintendent for ECE/ ECSE

2.2 Principal

2.3 Parent

2.4 Guardian

2.5 Student

2.6 Teacher

2.7 School Secretary

2.8 ECE / ECSE Clerk Typist

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Assistant Superintendent for ECE/ ECSE

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 ECE – Early Childhood Education

4.3 ECSE – Early Childhood Special Education

5.0 PROCEDURE:

5.1 Determine if Student has **three** consecutive unexcused absences or eighteen hours

a) If Yes, Go to **5.3, "Warning Letter Process" or**

5.2 Determine if Student has **five** consecutive unexcused absences or thirty hours

a) If Yes go to **5.6, "Withdrawal Letter Process"**

5.3 **Warning Letter Process**

a) Teacher will notify the Principal and Parent / Guardian of the three consecutive unexcused absences.

b)   School Secretary will notify the Assistant Superintendent for ECE / ECSE of the **three** consecutive unexcused absences or eighteen hours

c)   Teacher will schedule and Principal will conduct a Parent / Guardian conference (meeting) to discuss SLPS ECE/ECSE attendance policy

   5.3.c.1   Teacher and Parent will seek a way to improve the Student's attendance (e.g., Home Visits, S.I.T. Teams, Social Workers, Counselors, etc…).

d)   The expectation is, "Student Attendance will improve".

5.4   **Withdrawal Letter Process**

a)   Assistant Superintendent for ECE / ECSE will send Enrollment Withdrawal Letter (Five consecutive unexcused absences or Thirty hours) to Parent / Guardian.

b)   Teacher schedules and Principal conduct "withdrawal" meeting with Parent / Guardian.

c)   School Secretary withdraws Student upon approval from ECE Office.

d)   ECE / ECSE / PIIP Clerk Typist will update the Student Database in SIS.

   5.4.d.1   The student will be placed at the bottom of the current waiting list.

e)   Assistant Superintendent for ECE / ECSE will contact the next family from the top of the waiting list.

f)   The Family will have a grace period of seventy-two hours to respond and accept the enrollment slot in SLPS Pre-K program.

g)   If accepted within the grace period, the Family, ECE / ECSE and School staff will conduct enrollment procedures

   5.4.g.1 If not accepted within the seventy-two hours grace period, the Assistant Superintendent for ECE / ECSE will contact the next Family on the waiting list.

6.0 ASSOCIATED DOCUMENTS:

6.1   Attendance Warning Letter (three consecutive absences or eighteen hours)

6.2   Enrollment Withdrawal Letter (five consecutive absences or thirty hours)

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 RECORD RETENTION TABLE:

Identification	**Rev**	**Description of Revision**

9.0 FLOWCHART:

9.1 Flowchart detailing this process can be found on the page below.

WARNING LETTER

Student has **3** consecutive unexcused absences or **18** hours

↓

Teacher will notify the Principal and Parent / guardian of the 3 consecutive unexcused absences or 18 hours

Teacher schedule and Principal conduct a Parent / Guardian conference to discuss attendance policy

School Secretary notifies the Assistant Superintendent for ECE / ECSE of the 3 consecutive unexcused absences or 18 hours

↓

Teacher and Parent / Guardian seek a way to improve Student Attendance. (e.g., Home Visits, S.I.T. Teams, Social Workers, Counselor, etc…)

↓

The expectation is, "Student Attendance will improve"

WITHDRAWAL LETTER

Student has **5** consecutive unexcused absences or **30** hours

↓

Teacher will notify the Principal and Parent / guardian of the 5 consecutive unexcused absences or 30 hours

↓

Assistant Superintendent for ECE / ECS sends withdrawal letter to Parent Guardian

↓

School Secretary withdraws Student upon approval from ECE Office

↓

ECE / ECSE Clerk Typist update SIS Database

↓

Assistant Superintendent for ECE / ECS contacts the Family from the top of the waiting list

↓

Did Family accept Enrollment offer within 72 hours period?

If No, Assistant Superintendent for ECE / ECS contacts the next Family from the waiting list, and rescinds enrollment

If Yes, the Family and ECE / ECSE and School Staff will conduct the enrollment process.

