



North Side   
Community  
*Education Beyond  
Expectations* School

## Parent/Guardian & Student Handbook

2024-2025 School Year

### Our Mission

The mission of North Side — a charter school serving urban neighborhoods — is to improve each student's opportunities in education and in life by developing the skills, knowledge, and personal qualities necessary for success.

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*Dear Parents/Guardians,*

*Welcome to North Side! On behalf of our dedicated staff and faculty, I would like to extend a warm welcome to you and your child. We are delighted to have you as part of our school community and are committed to providing an exceptional educational experience.*

*As the Executive Director of North Side, I am proud to lead a team of passionate educators who are dedicated to nurturing the academic, social, and emotional growth of each student. Our mission is to provide a safe, inclusive, and stimulating environment where every child can flourish and reach their full potential.*

*This Parent Handbook has been designed to provide you with essential information about our school policies, procedures, and expectations. We encourage you to familiarize yourself with its contents to ensure a smooth and successful school year. You will find information on topics such as school hours, attendance, communication channels, dress code, discipline guidelines, and much more. Our goal is to maintain a collaborative partnership between home and school, so we highly value your active involvement and support throughout your child's educational journey.*

*At North Side, we believe in the power of teamwork and open communication. We strongly encourage you to maintain regular contact with your child's teachers, attend parent-teacher conferences, and engage in school activities. We also offer various opportunities for parental involvement, such as volunteering, joining our new North Side Families Organization, or participating in school events and committees.*

*Our commitment to academic excellence is complemented by our extended day program. These opportunities help foster creativity, critical thinking, and a well-rounded education. We encourage all students to explore their interests and talents outside the classroom.*

*We value your feedback and look forward to partnering with you to create an enriching educational journey for your child.*

*Once again, welcome to North Side! Together, let us inspire, empower, and celebrate the achievements of our students.*

*Warm regards,*

*Douglas P. Thaman, Ed. D*

*'Dr. T.'*

*Executive Director*

## **SECTION 1 - GENERAL INFORMATION**

### **Governance**

North Side (North Side) is a charter public school operating independently in the City of St. Louis. North Side has a Board of Directors made up of 10 to 15 citizens volunteering their time to provide oversight to the school as the governing body. The Board works to set policy, provide governance, and ensure that the school is fiscally responsible, legally sound, and operating within the parameters of the charter. The Board meets monthly at the school throughout the school year. Board meetings are held in public with a period of open forum included for those interested in addressing comments to the Board. All Board meetings are posted following the Missouri Sunshine Law. Meetings are posted by the main entrance on each campus as well as on the School's website ([northsidecommunityschool.org](http://northsidecommunityschool.org)). Copies of the Board of Directors' By-Laws are available, by request, in the Administrative Services Office.

The Board hires the Executive Director as the chief administrative and operational officer of the school. The Executive Director hires all additional staff members. The principals are responsible for school operations, leadership of the teaching staff, curriculum and instruction, and relationships with parents and families. North Side operates under a charter sponsorship agreement with the University of Missouri St. Louis.

### **Application and Enrollment**

North Side admits students in the City of St. Louis regardless of race, ethnicity, national origin, disability, English language proficiency, gender, or income. As a neighborhood school the majority of our students are from the surrounding neighborhoods however North Side does welcome students from throughout the City of St. Louis. North Side does give preference to children with siblings currently enrolled and children of employees who live in the City of St. Louis. Prior to the start of the school year interested families submit an application for enrollment. If there are more applicants than seats available a public lottery is held ensuring all applicants a fair, equal opportunity. Following the lottery, and throughout the balance of the school year, open seats are filled on a first come basis. Openings are assessed monthly to ensure a fair and equitable opportunity for each applicant to receive admission to the school.

If the applicant's enrollment paperwork is not fully submitted by the deadline, the student application will not be placed back in the lottery. Detailed information regarding the lottery and registration process is available on the school website under the enrollment tab. You can also contact the school office.

### **Compliance with State and Federal Regulations:**

All academic programs at North Side meet the standards set by the State of Missouri and by the United States Every Student Succeeds Act (ESSA) law. All students in grades 3 through 8 take the annual state-mandated assessments. Parents of a child whose teacher does not meet the ESSA standard for a Highly Qualified Teacher will be notified.

### **School Hours**

A copy of the school calendar is included at the end of this handbook. The school hours for this school year are below.

Early Childhood Center School Hours -	8:45am – 3:30pm
Elementary School Hours -	8:30am – 3:30pm (Extended Day 3:30pm – 4:30pm)
Middle School Hours -	7:45am – 2:55pm (Extended Day 2:45pm – 3:45pm)

## Extended Day

North Side Community School’s Extended Day Program is a terrific opportunity for students to try new things, explore interests, and continue their learning. The last 5 weeks of each term North Side holds an Extended Day session for students in grades 2 through 8. While our Preschool, Kindergarten, and 1st grade students depart at the regular time, 2nd through 8th grade students experience an additional hour of various extracurricular activities. Extended Day sessions are held Monday through Thursday for 5 weeks and the dates are noted on the school calendar. Extended Day is considered part of each 2nd through 8th grade student’s school day and they are expected to remain at school and participate.

Bus transportation is provided for our 2nd through 8th grade students following their Extended Day sessions.

## Parent/Guardian Contact Information

It is crucial for us to have accurate and current information in order to ensure the safety and well-being of your child while they are in our care.

In the event of any changes to your contact information, such as a new address, phone number, or email address, please notify our school office immediately or update in Powerschool. Prompt communication of these changes will enable us to update our records accordingly and ensure that you receive important announcements, newsletters, and other relevant information from the school.

Additionally, if there are any changes to custody arrangements or legal guardianship, it is essential that you provide us with the relevant court order or legal documentation. This will allow us to comply with any custody arrangements and ensure that the appropriate individuals are granted access to your child or involved in decision-making processes, as specified by the court order. Please note, without a copy of the legal documentation we are legally unable to follow custody arrangements provided verbally or by a written note.

We understand that personal circumstances can change, and we are committed to maintaining confidentiality and respecting the privacy of all families. Please be assured that any information you provide to us will be treated with the utmost care and will only be used for official school purposes.

## SECTION 2 - POLICIES AND PROCEDURES

### Attendance and Absences

**Regular attendance is crucial and expected for your child's learning and academic progress.** As part of the commitment choosing to send your children to North Side Community School you are agreeing to ensure they are in school each day and all day (except for valid reasons such as illness, a death in the family, legal appearances, professional appointments (that cannot be scheduled at any other time), religious holidays, or other family emergencies).

Absences for reasons other than those mentioned will be classified as "unexcused" absences. It's important to note that whether an absence is excused or unexcused it still counts as an absence in reporting to the State of Missouri.

If your child needs to be absent, it is the parent's responsibility to notify the school office on the day of the absence between 7:30 a.m. and 9:00 a.m. This communication is crucial as it allows us to ensure your child's safety and account for their well-being. If your child is absent for three (3) or more consecutive days, please provide a note explaining the reason for the absence upon their return to school. All missed work should be made up within three (3) days of the student's return to school. **It's important to note that an excused absence is still an absence from school and counted as such.**

In cases where a student will be absent for an extended period, we recommend making arrangements with the classroom teacher to determine how the student can stay on track with their schoolwork. Books and assignments can be picked up at the school to facilitate this process and minimize the academic impact of prolonged absences. We kindly request that family vacations be scheduled during designated vacation times, such as holidays, spring break, and summer vacation, to minimize disruption to your child's education.

If a student exceeds three (3) absences (whether excused or unexcused), we will contact parents to discuss the situation and develop a plan to prevent further absences. When a student accumulates ten (10) absences (whether excused or unexcused), we will contact parents to discuss the situation and are required to notify the City of St. Louis Truancy Diversion Program and/or St. Louis Family Courts. When a student accumulates fifteen (15) or more absences (whether excused or unexcused) we will contact parents to discuss the situation and are again required to notify the City of St. Louis Truancy Diversion Program and/or St. Louis Family Courts as well as the Division of Family Services. Furthermore, students who accumulate more than fifteen (15) absences in a school year may not be eligible for promotion to the next grade.

## **Tardiness**

Being on time is essential to maintain a positive learning environment for all students and to ensure a smooth start to their school day.

Excessive tardiness disrupts classroom activities and hinders your child's educational experience. We kindly request your cooperation in ensuring that your child arrives at school promptly. In the event of persistent tardiness, a parent conference with the school principal will be scheduled to address and rectify the issue.

In cases where tardiness persists, we are obligated to notify the City of St. Louis Truancy Diversion Program and/or St. Louis Family Courts as well as Division of Children's Services. It is our goal to support your child's academic progress, and regular attendance and punctuality play a vital role in achieving this.

When your child is tardy, we ask that they report to the school office upon arrival to obtain a tardy slip before proceeding to their classrooms. This process helps us maintain accurate records and ensures that your child's attendance is properly documented.



