**SofCon Policies & Procedures** V1.0

*School of Consciousness - 2025/2026*

**Background Check Policy**

All facilitators, contractors, and regular volunteers working directly with children at SofCon are subject to a background check. We conduct state and national checks as well as personal reference verification to ensure the safety and well-being of every child in our care. Individuals with a history of violent or sexual offenses will not be permitted to work with children. All records are kept confidential.

**Emergency Action Plan**

In the event of an emergency, the following procedures will be followed:

**Fire**: Evacuate the building calmly and meet at the designated outdoor gathering point. Attendance will be taken immediately.

**Injury**: Basic first aid will be administered by staff. Parents will be contacted. If necessary, emergency services will be called.

**Weather Emergency**: Shelter in place following the severe weather plan. Parents will be contacted as soon as it is safe to do so.

**Lockdown**: In case of external threat or danger, staff will initiate lockdown procedures and keep children safely secured indoors.

Emergency plans are reviewed with staff and volunteers and shared with parents each year.

**Recordkeeping Policy**

SofCon maintains instructional records, attendance logs, and samples of student work to support families in meeting Missouri homeschool requirements. While parents remain legally responsible for compliance, our documentation includes:

* Daily attendance and activity logs
* Work samples and creative projects
* Informal progress observations

These records are available to parents upon request and can be used to support their own portfolio or reporting needs.

**Non-Discrimination Statement**

SofCon does not discriminate on the basis of race, color, national origin, religion, gender, gender identity, sexual orientation, disability, or family structure. We are committed to creating a welcoming and inclusive learning environment for all families.

**Photo/Video Release**

Photos and short videos may be taken during the year to document and celebrate student learning. These may be used in newsletters, social media, and promotional materials. Parents will be asked to sign a media release form during enrollment and may opt out at any time.

**Tuition Assistance Policy**

We believe every child deserves access to conscious, holistic education. Limited scholarship funds and work-trade opportunities are available for families in need. Requests are considered on a case-by-case basis. To apply, please contact us directly and submit a simple written request.

**Conflict Resolution Policy**

When conflicts arise, we approach them with empathy, curiosity, and a commitment to resolution. We encourage:

1. Direct, respectful communication
2. Facilitated dialogue, if needed
3. Involvement of SofCon leadership if the issue remains unresolved

Our goal is to maintain a harmonious and supportive learning community for all.

**Field Trip Permission Policy**

Parents will be notified in advance of all off-site activities. A general permission form will be signed at enrollment, with additional consent forms issued as needed for higher-risk trips. Families are responsible for transportation unless otherwise arranged.

For questions or clarification about any of these policies, please contact us directly. We’re here to build a conscious, transparent, and thriving learning environment together.