End

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REGISTRATION FOR NEW EARLY CHILDHOOD EDUCATION STUDENTS PROCEDURE
(ECE-E003)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the process for the registration of new ECE Students in Saint Louis Public Schools

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    2.1 Assistant Superintendent for ECE/ ECSE

    2.2 Principal

    2.3 Parent

    2.4 Guardian

    2.5 Student

    2.6 Teacher

    2.7 School Secretary

    2.8 ECE / ECSE Clerk Typist

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

    3.1 Assistant Superintendent for ECE/ ECSE

4.0 DEFINITIONS:

    4.1 SLPS – Saint Louis Public Schools

    4.2 ECE – Early Childhood Education

    4.3 ECSE – Early Childhood Special Education

5.0 PROCEDURE:

    5.1 **INTAKE PROCESS**

    5.2 Parents / Guardians schedule an "intake" appointment with the ECE / ECSE staff

    5.3 At intake appointment, Parents / Guardians provides copies of the required documentation to the ECE / ECSE Staff

    5.4 ECE / ECSE reviews the following documentation for accuracy

        a)   Official Birth Certificate

        b)   Parent / Legal Guardian Identification

        c)   Proof of Residency

d)   Proof of annual Income

e)   Current Immunization Record for Student

f)   Health Insurance Card

g)   Current Physical (including Lead and hemoglobin results by child physician)

h)   Dental Form completed by Child's Dentist

5.5 **REGISTRATION PROCESS**

5.6 During the intake appointment, the Parents / Guardian will complete applicable SLPS ECE / ECSE forms

5.7 ECE / ECSE Staff reviews the following completed forms for accuracy

a)   New registration form

b)   Health & Nutrition Questionnaire

c)   ECE / ECSE Preschool collaboration Program form

d)   Education & work History form

e)   Family needs / Strengths Assessment form

f)   Parent Agreement form

g)   Child Care Enrollment form

h)   HIPAA release of health information

i)   Risk Assessment for TB

j)   Exchange / Release form

5.8 **FILE REVIEW PROCESS**

5.9 Upon successful review of all submitted and completed documentation, the ECE / ECSE Staff awards an approval letter to the Parents / Guardians

a)   Award letter is discussed with parent (especially the transportation section)

b)   The Parent / Guardian provides a copy of the approval letter to the school upon school site registration

5.10 (If needed); ECE / ECSE staff fax copies of the Approval letter, and Health and Nutrition form to the receiving school

5.11 **DATA ENTRY PROCESS**

5.12 ECE / ECSE Staff maintains ECE / ECSE data entry files / spreadsheets for the following data points

a)   New Gen ED Students

b)   Returning Students

    c)   Magnet Schools Students

    d)   Special Education Students

    e)   Head Start Students

    f)   ELL Students

5.13 Once all ECE / ECSE Students are assigned to class within the Student Information System (SIS); the ECE / ECSE Staff will generate a daily SIS report called ROSS5

5.14 Data from the SIS5 report is uploaded into the ECE / ECSE PreK Daily Stats report.

5.15 **FILE MANAGEMENT PROCESS**

    a)   .ECE / ECSE staff prepares

    b)   Each folder is labeled

               5.15.b.1 ECE / ECSE Office folder contains original documents

               5.15.b.2 Completed file folders are kept in the ECE / ECSE Office

6.0 ASSOCIATED DOCUMENTS:

6.1 SLPS ECE / ECSE Students Registration Manual

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 RECORD RETENTION TABLE:

Identification	**Rev**	**Description of Revision**

11.0 FLOWCHART:

9.1 Flowchart detailing this process can be found on the next page.

INTAKE: ECE / ECSE Staff reviews all intake documents to ensure that the family has all of the necessary documents for General Education and Head Start

REGISTRATION: Parents / Guardians completes all required ECE / ECSE forms

FILE REVIEW: ECE / ECSE staff reviews student's file for accuracy prior to awarding Approval Letter

DATA ENTRY: ECE / ECSE staff enters student's data into the ECE / ECSE database. ECE / ECSE staff enters student data into the SIS system

FILE MANAGEMENT: ECE / ECSE prepares and process students file folders for distribution to schools

End

* * * E n d   o f   p r o c e d u r e * * *

REGISTRATION FOR RETURNING EARLY CHILDHOOD EDUCATION STUDENTS PROCEDURE
(ECE-E004)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process for the registration of Returning ECE Students in Saint Louis Public Schools