## Dismissal

Just as it is important students arrive on time, students also need to be in school all day. Early dismissals interrupt your child's learning and disrupts the classroom. Requests for early dismissal should happen only in extreme emergencies. Arrangements for early dismissal must be made through the office. If your child must leave early, notify the office in the morning indicating the reason and time of dismissal. Parents, or an adult listed on the emergency contact list, must come to the office to sign the child out.

Note: Children will only be released to individuals whose names appear on the child(ren)'s emergency information form(s). **If custody issues exist, the school must have the relevant court order on file.** No child will be released to meet a parent at the car, in the parking lot, or in another part of the building.

If a child becomes ill during the day, the parent will be contacted and a decision made as to how to proceed. The office will use the emergency contact forms on file in the office to reach a parent.

**Dismissal is a very busy time and our children's safety guides all of our dismissal procedures.**

Any changes in a student's dismissal routine must be requested by the parent no later than 2:00 p.m. on the day of the requested change and approved by the office. If you call after 2:00pm, there is no guarantee that the change will be made.

Parents picking up their children in cars should wait in their cars in the pick-up lane in front of the main office building. All children picked up by parents will be escorted to their parent's car. Please DO NOT get out of your car to go to the classroom, and please DO NOT move your car out of the pick-up lane to go around cars in order to avoid waiting behind cars whose occupants are still waiting for their children.

## Cancellations, Delays, and Early Dismissals

The Executive Director may close the School, delay the opening of the School, or dismiss School early when such actions are required for the protection of the health and safety of students and employees. In regards to weather-related closings, North Side aligns with St. Louis Public Schools, unless otherwise stated by the Executive Director or Principals. The School will provide an automated call and text to the phone number on file as well as place an announcement on Class Dojo. A notice is typically broadcast on major TV stations however parents/guardians are encouraged to confirm by one of the other methods of announcement.

In the event School is closed no School related activities will be held.

## Teacher Home Visits

We believe that building the relationship between our teachers, students, and their families is a key factor in a child's academic success. One special opportunity for families to get to know their child's teacher and teachers to better learn about their students is to meet their students and families in the home environment. Our teachers contact all families before the beginning of the school-year to set-up a short home visit with their students and families. We strongly encourage all families to participate in this opportunity. If the parent prefers, the visit can be held at an alternative location.

## Special Education

North Side is 100% committed to serving students with special needs including students that have Individualized Education Programs (IEPs). We provide a free appropriate public education (FAPE) to all eligible children with disabilities. North Side meets the requirements of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the related federal and state regulations.

If your child has an IEP or a Section 504 Accommodation Plan, please notify the school and provide a copy of the plan. Our Director of Student Support Services will schedule a meeting with you to discuss the supports that can be put in place and schedule any required meetings.

## Homework

Homework not only enhances learning but also helps develop organizational skills and a sense of responsibility in students. We appreciate your support in encouraging and supervising your child's homework routine.

To ensure consistent academic progress, we have established minimum expectations for daily homework based on grade levels. For students in grades K-4, parents should count on 30-45 minutes each night for homework. Students in grades 5-8 should count on approximately 90 minutes for their homework assignments. These time frames are designed to provide a balance between academic engagement and allowing your child to engage in other activities and maintain a healthy lifestyle.

In addition to regular homework time, we strongly encourage parents/guardians to engage in nightly reading with their children. Reading together fosters a love for literature, enhances language skills, and strengthens the parent-child bond. By making reading a part of your daily routine, you can create a nurturing environment that supports your child's academic growth.

It is crucial parents/guardians take an active role in overseeing the child's homework completion. Regularly checking and reviewing your child's homework not only ensures that assignments are completed accurately but also offers an opportunity for you to engage in their learning process and provide guidance when needed. Your involvement demonstrates the importance of education and sets a positive example for your child.

## Grading System

The school follows a three-term system for grading students' progress. This system ensures that parents receive regular updates on their child's academic performance. We believe that communication between parents and teachers is essential for supporting the growth and development of our students.

**Progress Reports:** At the midpoint of each term, parents will receive a Progress Report. These reports provide an overview of the student's progress up to that point in the term. Progress Reports include a grading scale of letters and percentages, allowing parents to understand their child's performance relative to established standards. In addition to the grades, each ISR will contain written comments from the teachers, highlighting areas of strength and areas for improvement.

**Report Cards:** At the end of each term, Report Cards will be sent home to provide a comprehensive evaluation of the student's academic progress. The Report Card will include grades for each subject

area, along with an overall assessment of the student's progress towards meeting state and school standards. Written comments from the teachers will also be included to provide specific feedback on the student's performance and areas for further development.

Evaluation Criteria: Students will be assessed based on their progress towards meeting state and school standards, their performance in each subject area, and their progress in achieving personal and social development goals. Our goal is to provide a well-rounded evaluation that encompasses both academic and personal growth.

We encourage parents to maintain open lines of communication with teachers throughout the school year. If you have any concerns or questions regarding your child's progress, please feel free to schedule a meeting or reach out to the teachers. Parent-teacher conferences will be held at designated times during the year, but you can also request a meeting at any point to discuss your child's academic performance.

The specific dates for Progress Reports and Report Card release will be noted on the school calendar. Please refer to the calendar for the exact dates when these documents will be sent home. We aim to provide timely feedback to parents, ensuring that they are well-informed about their child's academic journey.

### **Parent/Guardian Conferences**

Parent-Teacher conferences provide an invaluable opportunity for parents and teachers to come together and discuss the child's progress, strengths, and areas for improvement. We highly encourage all parents/guardians to attend these meetings as they play a vital role in supporting the student's growth and development.

There are two mandatory parent-teacher conferences scheduled during the school year, one in the fall and another in the spring. These conferences serve as formal checkpoints to discuss the child's academic performance, social development, and any other pertinent matters. The specific dates for the required parent-teacher conferences, as well as any additional conference dates, are noted on the school calendar. Prior to the conference dates, your child's classroom teacher will reach out to you with conference details.

In addition to the required conferences, we recognize that individual students may have unique needs that require additional attention and discussion. Therefore, parents/guardians, teachers, or any other relevant parties involved in the student's education may request additional conferences as needed. These conferences can address specific concerns, explore strategies for academic support, or discuss any other relevant matters related to the student's well-being and progress.

### **Student Assessment (Testing)**

At North Side, student assessment plays a crucial role in our instructional program. It serves multiple purposes, including providing teachers with valuable insights into students' strengths and weaknesses, evaluating the effectiveness of our curriculum, and guiding instructional decisions tailored to individual student needs.

Everyday and weekly assessments conducted within the classroom setting form an essential component of our assessment approach. These assessments include teacher-made tests, curriculum-based tests, and teacher observations. By regularly assessing students' progress through these means, teachers gain a comprehensive understanding of their academic growth and can make

informed instructional choices.

At North Side, we utilize the NWEA (Northwest Evaluation Association) as the standardized assessment tool for elementary and middle school students. This computer-based assessment is administered three times a year: in the fall, winter, and spring. The NWEA assessment provides valuable data on students' academic performance, growth, and areas that may require additional attention.

In compliance with state requirements, students in grades 3-8 participate in the state-mandated test known as MAP (Missouri Assessment Program) in the spring of each year. This assessment provides valuable information on student achievement and serves as a benchmark to evaluate the effectiveness of our educational programs.

### Retention of Students

Retention is considered a “last resort option” and is only implemented when all strategies and efforts have been employed (see below), and the student would still benefit from additional time in their current grade. It is important to note that a student will not be retained more than once during their years at our school. It is crucial to acknowledge that NSCS is aware of the potential challenges associated with retaining students as they advance in their educational journey. To that end, NSCS rarely considers retention as a viable option for students in 4th grade or beyond.

