**SofCon Policies & Procedures V1.2**
School of Consciousness - 2025/2026

**Background Check Policy**

To protect the safety and well-being of all children in our community, SofCon requires background checks for certain adults participating in program activities.

**Who Requires a Background Check:**

* All paid facilitators and staff
* Volunteer drivers transporting children other than their own
* Regular volunteers (defined as individuals assisting with students more than twice per month)

**Who Does Not Require a Background Check:**

* Parents/guardians solely supervising their own child during occasional events (e.g., festivals, open houses)
* Visitors attending short, public, or whole-family community gatherings without supervisory duties

**Scope of Background Check:** Background screening may include, but is not limited to:

* State and national criminal history records
* Sex offender registry checks
* Personal reference verification (if applicable)

**Authorization:** Background checks will only be conducted with the signed consent of the applicant. Information obtained will remain confidential and used solely for safeguarding the community.

**Failure to Complete or Pass:** SofCon reserves the right to deny or limit participation in roles involving student supervision if an individual declines to undergo a background check, or if screening results indicate safety concerns.

**Review:** All background check policies and procedures are reviewed annually by SofCon leadership and updated as needed.

**Emergency Action Plan**

In the event of an emergency or crisis situation, the following procedures will be followed to prioritize the safety, security, and well-being of all children and staff:

**Fire Emergency**

* Calm evacuation to the designated outdoor gathering point.
* Attendance will be taken immediately.
* 911 will be called if needed.
* Families will be notified once safety is secured.

**Medical Emergency**

* Administer basic first aid on-site when appropriate.
* If serious, 911 will be called immediately.
* Parents/guardians will be contacted without delay.
* A staff member will accompany any child transported by emergency services until the parent arrives.

**Weather Emergency**

* Shelter in place following the severe weather plan (designated shelter areas).
* Keep children calm and occupied.
* Parents will be contacted as soon as it is safe to do so.

**Lockdown/Evacuation (External Threat)**

* Immediate lockdown procedures will be initiated:
	+ Secure all external doors.
	+ Move children to designated secure areas.
	+ Lights off, silence maintained until all-clear is given by authorities.
* If ordered to evacuate by authorities, staff will relocate children to the secondary evacuation site (location provided to parents at enrollment).
* Parents will be contacted once children are safe.

**Behavioral Crisis Response**

* If a child's behavior creates a safety threat to themselves, other children, or staff:
	+ Calm intervention and removal from the group if needed.
	+ Immediate parent/guardian contact for pickup.
	+ Incident documented internally.
* SofCon reserves the right to request temporary suspension of attendance pending a review meeting with the family.

**Missing or Wandering Child**

* Immediate search of the facility and surrounding grounds initiated by staff.
* 911 called if the child is not located within 5 minutes.
* Parent/guardian contacted immediately.
* Lockdown or facility-wide alert issued if appropriate.

**Communication with Parents**

* In any emergency or significant incident, families will be contacted as soon as safely possible.
* Updates will be provided through designated communication channels (phone call, text alert, email depending on situation).

**Annual Review and Training**

* All emergency and crisis procedures are reviewed annually with all staff and volunteers.
* Families are oriented to basic emergency plans at the beginning of each year.
* Drills (fire, lockdown, weather) will be conducted at least twice per year.

**Recordkeeping Policy**

SofCon maintains instructional records, attendance logs, and samples of student work to support families in meeting Missouri homeschool requirements. Documentation includes:

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

Records are available to parents upon request.

**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.

 **Mandated Reporter Policy**

SofCon is committed to the safety and well-being of all children. As required by Missouri law, certain individuals are considered "mandated reporters" and must report suspected child abuse or neglect to the proper authorities.

**Who is a Mandated Reporter at SofCon:**

* All paid facilitators, contractors, or regular volunteers who have direct and ongoing contact with children.

**Reporting Obligation:** If a mandated reporter at SofCon has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes a child being subjected to conditions that would reasonably result in abuse or neglect, they must:

* Immediately report the concern to the Missouri Child Abuse and Neglect Hotline: 1-800-392-3738.
* Notify SofCon leadership (Director) that a report has been made.