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Assistant Superintendent for ECE/ ECSE

2.2 Principal

2.3 Parent

2.4 Guardian

2.5 Student

2.6 Teacher

2.7 School Secretary

2.8 ECE / ECSE Clerk Typist

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Assistant Superintendent for ECE/ ECSE

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 ECE – Early Childhood Education

4.3 ECSE – Early Childhood Special Education

4.4 ITR – Intent to Return

5.0 PROCEDURE:

5.1 During the Month of February, School Staff will assist "returning families with completing the Intent to Return Form

5.2 School Staff forwards Intent to Return (ITR) information to the ECE / ECSE Office

a)   ITR data is used in support of determining available seats for the upcoming school year

5.3 During the month of February all returning families must provide the following the documents to the school

a)   RE-Entry registration form

b)   Parent Agreement form

    c)   HIPAA release of health information

    d)   Risk Assessment for TB

    e)   Birth Certificate

5.4   During the month of August all returning families must provide the following the documents to the school

    a)   Updated Proof of residency – current unpaid utility bill

    b)   Updated Proof of Annual Income

          5.4.b.1 Current tax return, or;

          5.4.b.2 TANF Letter, or;

          5.4.b.3 SSI Letter / Statement, or;

          5.4.b.4 Current Food Stamp Summary

    c)   Any missing Health Required documents

5.5 **TRANSFER STUDENTS**
    a)   Families that are planning to transfer their child to another school should complete a parental request form and fax it, 314-244-1705 to the EC/ECSE office. Parents must make request for transfer and indicate what school.

5.6 **DATA ENTRY PROCESS**

5.7 ECE / ECSE Staff maintains ECE / ECSE data entry files / spreadsheets for the following data points

    a)   Returning Students

    b)   Magnet Schools Students

    c)   Special Education Students

    d)   Head Start Students

    e)   ELL Students

5.8 Once all ECE / ECSE Students are assigned to class within the Student Information System (SIS); the ECE / ECSE Staff will generate a daily SIS report called ROSS5

5.9 Data from the SIS5 report is uploaded into the ECE / ECSE Pre-K Daily Stats report.

5.10 **FILE MANAGEMENT PROCESS**

    a)   .ECE / ECSE staff updates returning students file folders

    b)   Each folder is labeled

          5.10.b.1 ECE / ECSE Office folder contains original documents

          5.10.b.2 School folder contains copies of the documents

          5.10.b.3 Files are recorded in the database

5.10.b.4 Completed file folders are kept in the ECE / ECSE Office

6.0 ASSOCIATED DOCUMENTS:

6.1 SLPS ECE / ECSE Students Registration Manual

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

8.0 RECORD RETENTION TABLE:

Identification	**Rev**	**Description of Revision**

12.0 FLOWCHART:

9.1 Flowchart detailing this process can be found on the next page.

During the Month of February, School Staff will assist "returning families with completing the Intent to Return Form

During the month of February, complete all applicable ECE / ECSE forms related to returning students

During the month of August, all returning families must provide applicable proof of annual income, residency, and any missing Health documents

TRANSFERS: If a child is to transfer to another school, the Parent / Guardian should complete a parental request form and fax it, 314-244-1705 to the EC/ECSE office

DATA ENTRY: ECE / ECSE staff updates student's data within the ECE / ECSE database. School Secretaries enter student data into the Sis system

FILE MANAGEMENT: ECE / ECSE update and process students file folders for distribution to schools

End

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INITIAL EVALUATION PROCESS – AGENCY REFERRAL PROCEDURE (SPED-P001)
Academic Office

1.0 SCOPE:

    1.1 This procedure discusses the procedures for the Initial Evaluation Process – Agency Referral for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

    2.1 Student

    2.2 Parents

    2.3 Agency

    2.4 Special Education Department

3.0 APPROVAL AUTHORITY:

    _____ _____
    Signature   Date

    3.1 Director for Special Education

4.0 DEFINITIONS:

    4.1 SLPS – Saint Louis Public Schools

    4.2 LEA – Local Education Agency

5.0 PROCEDURE:

    5.1 Student Participates in pre-referral strategies and process in general education Strategies

    5.2 Agency Determines if there is reason to suspect a disability

    5.3 **If YES**; this is the date of referral for special education. Provide Procedural Safeguards with 5 schools days; **GOTO 5.4**

        a) **If NO**; LEA continues to provide interventions within general education settings