If concerns arise regarding a student's academic progress, the following steps will be taken:

1. The teacher will bring their concerns to the School Principal for review and discussion.
2. The teacher will notify the parent regarding the student's challenges and their concerns. This communication will occur as early as possible, but no later than the last day of the Second Trimester.
3. The teacher will present their concerns to the School's CARE Team, which is a group of professionals dedicated to supporting students. The CARE Team will consider strategies that can be used to assist the student and determine if an evaluation is needed. The student's parents will be included in this entire process. CARE Team Interventions include, but are not limited to:

<b>Interventions</b>	<b>Intervention Description</b>	<b>Owner</b>
Tutoring Support	During School Hours (ELA Intervention “pull out”) Extended Day (1hr 5 day/week tutoring in ED)	Tutoring Liaison SPED Team CARE Team
Targeted Summer School Instruction	Expectation that students attend summer school with Tier 3 supports embedded. Attendance requisite, minutes tracked to ensure opportunity for achievement.	Tutoring Liaison SPED Team CARE Team
Mentor Support	Through community resources or NSCS staff. Provide guidance for student mentees on goal setting and	Tutoring Liaison CARE Team

	celebrating achievement.	
Community Resource Sharing	Provide opportunities and assist in signing up for community led academic programming. Attendance expectation submitted to NSCS. Example	SPED Team CARE Team Community Organization
Plan for Home Learning	Strong Teacher/Parent partnership to provide easy to understand, brief lessons that can be done at a variety of times during the day (e.g. car ride sight words, before dinner multiplication tables, structured “reading time”. CARE team would manage contact and engagement	Teacher Parent CARE Team SPED Team

4. The CARE Team will present intervention strategies to the caregivers and a signed agreement will be made on which services NSCS will provide, which the caregiver is expected to engage in, and what accountability measures will be in place to encourage success. A plan will be provided and structured check ins will be scheduled to ensure adherence to the plan by both parties. <[Link to Agreement Document](#)>

5. Throughout the remainder of the year (and into the Summer Term), Parents, Teachers, CARE Team members and other required parties will engage in regular check-ins (virtual or in person). Accountability and support are the main goals of these check-ins, alongside: Diagnostic Results, Teacher/Tutor Comments, offerings of support and *potentially* a reassessment of the intervention agreement. <[Link to Check in Document](#)>

If the interventions, strategies, and communication between home and school do not lead to the desired level of success for the student, a CARE Team meeting will be held within the last two weeks of April. During this meeting, a recommendation will be made regarding whether the student should be promoted and continue to receive targeted intervention be or retained. This decision will be based on:

- Current Academic Data Analysis from start of Retention Risk to current (Quantitative)
- Future NWEA/MAP Performance Indicators (Quantitative)
- Teacher/Tutor/Mentor/Parent Recommendations (Qualitative)
- Level of fidelity with intervention requisites (Mixed Methods)

The teacher, principal and other pertinent stakeholders will then meet with the parents to inform them of the decision to promote or retain based on the above metrics. If the primary caregiver(s) disagree with the decision, they have the right to request an additional intervention plan or discuss additional options. However, NSCS holds full agency in the final promotion or retention outcome. It is important to note that though the above-mentioned interventions are research based and have proven to be successful, the decision to retain a student may be the only remaining option.

We want to assure you that the decision to retain a student is not taken lightly and is based on careful consideration of their individual needs and academic progress. Our primary goal is to support each student's growth and success, and we are committed to working collaboratively with you to ensure the best possible outcomes for your child.

## Books and Materials

At North Side, textbooks and equipment are provided by the school and remain the property of the school. These are essential resources that support our students' learning experiences. It is important to note that all resources are to be used responsibly and with care. Any lost, misplaced, or damaged resources must be replaced at the expense of the parents/guardians. We appreciate your cooperation in helping us maintain our educational resources for all students.

In addition to textbooks, the school strives to provide most of the learning materials needed by students in their classrooms. These materials are selected to align with the curriculum and enhance students' educational experiences. Classroom teachers will inform parents during the first week of school if any additional items are required. This may include items such as notebooks, stationery, art supplies, or specific tools necessary for certain subjects or projects.

## School Uniform

The uniform policy at North Side is an important piece of ensuring a consistent and respectful learning environment for all students. Please note the following uniform requirements:

### Uniform Components:

- Shirts: Students must wear either a navy blue or light blue polo or button-down shirt.
- Pants/Slacks: Navy blue pants or slacks should be worn. Cargo pants, jeans, or leggings as pants are not permitted.
- Shorts: Shorts may be worn until November 1 and after Spring Break.
- Skirts/Jumpers/Skorts: Girls may wear navy blue skirts, jumpers, or skorts.
- Sweaters/Blazers/Hoodies: Blue or white sweaters/blazers or plain blue, plain white, or North Side sweatshirt/hooded sweatshirt may be worn as needed.
- Shoes: All shoes must be closed-toe and without a heel. Sandals, flip-flops, Crocs, etc., are not permitted.
- Physical Education: On days when students have physical education, they must wear rubber-soled tennis shoes.
- Winter Boots: If students wear winter boots to school, they must bring alternate shoes to change into.
- Socks and Tights: Socks and tights worn to school must be solid navy blue, light blue, or white.

### Additional Requirements:

- Pants: Pants must be pulled up and securely fastened around the waist. If the pants have belt loops, a belt must be worn.
- Hoods and Hats: Hoods and hats are not to be worn inside the school building/classrooms/cafeteria, etc.
- Jewelry: Jewelry may be worn unless it becomes a distraction to the student and their classmates' learning.
- Nails: Fake nails are not permitted.
- Perfume and Cologne: Perfume and cologne are not to be worn or brought to school. If brought, they will be collected and held for the parent to pick up.
- Makeup: No makeup should be worn to school.
- Bags: All purses, fanny packs, coin purses, etc., should be left safely at home.

## Cell Phones

**Students do not need and are not allowed to use their cell phones during the school day.** North Side is well equipped with telephones. If a parent has an emergency and must reach their student they should contact the school office. If a parent prefers their child to have a cell phone in their possession traveling to and from school it must be turned off and turned into the school for the day or, for Middle School Students, placed in their YONDR Pouch.

**North Side is not liable for lost, stolen, or damaged cell phones.**

If a student is found using a cell phone in violation of the school's policy, the following consequences may apply:

1. First offense: Verbal warning and confiscation of the cell phone, which will be returned to the student at the end of the day or to a parent/guardian.
2. Repeat offenses: Progressive discipline, including extended confiscation of the cell phone, parent conference, or other appropriate consequences as determined by the school administration.

In the event of an emergency or if a student needs to contact their parent/guardian during the school day, they should report to the school office and request permission to use the school phone. The school staff will assist the student in making the necessary arrangements.

## Electronic Devices

Electronics including gaming devices are not permitted at school and your child is responsible if he or she brings one to school at any time. The school will not be held responsible for damage or loss of any personal electronic devices.

All students will have access to and use of computers in their regular classrooms. Computer privileges depend on a student's ability to use the technology in a responsible, efficient, ethical, and legal manner. The technology agreement is located in the enrollment packet. This needs to be signed in order for a child to use the School's technology. If a child is not following the internet and technology agreement, then a child is subject to disciplinary actions.

## Volunteers

North Side welcomes and encourages parental involvement in our community and would like to hear from you if you can help in any capacity that is consistent with our health and safety guidelines.

Throughout the year, we will be reaching out to parents and family members regarding any volunteering opportunities. For the safety of our students, volunteers (parents, relatives, friends, etc..) are required to complete a Missouri Department of Social Services Request For Child Abuse Or Neglect/ Criminal Record Screening. All information will be kept confidential and the results of the record check will determine if the volunteer is allowed to work directly with students or can perform some other type of volunteer work.

### Screened Volunteer Approval Process:

1. Request a Screened Volunteer Application from the School Secretary and **complete the Screened Volunteer Application**. Or go to [www.northsidecommunityschool.org](http://www.northsidecommunityschool.org) and click on "Volunteer".
2. Complete a background check by completing the Family Care Safety Registry at

<http://health.mo.gov/safety/fcsr/>. There is a \$15.25 fee to register with the Family Care Safety Registry\*.

\*For designated Room Parents (selected by the classroom teacher) upon receipt of a clear background check you may submit your receipt to the North Side Administrative Services Office for reimbursement.

3. Register for a fingerprinting session with IDENTOGO. The results of this session will be sent directly to North Side. There is a fee for the background check of \$39.75. Be sure to check the volunteer box for the \$2 discount. Please keep your receipt and upon the School's receipt of a clear background check we will provide you with a reimbursement. Here's the link for the background check:

<https://www.machs.mo.gov/MACHSFP/home.html>

1. Click the register for fingerprint portal
2. Click the box again
3. Enter 2254 in the box
4. Check the Volunteer box
5. Enter required information

\*For designated Room Parents (selected by the classroom teacher) upon receipt of a clear background check you may submit your receipt to the North Side Administrative Services Office for reimbursement.

4. Bring your **completed** Screened Volunteer Application to your North Side school office. **We will make a copy of your driver's license.**
5. The North Side Human Resources Department will contact you once you are eligible to volunteer.

## Field Trips

Field trips are an integral part of the educational experience at North Side. They offer students unique opportunities for experiential learning and provide valuable real-world connections to classroom instruction. We encourage parents to actively participate in these field trips as volunteers, as your involvement enhances the educational experience for all students.

Throughout the school year, students at North Side typically participate in 5 to 10 field trips. These trips are carefully selected to align with the curriculum and provide enriching experiences that complement classroom learning.

At the beginning of the school year parents are asked to sign a field trip consent form which provides permission for each field trip throughout the school year. These forms provide necessary consent and emergency contact information. It is important to ensure that the school has the most up-to-date contact information and that the required forms are submitted promptly to allow for proper planning and organization.

To ensure the safety and security of our students, all parents/guardians who wish to accompany students on field trips must have a clean background check on file with the school (see above Volunteer requirements). This requirement aligns with our commitment to maintaining a secure and supportive learning environment.



## Food Program

At North Side, we strive to support the overall well-being of our students, and nutrition plays a crucial role in their success. We are committed to providing healthy and balanced meals to all students during the regular school year and summer school, at no cost to families.