**Confidentiality:** Reports made in good faith are confidential and protected by law. The identity of the reporter will not be disclosed except as required by law.

**Failure to Report:** Failure to make a required report can result in legal penalties under Missouri law. SofCon takes mandated reporting seriously and expects full compliance.

**Training:** All facilitators and regular volunteers will receive basic information regarding their obligations as mandated reporters during onboarding.

**Definitions:**

* **Abuse:** Physical injury, sexual abuse, emotional harm, or failure to provide necessary care that causes harm to the child.
* **Neglect:** Failure to provide for a child's basic needs, including adequate supervision, food, shelter, clothing, or medical care.

**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. A media release form will be signed during enrollment. Parents 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. Requests are considered case-by-case. Contact us to submit a simple written application.

**Conflict Resolution Policy**

When conflicts arise, SofCon encourages:

1. Direct, respectful communication between involved parties
2. Facilitated dialogue with a neutral guide if needed
3. Involvement of SofCon leadership if unresolved

Our goal is to maintain a harmonious, conscious community.

**Field Trip Permission Policy**

Parents will be notified of all off-site activities in advance. A general permission form is signed at enrollment. Additional consent may be required for higher-risk trips. Families are responsible for transportation unless otherwise arranged.

**Behavioral Expectations Policy**

SofCon is a group learning environment focused on rhythm, relationship, and reverence. Children must be able to participate safely in group activities without continuous 1:1 intervention.

* If a child's behavior consistently endangers the emotional or physical safety of the group, a collaborative plan will be created with parents.
* If necessary, SofCon reserves the right to pause or terminate enrollment to protect the field.

Full Family Screening & Behavioral Management Development Policy available.

**Parent Partnership Expectations Policy**

SofCon is a community-centered learning environment where families are active participants in the education and well-being of their children and the broader field.

In enrolling at SofCon, families agree to the following principles of partnership:

**Commitment to Home Support**

* Maintain daily and seasonal rhythms at home that align with SofCon’s philosophy of balance between structure, creativity, rest, and exploration.
* Foster emotional literacy and conscious communication practices at home.
* Understand that SofCon is a co-educational journey; parents are not outsourcing education but partnering in it.

**Participation and Engagement**

* Attend orientation meetings, parent gatherings, and scheduled check-ins as requested.
* Volunteer when able for community events, field trips, special activities, or support days.
* Stay actively connected to classroom communications (newsletters, notices, calendars).

**Modeling Conscious Behavior**

* Approach children, staff, and other families with respect, empathy, and open-hearted communication.
* Practice emotional regulation and conflict resolution modeled on SofCon’s community agreements.
* Support the energetic field by bringing concerns directly and respectfully to leadership.

**Responsiveness and Collaboration**

* Inform SofCon leadership of any significant changes at home that may affect a child’s behavior, emotional state, or participation.
* Partner with SofCon staff in any behavioral support plans or individual accommodations deemed necessary.
* Respond promptly to communication about child well-being or emergency situations.

**Shared Stewardship**

* Recognize that tuition is an investment in the entire field, not a fee-for-service exchange.
* Honor the financial transparency and stewardship principles of SofCon.
* See themselves as co-creators of a thriving, sacred educational community.

**Non-Compliance**

If a parent consistently disregards partnership expectations — including disrespectful communication, refusal to collaborate, or repeated disruption of the field — SofCon reserves the right to review enrollment status in the best interest of the community.

**Withdrawal Policy**

Families may withdraw from SofCon with two weeks' written notice.

* Refunds will be prorated if withdrawal occurs before mid-term.
* No refunds will be issued after the midpoint of the session unless extraordinary circumstances arise.
* SofCon reserves the right to request withdrawal if a family's needs or behavior significantly disrupt the group field.

**Financial Transparency Statement**

SofCon operates as a 501(c)(3) nonprofit. All tuition, donations, and grants are directed toward fulfilling our educational mission.

Annual financial reports will be made available to the community, outlining major income and expense categories. We are committed to open, conscious stewardship of all resources.

For questions or clarification about any of these policies, please contact us directly. Together, we are building a conscious, transparent, and thriving learning environment.