    5.4 Conduct a Review of Existing Data <u>within 30 calendar days</u> of referral. This starts the evaluation process

    5.5 If no additional data needed – provide parents prior written notice of Action for initial Evaluation; **GOTO 5.6**

        a) If Additional Data needed – provide Parents Prior written Notice of Action for initial evaluation

        b) Receive written consent from parent / guardian

        c) Conduct Evaluation; **GOTO 5.7**

    5.6 Receive written consent from parent / guardian

5.7 Conduct Eligibility Determination Meeting <u>within 60 calendar days</u> of receipt of consent for initial evaluation

    a) **For Eligible students**, develop IEP within <u>30 calendar days</u> of eligibility determination; provide parent with prior written Notice of action for initial services <u>and</u> an Evaluation Report; **OR**

    b) For Ineligible Students provide parent with prior written Notice of Action – ineligibility <u>and</u> an Evaluation Report

6.0 ASSOCIATED DOCUMENTS:

6.1

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

10.0   REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
10/30/19	A	Initial Release

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INITIAL EVALUATION PROCESS – PARENT REFERRAL PROCEDURE (SPED-P002)

Academic Office

1.0 SCOPE:

1.1 This procedure discusses the procedures for the Initial Evaluation Process – Parent Referral for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Student

2.2 Parents

2.3 Special Education Department

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Director for Special Education

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 SPED – Special Education Department

5.0 PROCEDURE:

5.1 SPED receives a parent referral (verbal or written) Determines if there is reason to suspect a disability; **OR**

　　a) For ECSE: Referrals from First Steps are parent referrals; referrals from outside agencies such as Head Start, PAT or childcare providers require parent contact to determine if parent desires referral.

5.2 Provide procedural safeguards within 5 school days of parent request.

5.3 SPED staff determines if there is a reason to suspect a disability.

5.4 **If THERE IS**, **A REASON** to suspect a disability a Review of Existing Data is conducted within 30 calendar days of parent referral. This starts the evaluation process.; **GOTO 5.5**

　　a) **If THERE IS NO REASON** to suspect a disability, provide the parent with a Notice of Action – Refused within 30 calendar days of parent referral. If no additional data needed – provide parents prior written notice of Action for initial Evaluation; **GO TO 5.6**

5.5 If Additional Data needed – provide Parents Prior written Notice of Action for initial evaluation

　　a) Receive written consent from parent / guardian

　　b) Conduct Evaluation; **GOTO 5.7**

5.6 Receive written consent from parent / guardian

5.7 Conduct Eligibility Determination Meeting <u>within 60 calendar days</u> of receipt of consent for initial evaluation

   a) **FOR ELIGIBLE STUDENTS** develop IEP within <u>30 calendar days</u> of eligibility determination; provide parent with prior written Notice of action for initial services <u>and</u> an Evaluation Report; **OR**

   b) FOR INELIGIBLE STUDENTS provide parent with prior written Notice of Action – ineligibility <u>and</u> an Evaluation Report

6.0 ASSOCIATED DOCUMENTS:

6.1

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**

11.0   REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
11/1/19	A	Initial Release

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PRINCIPAL AND ASSISTANT PRINCIPAL INFORMATION/ MEETING REQUEST PROCEDURE
(LDV-P001)
Academic Office

1.0 SCOPE:

1.1 This procedure is applicable when principals and/or assistant principals are requested to attend a meeting, submit a report, or respond in any way to Central Office personnel.

2.0 RESPONSIBILITY:

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.1 Deputy Superintendent for Academics

2.2 Network Superintendents

2.3 Director for Leadership Development

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent for Academics

_____ _____
Signature   Date

4.0 DEFINITIONS:

4.1 n/a

5.0 PROCEDURE:

5.1 The **request for information** should be submitted to the Chief Academic Office and not directly to the building level administrator.

    a)   The Chief Academic Office determines the feasibility of the request and forwards the request to either the appropriate Central Office Division or to the Network Superintendents and/or the building level administrator.

5.2 The **request for report** should be submitted to the Chief Academic Office and not directly to the building level administrator.

    a)   The Chief Academic Office determines the feasibility of the request and forwards the request to either the appropriate Central Office Division or to the Network Superintendents and/or the building level administrator.