Our school offers both breakfast and lunch to all students, ensuring that they have access to nutritious meals throughout the day. These meals are designed to meet the dietary guidelines and provide the essential nutrients necessary for growth and development.

On Extended Days, a snack is provided to students to help sustain their energy and focus during extended school hours. This snack is included as part of our commitment to supporting students' nutritional needs throughout their school day.

North Side acknowledges that some students may have special dietary needs due to lactose intolerance, allergies to specific foods (such as milk, nuts, seafood, etc.), or other dietary restrictions. In such cases, we require a letter from a physician to be on file in the school office. This letter should outline the specific dietary requirements or restrictions and any necessary accommodations. Our staff will work closely with families to ensure that appropriate meal options are provided for these students.

## Student Wellness

At North Side, the well-being of our students is of utmost importance. We prioritize creating a healthy and safe environment for all students and staff members. To ensure the well-being of everyone, we have established guidelines regarding student wellness.

1. Staying Home When Ill:

It is our school policy that students should stay at home when they are ill. This policy benefits not only other students and teachers but also the student who needs time to recover and prevent the spread of illness. We strongly encourage parents/guardians to keep their child at home if they exhibit signs of illness.

2. Notification of Illness:

If a student becomes ill while at school, parents/guardians will be promptly notified. Open communication between parents/guardians and the school is vital to ensure the well-being of the student and to coordinate any necessary medical care or arrangements for the student's return to school.

3. Determining the Need to Go Home:

To determine whether a child needs to be sent home due to illness, we follow the guidelines provided by the Missouri Department of Health. These guidelines include symptoms related to communicable diseases (sore throat, cough, fever, chills, headache, etc.), flu symptoms (headache, stiff neck, vomiting, diarrhea), severe coughing, conjunctivitis (pink eye), unusual spots or rashes, infected skin patches, sore throat and trouble swallowing, fever over 100 degrees, and severe itching on the skin or scalp.

4. Contagious Childhood Illnesses:

In the case of contagious childhood illnesses such as chickenpox, strep throat, head lice, or the flu, it is essential to report these illnesses to the school. Students should remain at home until the period of contagion has passed. To return to school, the student must have a note from a doctor certifying that they are free of the illness.

We work diligently to maintain a clean and hygienic environment at school to prevent the spread of illness. This includes regular cleaning and disinfection protocols, promoting hand hygiene, and encouraging healthy habits among students.

## Health Forms

It is the responsibility of parents/guardians to ensure that all medical records provided to the school office are accurate and up-to-date. This includes any changes or updates to the student's health conditions, allergies, medications, or immunizations. By keeping these records current, we can provide the best possible care and support to our students.

All medical records are handled with utmost care and in compliance with relevant privacy laws and regulations. Access to these records is limited to authorized school personnel directly involved in the student's well-being and care.

We rely on parents/guardians to provide the necessary medical records and promptly update the school with any changes. It is important to complete all required forms and submit them to the school office in a timely manner. By fulfilling this responsibility, you contribute to the overall safety and well-being of your child and enable us to provide the best possible care.

## Medications

If your child requires medication during school hours, we have established guidelines to ensure proper administration and storage.

1. All medications, whether prescription or over-the-counter, must be submitted to the school nurse in their original containers obtained from the pharmacy. It is essential to provide the medication in its original packaging as it contains important information, such as dosage instructions, expiration dates, and potential warnings. This requirement ensures that medications are properly identified and administered to the correct student.
2. To administer prescription medication, a note from the medical doctor is required. This note should outline the specific medication, dosage instructions, and any other pertinent information. The school nurse will follow the doctor's directions when dispensing medication to ensure proper administration.
3. For over-the-counter medications (such as aspirin, Tylenol, etc.), written parent permission is required before administration. Parents/guardians must provide explicit written consent for these medications to be dispensed by the school nurse. This step ensures that parents are aware of their child's use of over-the-counter medications during school hours.
4. During emergency situations, such as severe allergic reactions or asthma attacks, authorized staff members may administer emergency medications according to prescribed protocols. The school nurse will work closely with parents/guardians and medical professionals to develop an appropriate emergency action plan to address these situations.

## Suicide Policy

As an early childhood, elementary, and middle school, we are uniquely positioned to be able to notice signs and symptoms of risk for suicide at an early age.

All appropriate personnel receive training by a qualified professional about suicide including but not limited to the identification of students of concern, warning signs, risk factors, protective factors, response protocol, and available resources. This may be an individual training or a designated section of a broader training on mental health.

The school's student support team will review this policy and its procedures on a regular basis to ensure that it meets the need for assessment, intervention, and post-intervention. The school counselor and/or social worker will maintain a list of mental health resources that are available to personnel, families, and students for any level of mental health concerns.

As a part of their health curriculum, students will receive developmentally appropriate information about suicide and/or mental health.

The school encourages any caretaker who notices signs or symptoms of mental health issues to promptly contact the school for support. Important Note: Concerns about suicide are not confidential and may be revealed to parents, guardians, personnel, and/or other authorities as needed to maintain the safety and well-being of the person of concern.

Students may be considered at risk because of statements, actions, drawings, writing, and/or any other obvious risk factors. Reports should be made to the school social worker who will meet with the student and complete a risk screener and assessment (if needed). The school social worker will determine a plan of action and then update the building principal. Next steps after the screener/assessment is completed could include but are not limited to:

- Contacting parents or guardians
- Developing and reviewing a safety plan for the student
- Recommending counseling services outside of the school
- Refer to an outside mental health professional for further assessment (BHR, Emergency room, etc.)

Reports of concern because of statements, behavior, and/or attempts outside of school will follow the same protocol beginning at the time of awareness. There may be many other reasons a personnel member may report concern and all concerns will be taken seriously, assessed, and intervention will occur to whatever degree is deemed necessary by the school social worker/counselor. If a student is identified because there has been an incident of self-harm and/or a suicidal attempt at school, first aid will be rendered until, if necessary, professional medical treatment and/or transportation is received. Other students who witnessed the incident or other students who may be impacted will be offered mental health support as needed.

The school social worker will determine the student's level of risk based on their screening/assessment. If the social worker is not available, this can be completed by the school counselor. If they are not available, an administrator can contact Behavioral Health Response (BHR) so that a mental health professional can assess. For moderate or high risk, it may be determined by the school social worker, counselor, or mental

health professional that the student needs to be seen right away. In this case, a local mental health organization will be called or the student may be sent to the hospital.

A guardian may also choose to use their own mental health professional. If guardian(s) use their own resources, the school may request documentation, a signed release of information between the school and mental health professional/hospital/outside agency, and/or a copy of a safety plan. If a guardian does not cooperate and there is any doubt regarding student safety, law enforcement or Children's Division (Abuse & Neglect Hotline) may be contacted.

Guardian(s) will be notified promptly if their student is determined to be at risk. A safety plan will be created involving the student, a guardian, the school social worker, principal, and/or a mental health professional that may involve close monitoring, awareness of signs/symptoms, coping plans, regular counseling, in-patient treatment, and/or re-entry to school. The school will request permission to speak with other agencies involved to ensure student safety and to coordinate as a part of a student's treatment team.

If the school community is impacted by suicidal behavior or a death by suicide, the school social workers, counselors, and the Director of Student Support Services will confer to create an action plan that may include all or some of the following as well as any other actions deemed necessary:

- Disclosing information about the death to media, guardians, personnel, and/or students as appropriate
- Making supports available to personnel and students as deemed necessary
- Consulting with personnel to identify students who are more likely to be significantly affected and to determine appropriate supports
- Special consideration will be given to reducing contagion by avoiding sensationalizing suicide; NSCS will work to focus the community message on resources available and preventing future suicides.

## **Parent/Family Involvement Goals and Plan**

To facilitate parent/family involvement, we,

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the integral role parents/families play in assisting their children's learning.
4. Promote a safe and open atmosphere for parents/families to visit the schools and actively solicit their support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices, and student achievement.

To meet the above, we have developed the following strategies:

1. Provide activities that educate parents on the intellectual and developmental needs of their children, fostering cooperation between the school and other agencies or school/community groups. This includes promoting learning opportunities and disseminating information on parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, such as:
  - a. Keeping parents/families informed about involvement opportunities and encouraging their participation in various programs.
  - b. Providing access to educational resources for parents/families to use together with their

- children.
- c. Keeping parents/families informed about school educational program objectives and their child's participation and progress within these programs.
  3. Enable families to participate in their children's education through various roles, allowing them to provide input into policies and volunteer time within classrooms and school programs.
  4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
  5. Conduct regular evaluations of parent/family involvement to assess the effectiveness of strategies and make necessary improvements.
  6. Provide access, upon request, to any instructional materials used as part of the educational curriculum.
  7. Provide information in a language understandable to parents, ensuring effective communication and understanding.

