



Vendor Policy

The provisions of this policy do not constitute a contract, express or implied, between the vendor and Alexandria Country Day School and does not replace the School's Policy Manual, Employee Handbook or School Handbook. Further, while every effort was made to ensure that this is a complete document, there may be omissions or mistakes. The School retains the right to change any of its rules, procedures and regulations at any time, with or without notice.

The right to change a vendor's relationship, role and responsibilities, determine student schedules, collect monies and to impose facility usage fees to vendors is reserved by Alexandria Country Day School and the Head of School who will make final interpretations regarding all school documents, rules and procedures. Upon receipt of this policy, the vendor assumes responsibility for understanding its contents and agrees to adhere to all rules and regulations.

I. EXPECTATION OF PRIVACY

Vendors should expect no privacy regarding Alexandria Country Day School, its families, students. Vendors are required to follow the school's Acceptable Use Policy. The use of the school's electronic systems, including computers, fax machines, telephones, and all forms of Internet/Intranet access, is for school business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in an expense to the school. Electronic communication should not be used to solicit or sell products or services that are unrelated to the school's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace. Use of school computers, networks, and Internet access is a privilege granted by Country Day School.

II. PRINTER AND COPY MACHINES

Vendors are prohibited from using the school's printers and copy machines.

III. STUDENT SUPERVISION

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Vendors are expected to actively supervise the students in their charge. *Active Supervision* expectations include but are not limited to movement around the room/area to keep proximity with students, and she/he will scan the room/area frequently to assess where instruction, re-direction, or feedback is most necessary. *Active Supervision* is a proactive approach used in school settings to ensure safety and reduce problem behaviors from occurring. By scanning and moving around the area while interacting with students, the educator decreases the probability of inappropriate behavior or of an accident occurring.

IV. ATTIRE

As representatives of the school, vendors should remember that their appearance is a direct reflection on the level of respect he/she anticipates, and the level of professionalism Country Day expects from its employees. All employees and vendors should be appropriately groomed and dressed. For these reasons, vendor employees' attire will follow the same expectations as Country Day employees.

V. SCHOOL KEYS

All school keys, fobs, and entry cards are property of Alexandria Country Day School

- Appropriate keys, fobs, and entry cards will be distributed after all necessary vendor information is received by the School's Business Office and should be returned to the Business Office at the close of the school year.
- If a vendor loses a key, fob or entry card, he/she should notify the Director of Business and Operations.
- The vendor will be assessed \$4.00 for each new key and \$25.00 for each new fob and entry card

VI. USE OF SCHOOL DIRECTORY INFORMATION

The School Directory and its contents are the property of Alexandria Country Day School and may not be used by a vendor or consultant to distribute correspondence to Country Day families (through a letter, email, text, etc.) during the School's relationship with the vendor, or after the vendor's or consultant's separation from the relationship whether the separation is by resignation or is involuntary.

The School Directory and email addresses are to be used for official Country Day School business. The School does not make the directory available to any person or vendor for advertising or fundraising. The use of the School's email lists and/or Directory information by vendors is prohibited.

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Once a decision about an employee's, vendor's or consultant's relationship with Country Day or separation from employment has been established, whether the separation is by resignation or is voluntary by an employee, vendor or consultant, the Head of School shall have final decision-making authority over whether correspondence may be provided to members of the school community, what members of the school community may be provided the correspondence, and the precise wording of the correspondence. The status of a vendor, employee and any other employment matters or vendor relationships should not be discussed personally with members of the school community unless it is pre-approved by the Head of School.

Correspondence with members of the school community shall never include solicitations for any business or services of any kind.

VII. FRATERNIZING WITH THE BOARD OF TRUSTEES, PARENTS, CO-WORKERS, AND STUDENTS

Country Day School does not intend to dictate vendor or employee choices regarding their personal life; however, courts, coworkers and constituents are holding schools to higher standards to insure a fair, conflict-free workplace and a school free of social conflict for their children. To that end, vendors must be mindful of the complications that arise when vendors become overly involved with Board members, school employees and/or school families.

Vendors may encounter confidential health, education and family information that must remain private. Any personal relationship that interferes with the school's culture of teamwork, the harmonious educational environment, the productivity of school employees, or the wellbeing, health, and safety of Country Day students will not be tolerated. Vendors should expect disciplinary action up to and including termination of the vendor relationship.

VIII. ACCEPTING AND SOLICITING GIFTS

Vendors at Alexandria Country Day School owe a professional responsibility to the patrons and children of the School. High personal and professional standards are critical in fulfilling this responsibility. Vendors will set the highest ethical standards in their relationship with the school.