5.3 The **request for meetings of any type** should be submitted to the Chief Academic Office and not directly to the building level administrator.

    a)   The Chief Academic Office determines the feasibility of the request and forwards the request to the Leadership Development Office to calendar any such actions.

5.4 The **request for placement on the agenda of the regularly scheduled Leadership Development Professional Learning Experience (PLE**) **for principals and assistant principals** should be submitted to the Leadership Development Office.

    a)   The Leadership Development Office fields the requests and submits the agenda to the Chief Academic Office with collaborative approval.

b) All requests must be submitted no later than 3 weeks prior to the regularly scheduled Leadership Development Professional Learning Experience (PLE) per the calendar set at the beginning of the fiscal year.

6.0 ASSOCIATED DOCUMENTS:

6.1 Request for Information / Report from Building Leadership (LDV-AD001)

6.2 Request for Meeting Building Leadership (LDV-AD002)

6.3 Request for Placement on the Agenda (LDV-AD003)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
AD001	Electronic	Permanent	Permanent	Electronic
AD002	Electronic	Permanent	Permanent	Electronic
AD003	Electronic	Permanent	Permanent	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/01/2008	A	Initial Release
09/27/2019	B	Revision

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CONTACT HOURS PROCEDURE
(PDV-P002)
Academic Office

1.0 SCOPE:

1.1 This procedure discusses the process that is used to report professional development contact hours for Saint Louis Public Schools

2.0 RESPONSIBILITY:

2.1 Department Heads

3.0 APPROVAL AUTHORITY:

_____ _____

Signature   Date

3.1 Director for Professional Development

3.2 PD Specialist- MyLearningPlan/Frontline

3.3 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 DESE – Department of Elementary and Secondary Education

5.0 PROCEDURE:

5.1 Site staff records professional development hours on the professional development contact hour log within MyLearningPlan/Frontline.

5.2 Copies of the logs are documented within the MyLearningPlan/Frontline system and are verified by the principals.

6.0 ASSOCIATED DOCUMENTS:

6.1 Contact hour log

6.2 Individual Professional Development Plan (IPDP)

6.3 Mentor Logs (as applicable)

6.4 Professional Development Portfolio

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Contact hour Log	Electronic	5 years	Deletion	Electronic
IDP Plan	Electronic	5 years	Deletion	Electronic
Mentor Log	Electronic	5years	Deletion	Electronic

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/01/2008	A	Initial Release
09/27/2019	B	Revision

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CALENDERING PROFESSIONAL DEVELOPMENT
(PDV-W001)
Academic Office

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to schedule/ calendar professional development for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Department Heads

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

3.1 Director for Prof Development

3.2 PD Specialist- MyLearningPlan/Frontline

3.3 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 Go to the MyLearningPlan/Frontline website.

5.2 Select "Professional Development Offerings".

5.3 Enter in the calendar: event, date (mm-dd-yy format), title, target audience, start and stop time (24hr format – 3:00 p.m. = 15:00), location w/ address, room, contact person and phone number, and division. Multiple events can be input at one time. Any revisions should be reported monthly.

5.4 Reserve / secure the room and obtain district authorization before submitting to professional development.

5.5 Enter professional development on an ongoing basis.

6.0 ASSOCIATED DOCUMENTS:

N/A

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/01/2008	A	Initial Release
09/27/2019	B	Revision

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SUMMARY & REPORTING CALENDER REPORT
(PDV-W002)
Academic Office

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to consolidate the professional development calendar for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Director for Prof Development

2.2 PD Specialist- MyLearningPlan/Frontline

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Director for Prof Development

3.2 PD Specialist- MyLearningPlan/Frontline

3.3 Deputy Superintendent for Academics / CAO

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 Go to the MyLearningPlan/Frontline website.

5.2 Select "Report".

5.3 Enter the selection criteria and run report.

6.0 ASSOCIATED DOCUMENTS:

6.1 Event sign-in sheets

7.0 RECORD RETENTION TABLE

Identification	Storage	Retention	Disposition	Protection
Event sign-in Sheets	Electronic	1 year	Discard after 1 year	Secured Electronic File

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/01/2008	A	Initial Release
09/27/2019	B	Revision

* * * E n d   o f   p r o c e d u r e * * *