### **Title I Program Parent Involvement**

North Side is a Title 1 School and, thus, is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent: Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A. timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned

In addition to the law requiring parents to be informed of requirements, the law also requires parents be involved in the planning process for the expenditure of federal funds; have a complaint process available; and, meet at least once annually to receive information and contribute input into all activities using federal funds. All meetings pertaining to requirements of funds will be announced in advance.

All North Side students participate in the Federal Title I program. All parents are encouraged to help develop and agree upon a written parent involvement policy that will describe how North Side will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.

2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the school.

North Side will distribute to parents a written parental involvement policy which includes a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

North Side will hold an annual meeting to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

### **Every Student Succeeds Act of 2015 (ESSA)**

As part of its commitment to transparency and accountability, North Side provides information on how to file a complaint regarding any programs administered by the school and/or the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA). The following outlines the procedures for filing a complaint:

1. **Definition of a Complaint:**  
A complaint, for the purposes of ESSA, is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA. North Side Community School is an LEA.
2. **Who Can File a Complaint:**  
Any individual or organization may file a complaint regarding a violation under ESSA.
3. **Filing a Complaint:**  
Complaints can be filed either with the LEA or with the Department.

4. Investigation of Complaints Filed with the LEA:  
Complaints filed with the LEA will be investigated and attempted to be resolved according to locally developed and adopted procedures.
5. Unresolved Complaints at the Local Level (LEA):  
If a complaint is not resolved at the local level, it may be appealed to the Department.
6. Filing a Complaint with the Department:  
To file a complaint with the Department, it must be a written and signed statement that includes a statement that a requirement applicable to an ESSA program has been violated by the LEA or the Department and the facts on which the statement is based and the specific requirement that is allegedly violated.
7. Investigation of Complaints Filed with the Department:  
Investigations and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. This time limit may be extended by agreement of all parties involved. The investigation will involve the following activities:
  - Record: A written record of the investigation will be kept.
  - Notification of LEA: The LEA will be notified of the complaint within five days of its filing.
  - Resolution at LEA: The LEA will initiate its local complaint procedures to resolve the complaint at the local level.
  - Report by LEA: Within thirty-five days of the complaint being filed, the LEA will submit a written summary of its investigation and complaint resolution. This report is considered a public record and may be available to parents, teachers, and the general public.
  - Verification: Within five days of receiving the written summary of complaint resolution, the Department will verify the resolution through an on-site visit, letter, or telephone call(s).
  - Appeal: The complainant or the LEA may appeal the Department's decision to the U.S. Department of Education.
8. Different Handling of Complaints Related to Equitable Services:  
Complaints related to equitable services to nonpublic school children will be filed with the U.S. Department of Education. These complaints will receive all relevant investigation and resolution information. Appeals to the U.S. Department of Education must be filed within thirty days following the Department's resolution of the complaint or its failure to resolve the complaint.
9. Investigation of Appeals to the Department:  
The Department will initiate an investigation within ten days of receiving an appeal, which will be concluded within thirty days from the day of the appeal. At the conclusion of the investigation, the Department will communicate the decision and reasons to the complainant and the LEA. The decision's recommendations and details are to be implemented within fifteen days of delivery to the LEA.

10. Unresolved Complaints at the State Level (Department):

If a complaint is not resolved at the state level (Department), the complainant or the LEA may appeal the decision to the United States Department of Education.

11. Programs Covered by Complaint Procedures:

These complaint procedures apply to programs under ESSA, including Title I. A, B

## **Virtual Education and MOCAP Enrollment Policy**

All Missouri public school students are eligible to participate in Missouri's virtual education program, called MOCAP. If you are interested in virtual education for your child, contact our registrar or your child's principal and we will give you more information about the program and application process. The following procedures outline the process for enrolling your child in the Missouri Course Access and Virtual School Program (MOCAP) through North Side.

1. Familiarize yourself with the MOCAP program and structure at <https://mocap.mo.gov/faqs/>. Please note, while MOCAP courses are taught by Missouri certified teachers, North Side staff members do not teach MOCAP courses.
2. Familiarize yourself with all of the MOCAP course providers and their course catalogs. Select your desired provider and course(s).
3. Contact your child's principal and request the MOCAP Application.
4. Complete the application and return it to your child's principal. At this time, also please notify us if you will be in need of any technology resources (device or hotspot). All MOCAP applications must be completed no later than 20 days prior to the start of the semester in which you want to enroll in MOCAP. We will review your application and either approve or deny based on the criteria and procedures outlined in policy.
5. If your application is approved, our office will enroll your child with your chosen MOCAP provider. Once your child is enrolled, you will work directly with your provider to get your child started with his or her class(es). We will continue to monitor your child's progress. If at any point we believe it is not in your child's best educational interest to continue to participate in MOCAP, we will remove your child from MOCAP and return him or her to in-person learning.
6. We will only approve a student for MOCAP participation if we believe it is in his or her best educational interest. If a student who has been enrolled in MOCAP is removed from MOCAP, either by parent request or lack of progress, that student will not be approved for MOCAP participation in the future.
7. Students may not move into and out of MOCAP courses over the course of the school year.
8. If you have any questions about MOCAP, please contact Dr. Thaman at [doug.thaman@northsidecommunityschool.org](mailto:doug.thaman@northsidecommunityschool.org).

## **Law Enforcement and Missouri Division of Family Services**

North Side has legal jurisdiction over students on their way to school, during the school day, during the hours of approved extracurricular activities, and on the way home from school. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law



enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school director or designee will be present whenever possible and the interview will be conducted in private.

At times the Division of Family Services (DFS) may find it necessary to interview students during the school day when an emergency situation exists or when interviewing in the home setting would be inappropriate. Should this be the case, the DFS worker will contact North Side to arrange the interview. In addition, at times, as a mandated reporter North Side may be required to contact DFS regarding concerns of neglect or abuse. At times, the worker may be accompanied by law-enforcement when the report alleges sexual abuse or serious physical abuse. One of the school social workers will verify and record the identity of the DFS worker and attempt to participate in the interview as an advocate for the student. It is not the responsibility of North Side but the responsibility of DFS to notify the parents that an interview will take, or has taken, place.

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized people, the Principal will verify the official's identity. To the best of his or her ability, the Principal will verify the official's authority to take custody of the student. The School will do its best to notify the parents that the student is being removed from the School.

### **Suspicion of Child Abuse and/or Neglect - Mandatory Reporting Requirements**

As part of our duty to protect children, our staff members are required to comply with state child abuse and neglect laws and the mandatory reporting of suspected abuse and/or neglect. The following guidelines outline our reporting procedures:

1. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, has a legal obligation to report it.
2. In the event of suspected child abuse or neglect, the staff member must immediately report or cause a report to be made to the Missouri Division of Family Services (DFS) via the Child Abuse Hotline at 1-800-382-3738. This report must be made as required by law, and it is the responsibility of each staff member to ensure prompt reporting.
3. Reports of child abuse and neglect are handled with the utmost confidentiality and privacy. The identity of the reporter is kept confidential, unless disclosure is required by law or as part of the investigation process. North Side fully respects and adheres to all legal requirements regarding the privacy of individuals involved.
4. North Side has a strict non-retaliation policy. Any staff member who makes a good faith report of suspected child abuse or neglect will be protected from any form of retaliation.
5. In cases of reported child abuse or neglect, the school will fully cooperate with authorities during the investigation process.
6. We provide regular training and resources to our staff members to ensure their awareness of child abuse and neglect reporting procedures. This training emphasizes the signs of abuse and neglect, the legal obligations of reporting, and the steps to follow in case of suspected incidents.

## **SECTION 3 - STUDENT BEHAVIOR AND DISCIPLINE**

## Character Education

At North Side, we believe in the importance of character education and fostering the development of essential qualities and character traits in our students. One effective approach we use is the J.U.S.T.I.C.E. acronym, which captures the key attributes we aim to instill in our students. Let's explore each letter in detail:

**JUST:** We emphasize the value of being truthful and fair in all situations. We encourage students to act with integrity, honesty, and a strong sense of justice. By promoting these qualities, we guide students to make principled decisions and treat others with fairness and respect.

**UNAPOLOGETIC:** We recognize the significance of self-confidence, self-respect, and taking responsibility for one's actions. This quality encourages students to embrace their unique identities, while fostering respect for themselves and others. By being unapologetic, students learn to value their own worth and appreciate the diversity and perspectives of those around them.

**SELF-DISCIPLINED:** We highlight the importance of self-control, the ability to delay gratification, and a strong work ethic. By cultivating self-discipline, students learn to set goals, persevere through challenges, and make responsible choices. This quality lays the foundation for personal growth and achievement.

**TENACIOUS:** We promote a never-give-up attitude in our students. Tenacity encourages them to work diligently and persistently, even when faced with obstacles or setbacks. By fostering resilience and determination, we empower students to overcome challenges and strive for success.

**INQUISITIVE:** We foster an eagerness to explore, question, and think critically. Being inquisitive encourages students to seek knowledge, understand different perspectives, and engage actively in their own learning. By nurturing curiosity, we inspire a lifelong love of learning and the ability to adapt to an ever-changing world.