Since, Alexandria Country Day was granted 501(c)(3) status by the Internal Revenue Service. Vendors should remember at all times that they are guests at Country Day and shall not accept or solicit any gift, favor, or service that might reasonably tend to influence them or appear to influence them in the discharge of their official duties or that they know is being offered with the intent to

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influence their official conduct. Vendors shall not intentionally or knowingly solicit, accept or agree to accept any gift, favor or service for having exercised their contracted duties.

The School will not allow any external organizations access to the school for purposes of solicitations, collections, membership drives, political campaigning, vending, raffles or the distribution of literature. Vendors are not allowed to set up product displays on campus including faculty and/or staff workrooms, lounges, hallways, classrooms or offices.

IX. DRUG FREE WORKPLACE

Alexandria Country Day School is committed to providing a safe, healthy, and efficient working environment for all members of the community. Vendors are expected and required to report to school on time and in appropriate mental and physical condition for work. To help achieve this goal, vendors are prohibited from:

Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug; consuming alcoholic beverages while on school premises (except in the case of approved events) or while on school business or time, bringing unapproved alcohol onto school premises, or being on campus while under the influence of alcohol; Abusing or possessing prescription drugs that have not been prescribed for the employee by a physician.

At school approved events, all employees and vendors are expected to maintain full sobriety and to role model appropriate behavior at all times. Employees and vendors using prescription drugs according to a physician's instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs would impair their physical, mental, emotional, or other faculties, notify the Head of School.

When there is evidence to reasonably suspect that a vendor or an employee has reported to work or is working impaired due to alcohol or drugs, the vendor or employee may be asked to submit to alcohol and drug testing. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered as being "under the influence." Any vendor or employee involved in either a job-related accident or incident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, may be asked to submit to alcohol and drug testing. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination of the vendor relationship.

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All vendors of Alexandria Country Day School must, as a condition of their agreement, abide by the terms of this policy, submit to drug and alcohol testing when requested, and report any conviction under a criminal drug statute for violations occurring on or off school premises while conducting school business. A report of a conviction must be made to the Director of Business and Operations within five days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988

A vendor or employee who violates this policy is subject to corrective action up to, and including, termination of employment or termination of the vendor relationship.

X. TOBACCO FREE WORKPLACE

Country Day prohibits its vendors and employees from using tobacco products on campus or at school-sponsored events that are held off campus. The campus and all school-sponsored events are officially designated “tobacco-free.” Vendors and employees must leave the school’s property or school sponsored event to use tobacco products.

All vendors and employees share in the responsibility of adhering to and enforcing this tobacco-free rule. At the discretion of the Head of School, violation of the tobacco-free rule will result in disciplinary action, up to and including termination of employment or vendor relationship.

XI. WEAPONS

The school does not allow weapons of any type on school premises, while attending school events or functions, or while conducting business on behalf of the school. In addition, weapons are not allowed in vehicles that are brought onto the school’s premises.

Any vendor or employee who has knowledge of a person other than a police officer having a weapon on school property must immediately report it to the campus security officer or to the Head of School. Violation of this policy will result in disciplinary action, up to and including termination of employment or vendor relationship.

XII. STUDENT INJURY AT SCHOOL OR SCHOOL RELATED ACTIVITY

When a student has been injured, follow CPR and first aid guidelines. Generally, school injuries are minor. First, assess the situation. If minor, assist the student, conduct first aid and/or take the student to the Infirmary. If the injury or situation appears to be more than minor, (i.e. loss of consciousness, seizure, possible bone break, significant loss of blood etc.),

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remain with the student, dial 911, follow CPR and first aid guidelines and send another person to contact the Head of School. A student with suspected head, neck, or back injury should **not be moved**. Remain with the student, dial 911, follow CPR and first aid guidelines and send another person to contact the Head of School. Stay with an injured student until the student is in the Infirmary or under the care of a professional.

An Accident Report must be completed online -- see Accident Report below for instructions. As soon as possible, send the report to the Division Head. The Division Head will contact the student's parents.

Once Division Heads have left for the day, the Director of After School Programs or the Athletic Director should be informed of injuries and will call parents if necessary and will remain with the student as needed.

a. *ACCIDENT REPORT*

The online *Accident Report* is the official documentation of the circumstances of the accident and the action taken. This form is essential for multiple reasons including insurance coverage. This form should be completed on the same day as the injury. Part-time athletic coaches will complete the written Accident Report shown in the Coaches Handbook. This written report will be turned in to the Athletic Director who will use the information to complete the online Accident Report. This process must be completed **within 24 hours of the accident**.

After handing the student off to the Division Office or EMS, all employees must complete an online *Accident Report*.