**COURTEOUS AND CONSIDERATE:** We emphasize the importance of kindness, respect, and gratitude. Students are encouraged to be polite, caring, and considerate towards others. By promoting a culture of courtesy, we create a positive and supportive environment where empathy and compassion thrive.

**ENTHUSIASTIC:** We encourage students to approach tasks and activities with enthusiasm and optimism. This quality fosters energy, active participation, and a willingness to contribute to the community. By nurturing enthusiasm, we empower students to embrace new opportunities and make a positive impact.

By incorporating these qualities into our educational approach, we equip our students with the skills and character traits necessary for success, not only during their time at North Side but also in their future endeavors. Together, we cultivate responsible, compassionate, and confident individuals who contribute positively to society.

## Respect

At North Side, we have high expectations for student behavior, and we emphasize the importance of treating others with consideration and respect. Our commitment to fostering a respectful and inclusive

environment extends both inside and outside the classroom. We believe that respectful behavior is essential regardless of whether an adult is present or not.

Students at North Side are expected to demonstrate respectful behavior towards their peers, teachers, staff, parents, and volunteers. This includes speaking and listening respectfully, using appropriate language, and showing kindness and consideration to others. We value and encourage diversity, and we promote an atmosphere of acceptance, tolerance, and inclusivity.

Respecting the school environment and property is also an important aspect of student behavior. Students are responsible for treating school property, including playground equipment, classroom supplies, and the school building itself, with care and respect. Any damage caused to school property will be the responsibility of the student(s) involved, and appropriate consequences or charges may be applied.

At North Side, we actively promote and reinforce the values of respect and positive behavior. We believe that respectful interactions among students, faculty, and parents contribute to a harmonious and supportive learning community. We encourage open communication, empathy, and understanding to cultivate an environment where everyone feels valued and safe.

Respectful behavior is a learned skill, and as a school, we are committed to teaching and modeling it. Our teachers and staff provide guidance and instruction on respectful communication, conflict resolution, and empathy. We strive to create opportunities for students to practice and develop their respectful behavior skills through various activities, discussions, and character-building programs.

We believe that instilling respectful behavior requires collaboration between the school and parents. We encourage parents to reinforce the importance of respect at home and to actively engage in conversations with their child about respectful behavior. By working together, we can create a consistent and positive approach to teaching and modeling respect.

## **Restorative Justice Program**

At North Side Community School, we are committed to fostering a positive, inclusive, and supportive learning environment for all students. A key component of this commitment is our Restorative Justice Program, which emphasizes restorative practices aimed at repairing harm, rebuilding trust, and strengthening our school community.

What is Restorative Justice?

Restorative justice is an approach to discipline that focuses on the needs of both the harmed and the harmer, rather than simply punishing the wrongdoer. It seeks to understand the root causes of behavior, encourages accountability, and promotes healing. Restorative justice involves open dialogue and mutual agreement on how to address and repair harm, with the goal of restoring relationships and community cohesion.

Key Components of Restorative Practices at North Side

1. Restorative Conversations and Circles:

- Restorative Conversations: When a conflict or harm occurs, students engage in structured conversations guided by a trained facilitator. These conversations help students understand the

impact of their actions and explore ways to make amends.

- Restorative Circles: For more significant issues, restorative circles bring together affected parties, including the harmed, the harmer, and community members, to discuss the incident, share feelings, and collaboratively develop a plan to repair the harm.

## 2. Making Amends:

- Students are encouraged to take responsibility for their actions by making amends, which may involve apologies, community service, or other actions that directly address the harm caused. This process helps students develop empathy and learn from their mistakes.

## 3. Community Service:

- As part of the restorative process, students may participate in community service activities that benefit the school or the broader community. This not only helps repair harm but also fosters a sense of responsibility and connection.

## 4. Restorative Conferences:

- In cases of serious conflict or repeated behavior issues, restorative conferences may be convened. These involve a more formal meeting with students, parents, teachers, and administrators to discuss the incident, its impact, and a comprehensive plan for moving forward.

## 5. Support and Follow-Up:

- Ongoing support and follow-up are essential components of our restorative practices. This includes regular check-ins with students to ensure that agreements are being upheld and that positive behavior is reinforced.

## Benefits of Restorative Practices

- Enhanced Relationships: Restorative practices help build stronger relationships among students, teachers, and the broader school community by fostering understanding and mutual respect.
- Reduced Recidivism: By addressing the underlying causes of behavior and promoting accountability, restorative justice reduces the likelihood of repeat offenses.
- Positive School Culture: Implementing restorative practices contributes to a positive school culture where students feel valued, heard, and empowered to resolve conflicts constructively.
- Personal Growth: Students develop important life skills such as empathy, communication, problem-solving, and accountability.

## How Parents Can Support Restorative Practices

Parents play a vital role in the success of our Restorative Justice Program. Here are ways you can support:

- Encourage Open Communication: Talk with your child about the importance of understanding the impact of their actions and encourage them to express their feelings openly and respectfully.
- Reinforce Accountability: Help your child understand the importance of taking responsibility for their actions and making amends when necessary.
- Participate in Restorative Processes: When invited, participate in restorative conversations, circles, or conferences to support your child and the broader school community.
- Model Restorative Practices: Demonstrate restorative practices at home by addressing conflicts with empathy, open dialogue, and a focus on repairing relationships.

By embracing restorative justice and restorative practices, North Side Community School is committed to nurturing a supportive and harmonious learning environment where every student can thrive. Together, we can build a stronger, more connected community that values healing, growth, and mutual respect.

## Classroom Standards and Behavior

At North Side, we prioritize the student-teacher relationship as crucial for successful learning and growth. We encourage the support of parents, teachers, administrators, and staff to foster a thriving environment for children. Our approach includes restorative justice practices, which aim to repair harm, restore relationships, and build a stronger community.

### 1. Discipline and Consequences:

- **Classroom Discipline:** Discipline matters are primarily handled by the teacher in consultation with the school's administration.
- **Authority of Teachers:** Teachers have the authority to assign consequences for unacceptable behavior within their individual classrooms.
- **Variety of Consequences:** Consequences may vary depending on the severity and frequency of the offense. They can range from parental contact to restorative justice practices, such as making amends for harm caused to others or school property.
- **Restorative Practices:** Emphasis is placed on restorative justice practices, including conversations to understand the impact of one's actions, community service, or restorative circles to address and repair harm.
- **Violation Consequences:** Any violation of our North Side Standards will result in consequences, which may include discussions, restorative activities, or in extreme cases, expulsion.

### 2. Upholding North Side Standards:

- **Adult Responsibilities:** All adults at North Side, including teachers, administrators, staff members, and volunteers, are expected to uphold the North Side Standards to create a safe and conducive learning atmosphere.
- **Student and Parent Expectations:** Students and parents/guardians are expected to respect and abide by the consequences related to violations of Community Standards.
- **Compliance:** Failure to comply with penalties or continued violations may result in in-school suspension, out-of-school suspension, or expulsion, with a focus on restorative approaches where possible.

### 3. Referrals to Administration:

- **General Guidelines:** Referrals to the school administration will follow general guidelines, although administrators retain the right to determine appropriate consequences based on the severity of the offense.
- **Progressive Consequences:** Consequences for offenses typically progress in severity and may include warnings, parental or administrative conferences, alternative classroom placement, after-school detention, in-school suspension, or out-of-school suspension.
- **Long-term Suspensions:** Long-term suspensions (more than 10 days) will be decided upon at the discretion of the North Side Executive Director.
- **Work Completion:** Alternative Classroom Placement and out-of-school suspensions require students to complete assigned work, and a parent conference or positive choice-making plan may be

developed.

- Reentry Meetings: In some instances it may be necessary for a reentry meeting with the parent/guardian and student to be held prior to a student returning to school.

#### 4. Parent/Guardian Pick-Up:

- Immediate Involvement: In cases where a student's behavior necessitates immediate parental/guardian involvement, the school may require a parent/guardian to pick up the student.
- Contact Information: The school must have contact telephone numbers on file to reach parents/guardians in such emergencies.
- Uncooperative Behavior: Failure to pick up the student within a reasonable time or displaying uncooperative behavior may lead to a referral to the appropriate authorities for educational neglect.

#### 5. Non-Aggressive Conflict Resolution:

- Zero Tolerance for Aggression: Physical or verbal aggression as a response to another's actions is not acceptable and will not be tolerated in the public school environment.
- Seeking Help: North Side is well supervised, and students are encouraged to seek help from an adult to solve problems rather than resorting to aggression.

#### 6. Referral to the Board:

- Suspension Authority: Administrators/Principals are authorized to suspend students for up to ten consecutive school days for school regulation violations.
- Extension Recommendations: Administrators/Principals may recommend extensions of suspension up to 180 consecutive school days to the Executive Director, who may further recommend longer suspensions or expulsions to the Board.
- Board Authority: The Board has the authority to impose suspensions exceeding 180 consecutive school days as well as expulsion from the School.

#### 7. Readmission after Expulsion:

- Reconsideration Process: If parents wish to have a student reconsidered for readmission after expulsion, they may write a letter to the Executive Director, who will present it to the North Side Board responsible for recommending the expulsion.
- Evaluation Factors: The North Side Board will evaluate various factors, including space availability, along with input from the classroom teacher and administration, to determine re-admission eligibility.

#### 8. Suspension/Expulsion and Special Needs:

- Special Education Students: Special education students facing suspension or expulsion hearings receive modified proceedings to ensure compliance with Federal and State law.

## **Discipline Policy**

**Approved by the North Side Community School Board of Directors – October 11, 2022**

## SECTION 1. Purpose

SECTION 1.1. The School's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the School community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through the school, the school system, other public entities, or community organizations. Where feasible, the School prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

The Board authorizes the immediate removal of a student upon a finding by the Executive Director that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

## SECTION 2. Enforcement

The Executive Director is responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the Executive Director. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All LEA staff is required to enforce LEA policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the LEA shall annually receive instruction related to the specific contents of the LEA's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## SECTION 3. Investigation Process

When a violation of school rules is reported or suspected, the Executive Director or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and

preserved. School counselors, school social workers, school police, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

#### SECTION 4. Definitions of Disciplinary Methods

SECTION 4.1. In-School Suspension. Defined as the removal of a student from regular classes and assignment to an in-school suspension setting in the School. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The Executive Director has the final decision.

For minor offenses, in lieu of in-school suspension, and upon student or parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate, supervised, and does not include restroom duties.

SECTION 4.2. Out-of-School Suspension. Defined as the removal of a student from School (or school bus) for one to ten school days. The Executive Director may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from School (or school bus) for more than ten school days but not beyond the current school semester. Only the Executive Director or the school's Governing Board may impose long-term suspension.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by the Student Evidentiary Hearing Committee or the school's Governing Board. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

In some cases (limited to one per student per academic year), the Executive Director may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before state assessment). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

SECTION 4.3. Expulsion. Defined as the removal of a student from School (or school bus) for a specified period of time beyond the current semester. Only the school's Governing Board may impose expulsion.

A student who has been expelled may not attend any school within the LEA but may apply for readmission after six months.

SECTION 4.4. Alternative School. A student who is removed from his/her local school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and



counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to his/her school or any other school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

SECTION 4.5. Probation. "Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the Executive Director, a local formal hearing officer, the Student Evidentiary Hearing Committee, the Disciplinary Action Review Committee, or the school's Governing Board. Violation of a local school or school system rule while on probation may result in further disciplinary action, including a possible referral to the Student Evidentiary Hearing Committee.

SECTION 4.6. Restrictions on School Activities. Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, [including the prom or graduation exercises] if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the Executive Director for permission for the student to participate in school-sponsored activities. If denied permission by the Executive Director, the parent or guardian may appeal to the school's Governing Board. The Board's decision shall be final.

## SECTION 5. Offenses and Consequences

SECTION 5.1. Reporting to Law Enforcement. It is the policy of the School to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the LEA is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The Executive Director shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the LEA's policy.

In addition, the Executive Director shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the School is aware is under the jurisdiction of the court.

**SECTION 5.2. Documentation in Student's Discipline Record.** The Executive Director, his/her designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any of the following offenses constitute a serious violation of the School's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

**SECTION 5.3. Prohibition Against Being On or Near School Property During Suspension.** All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Executive Director or his/her designee. Any student who is suspended for any offenses listed in section 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of any public school in the LEA unless one of the following conditions exist:

1. The student under the direct supervision of the student's parent, legal guardian, or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the Executive Director of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the LEA.
4. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.

If a student violates this prohibition, he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

**SECTION 5.4. Prohibited Conduct.** The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.**

First Offense:	Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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Automobile/Vehicle Misuse – Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense:	Executive Director/Student conference, suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bullying – Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, cyber-bullying, and exclusion from a peer group.

First Offense:	Executive Director/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct– Any offense committed by a student on, while waiting for, or entering transportation provided by or through the school shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Executive Director/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Disrespect to Staff– Willful or continued willful disobedience of a directive or request by a LEA staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a LEA staff member and that is rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings.

First Offense:	Executive Director/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of LEA policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Executive Director/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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#### Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	Executive Director/Student conference, in-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense:	Executive Director/Student conference, in-school suspension, 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense: Expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Executive Director/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the LEA while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity. See section of this regulation entitled, "Prohibition Against Being On or Near School Property During Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assaults") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Executive Director/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment/Discrimination— Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense: Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: Executive Director/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Executive Director/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Sexual Harassment/Discrimination

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: Executive Director/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Sexual Misconduct – Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense: Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### Technology Misconduct

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense: Teacher/Student conference, temporary confiscation of device, and/or detention.

Subsequent Offense: Teacher/Student conference, Executive Director/Student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use LEA technology to connect to other systems in evasion of the physical limitations of the remote system; to copy LEA files without authorization; to interfere with the ability of others to utilize LEA technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Executive Director/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
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3. Violation other than those listed in (2) or of the Board Technology Acceptable Use Policy or regulations, administrative procedures or netiquette rules governing student use of LEA technology.

First Offense:	Restitution. Executive Director/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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### Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Executive Director/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
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### Threats or Verbal Assault

Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitute a “true threat” against the LEA, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of “true threat” shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense:	Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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### Tobacco

Defined as possession and/or use of any tobacco products on school grounds, school-transportation or at any school-activity.

First Offense:	Confiscation of tobacco product. Executive Director/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 day out-of-school suspension.
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### Truancy

Defined as absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Executive Director/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension.

### Unauthorized Entry

Entering or assisting any other person to enter a LEA facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a LEA facility through an unauthorized entrance; assisting unauthorized persons to enter a LEA facility through any entrance.

First Offense:	Executive Director/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

### Vandalism

Defined as the willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense:	Restitution. Executive Director/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### Weapons

1. Defined as the possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or section 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense:	Executive Director/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in section 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

## Bullying

North Side is committed to providing a safe and inclusive learning environment for all students. We maintain a zero-tolerance policy towards any form of bullying or intimidation, whether by students or adults, within the school premises, during school hours, at school-sponsored activities, or in any school-related context. Bullying is strictly prohibited and will not be tolerated.

Bullying refers to intentional and repeated actions carried out by an individual or a group of individuals with the aim of causing physical, emotional, or mental harm to another individual or group. Such actions create a reasonable fear for the victim's physical safety or property, significantly interfere with their educational performance and opportunities, or disrupt the orderly operation of the school. Bullying can occur through various means, including direct communication, cyberbullying, or physical contact.

### Types of Bullying:

1. Communication-based Bullying: This includes any form of intimidating or harmful communication, such as messages, texts, sounds, images, or any other means of electronic communication, with the intention to inflict emotional, mental, or physical harm on another person without a legitimate purpose.
2. Physical Bullying: This involves any physical contact or threat of physical contact with the intent to intimidate, inflict harm, or cause distress to another person. Physical contact does not necessarily require touching, but may include other forms of intimidation.

### Consequences:

Any student or adult found to have violated the school's bullying policy will face appropriate consequences, taking into consideration factors such as age, degree of harm caused, severity of the behavior, number of incidents, and other relevant factors. The consequences may include any or a combination of the following measures:

- Loss of privileges
- Classroom detention
- Conference with the teacher
- Contacting parents or guardians
- Conference with administrator(s)/principal(s)
- In-school suspension
- Out-of-school suspension
- Expulsion
- Involvement of law enforcement
- Inability to come on campus

Additionally, engaging in retaliation against any person who reports an act of bullying is strictly prohibited and will be met with similar consequences.

#### Reporting and Investigation:

Any act of bullying should be promptly reported either verbally or in writing to classroom teachers or directly to school principals. Upon receiving a report, the school principal or designated staff member will initiate an investigation within two school days. The investigation may involve other school staff and must be completed within ten school days, unless circumstances require an extension.

#### Employee Responsibilities:

All North Side employees are required to report any instance of bullying that they have firsthand knowledge of within two days. The school will provide training for employees to ensure the proper enforcement of this policy.

#### Education and Support:

North Side is committed to raising awareness and educating students, parents or guardians, and staff about bullying. Annual notice of this policy will be provided, along with information about the harmful effects of bullying and other initiatives in place to address bullying. Peer-to-peer initiatives will be implemented to foster accountability and enforcement for those involved in bullying. Retaliation against individuals reporting bullying incidents will not be tolerated.

The school administration will instruct school counselors, social workers, mental health professionals, and school psychologists to educate and support students who are victims of bullying. Techniques for overcoming the negative effects of bullying, such as cultivating self-worth and self-esteem, teaching assertiveness and effective self-defense, developing social skills, and promoting an internal locus of control, will be provided. Resources and referrals will also be made available to victims of bullying.