XIII. RECOGNIZING CHILD ABUSE

Alexandria Country Day School, in accordance with the Louisiana Family Code, must report any suspected case of physical, sexual, and emotional abuse and/or neglect of children under the age of 18. The definitions of such abuse are as follows:

- a. ***Physical Abuse*** – Any physical, non-accidental injury or injuries sustained by a child because of malicious acts by a parent or guardian who has permanent or temporary custody or responsibility for supervision of the child.
- b. ***Child Neglect*** – Any act or acts by any parent or other person who has the permanent or temporary custody, care, or responsibility for supervision of the child who fails to act necessary to provide adequate nutrition, clothing, shelter, supervision or medical care.

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- c. **Sexual Abuse** – Any act or acts by any parent or other person who has permanent or temporary care, custody, responsibility for supervision or contact of the child involving sexual molestation or exploitation. These acts include, but are not limited to, incest, rape, sodomy, carnal knowledge, and any other unnatural or perverted sexual practices.
- d. **Emotional Abuse** – Any act or acts by any parent or other person who has the permanent or temporary care, custody, or responsibility for the supervision of the child that is excessive, aggressive, or places unreasonable demands on the child. These include, but are not limited to, constant teasing, belittling, verbal attacks, or insufficient support or guidance.

XIV. REPORTING CHILD ABUSE – SCHOOL PROCEDURE

- a. Notify the Head of School of any suspected case of child abuse and/or neglect.
- b. In Louisiana, all professionals are legally obligated to report child abuse or neglect no later than the 48th hour after the professional first suspects that the child has been or may be abused or neglected. Louisiana Children’s Code Article 603
 - i. A professional may not delegate to or rely on another person to make the report.
 - ii. Child abuse or neglect may be reported to local law enforcement, to the Department of Protective and Regulatory Services (DPRS) local office, or to the 24-hour Abuse Hotline (1-800-252-5400).
 - iii. The employee making the report will identify the name and address of the child; the name and address of the person responsible for the care, custody, or welfare of the child; and any other pertinent information concerning the alleged or suspected abuse or neglect.
 - iv. DPRS will give the person making the report a case number. This case number is extremely important and must be kept by the employee and the school for future reference. This case number provides proof that the employee reported the alleged actions.
 - v. Failure to report suspected physical or mental abuse or neglect of a child is a Class B misdemeanor.
 - vi. Further, if an officer from CPS arrives on our campus, the employee must direct the CPS employee to the Head of School’s office.

XV. VENDOR REQUIREMENTS

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1. BACKGROUND CHECK

Local, state and national background check.

2. TRAINING

All vendors and employees will receive training in **Cardiopulmonary Resuscitation, (CPR) and Blood Borne Pathergies** on a two-year rotating cycle. If vendor or employees miss the training provided by the School, they must attend a Business Office approved certified course within 30 days of the original training date or risk separation from Country Day.

3. CERTIFICATE OF INSURANCE

The Country Day Business Office will confirm that every vendor carries insurance coverage for activities performed for the school. Proof of these coverages must be provided via a certificate of insurance. Certificates will be reviewed by the School's P&C broker.

- a. **Commercial General Liability Insurance.** Covers claim or loss for bodily injury and property damage, independent contractor's liability, contractual liability, product liability, and completed operations liability and Country Day School named as an "additional insured" on the vendor's policies. Vendor must carry least \$1 million per occurrence and \$2 million annual aggregate.
- b. **Workers' Compensation.** Vendor must carry Workers' Compensation Insurance. It protects the contracted employee and the vendor after an on-the-job injury.
- c. **Automobile Liability.** Vendor must carry Automobile Liability Insurance. Liability Insurance protection is necessary when a vendor drives a vehicle on or to the School's property in performance of their job, including transporting school employees, students, and volunteers. The vendor's liability insurance policy should include coverage for both owned and hired vehicles.
- d. **Cyber Risk Insurance.** Vendor must carry Cyber Risk Insurance. Cyber Risk Insurance is critical when a vendor stores or has access to Country Day School's sensitive and protected data. The vendor's coverage should provide protection not only for malicious behavior, but human error of vendor employees.
- e. **Professional Liability.** Professional Liability Insurance is additional and specific coverage for vendors with a professional designation or

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certification, such as educational testing, medical professionals, engineers, special education specialists, architects, etc.

- f. **Umbrella or Excess Liability Coverage.** Vendors must maintain umbrella liability insurance coverage. As the name implies, this protection is “over” the underlying policies and extends the limits. The underlying policies typically are general liability, automobile liability, professional liability, and workers’ compensation.

4. CURRICULUM

Written description of curriculum, resources used, and expected goals and expectations.

5. ROSTERS

A copy of all student rosters with updates as they occur.

6. SIGNED VENDOR AGREEMENT

Yearly, a vendor agreement must be signed and on file in the Business Office.

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