### **Student Whereabouts**

Students must keep the school accurately informed of their whereabouts at all times when under the school's jurisdiction. The following rules govern the whereabouts of students on school days. It is expected that each student will remain in the school building or on the school grounds until his/her last commitment of the day when he/she will leave school by bus or in a car driven by a parent or guardian (with school permission granted). Each student is expected to be in his/her assigned location at all times unless given specific permission by a staff member to go elsewhere.

### **Weapons and Simulated Weapons**

No student at North Side is allowed to carry any type of weapon or simulated weapon to school; examples include guns, knives (regardless of size), peashooters, toy guns, etc. The North Side Administration reserves the right to determine if an item brought to school could be classified as a weapon or simulated weapon.

### **Searches by School Personnel**

North Side officials have the authority to search students' property (including purses, backpacks, gym bags, etc.), provided that the search is reasonable under all the circumstances. To maintain the safety and welfare of students and staff as much discretion as possible will be exercised in all searches. Strip-searches are NOT conducted by school officials, under any circumstances. Lockers and desks assigned to students remain the property of North Side and may be searched by school officials with or without notice.

North Side officials will also call in law enforcement officials when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority.

## **Bus Transportation and Student Behavior**

At North Side, we strive to maintain a safe and orderly environment for all students, including those who utilize our bus transportation services. It is essential that students adhere to the following guidelines while on the school bus:

### **1. Timeliness:**

- Be at the bus stop at least 5 minutes before the scheduled pick-up/drop-off times.

### **2. Bus Rules:**

- Follow all bus rules while on the bus.
- Ride only your assigned bus to and from the school stop.

### **3. Seating and Conduct:**

- Sit in your assigned seat, facing forward, with both feet on the floor.
- Do not switch seats during the bus ride.
- Keep legs, arms, feet, bookbags, and other objects out of the aisle.
- Do not remove any items from your bookbag/backpack, etc.
- Engage in conversation at a reasonable level, limited to the person sharing your seat.
- Refrain from littering inside the bus.
- Keep all body parts and objects within the bus at all times; do not place any part of your body or items out of any bus window.
- Avoid tossing or throwing anything inside the bus.
- Speak to the bus driver only in emergency situations.
- Refrain from chewing gum, eating, or drinking while on the bus.

### **4. Exiting the Bus:**

- Wait for the bus to come to a complete stop and for the bus driver's signal before standing and exiting the bus.

### **Consequences:**

We take the adherence to these guidelines seriously. Failure to comply may result in the following consequences:

- First Offense: Verbal warning
- Second Offense: Parent notification regarding potential loss of bus privilege.
- Third Violation: Loss of bus privileges for 1 or more days (at the discretion of the administrator).

#### Transportation Changes:

If a parent wishes to change transportation arrangements for a specific day, please follow these procedures:

1. Notify the school in writing or verbally no later than 1:00 p.m. on the day of the requested change.
2. Verbal requests from students and notes from the parent to the driver for transportation changes will NOT be accepted.

We appreciate your cooperation in ensuring a safe and respectful environment on our school buses. By adhering to these guidelines, we can maintain a positive experience for all students. If you have any questions or concerns, please contact the school administration.

## SECTION 4 - FEDERAL REQUIREMENTS

### Prohibition Against Sexual Harassment and Retaliation under Title IX

Sexual harassment as protected by law is prohibited at North Side. North Side also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs North Side's compliance with Title IX of the Education Amendments of 1972. North Side's Social Workers are designated and authorized as North Side's Title IX Coordinator(s), with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX.

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the North Side alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110. This policy replaces Policy and Regulation 4810.

### Regulations

This Policy governs a complaint of sexual harassment or retaliation of a student or employee, as such conduct is defined and regulated under Title IX of the Education Amendments of 1972, and that is alleged to have occurred on or after August 14, 2020. If any provision of Title IX or its regulations is held invalid or unenforceable by a court, agency, or department with legal jurisdiction over North Side, the corresponding provisions in this Policy shall likewise be rendered invalid and not enforced.

A complaint by students, employees, parents, and patrons of North Side alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

North Side has designated the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the School. The Title IX Coordinator is in charge of assuring School compliance with Regulation 1301 and Title IX of the Education Amendments of 1972. See Policy and Regulation 1300 for the individual(s) designated by the school to be the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

## Definitions

For the purpose of this Regulation, the following terms are defined:

- **Actual Knowledge:** Notice of sexual harassment or allegations of sexual harassment to any employee (other than the respondent) in an education program or activity of the school against a person in the United States. Actual knowledge does not include constructive notice.
- **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Day:** A calendar day. All timeframes and deadlines may be extended by the school for good cause, including but not limited to Board-approved holiday breaks and building closures.
- **Education program or activity:** Locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
- **Formal complaint:** A document filed by a complainant, or a parent or legal guardian of a student complainant, alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. Additionally, a formal complaint can be completed and signed by the Title IX Coordinator, if, in their sole discretion, they conclude that the School needs to conduct an investigation based on information in their possession, regardless of the complainant's interest in filing a formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the School. The complainant must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.
- **Respondent:** An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Retaliation:** Intimidation, threats, coercion, or discrimination of an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an

investigation or proceeding under this Regulation.

- Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:
  - A School employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
  - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- Supportive measures: Non-disciplinary, non-punitive, individualized services. Appropriate supportive measures shall be offered to the complainant and may be offered to the respondent, as appropriate and depending on the individual circumstances of the situation. Supportive measures may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, and conferences.

### **Illustrations and Examples of Prohibited Sexual Harassment**

For the purpose of this Regulation, the determination if conduct is prohibited under Title IX is a fact-intensive question that shall be considered on a case-by-case basis. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to their body, sexual activity, or performance; and verbal abuse of a sexual nature.

### **Obligation to Report**

North Side is steadfastly committed to providing an inclusive environment that is free from sexual discrimination and harassment for all of its students and staff. Staff with actual knowledge of behaviors that may constitute sexual harassment and related retaliation as defined in this Regulation shall report it to the Title IX Coordinator. When a formal complaint is filed with the Title IX Coordinator, the grievance process

detailed below will be used. Reports of sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature and extent of the investigative procedures.

### **Response to Actual Knowledge of Sexual Harassment or Related Retaliation**

When the School has actual knowledge of sexual harassment or related retaliation under Title IX, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Explain the process for filing a formal complaint under this Regulation; and
4. Inform the complainant of the availability of supportive measures regardless of whether a formal complaint is filed under this Regulation.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process outlined in this Regulation. The School will only impose disciplinary consequences against a respondent for violations of this Regulation after the grievance process has been completed; however, the school may impose disciplinary consequences against a respondent for other violations of the School's Board of Education Policies prior to the conclusion of the grievance process outlined in this Regulation. If there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall be changed, including removal from the School. Immediately following the removal, the respondent shall be given notice and an opportunity to challenge the decision to the Executive Director in writing. The Executive Director shall issue a written decision on the respondent's challenge and such decision shall be final. If the respondent is an employee, the employee may be placed on administrative leave during the pendency of the grievance process.

### **Grievance Process for Formal Complaint**

During the grievance process for a formal complaint, the school shall treat the complainant and the respondent equitably. The School will ensure that relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence, and that credibility determinations are not based on a person's status as a complainant, respondent, or witness. Additionally, the Title IX Coordinator, the investigator, all decision-makers, and any facilitator of the informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or individually. Furthermore, the School shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### **Formal Complaint**

Formal complaints of sexual harassment under this Regulation must be submitted to the Title IX Coordinator.

A charge or complaint of sexual harassment or retaliation filed with an outside agency does not constitute a



formal complaint with the School or trigger the School's obligation to follow the formal complaint grievance process as contemplated under this Regulation.

If a formal complaint involves allegations against the Title IX Coordinator, the formal complaint shall be filed directly with the Executive Director, unless the Executive Director is the Title IX Coordinator, or President of the Board of Education.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, the grievance process, and any informal resolution process to the complainant and the respondent to give both parties the proper time to prepare a response before an interview;
2. Inform the complainant and the respondent of the prohibition against making false statement or knowingly submitting false information;
3. Inform the complainant and the respondent that they may have an advisor (who may be but who is not required to be an attorney) present during any of their own subsequent meetings; and
4. Offer supportive measures in an equitable manner to the complainant and the respondent, when appropriate.

The Title IX Coordinator, at their discretion, may consolidate formal complaints if they arise out of the same facts or circumstances. If, in the course of the investigation process as outlined below in this Regulation, the investigator decides to investigate new allegations about the complainant or the respondent that are not included in a written notice previously provided to the complainant and respondent, the Title IX Coordinator will provide another written notice of the additional allegations to the complainant and the respondent.

The Title IX Coordinator must dismiss a formal complaint for any of the following reasons:

1. The conduct alleged in the formal complaint would not constitute sexual harassment even if proved.
2. The conduct alleged in the formal complaint did not occur in the School's education program or activity.
3. The conduct alleged in the formal complaint did not occur within the United States.

The Title IX Coordinator may dismiss a formal complaint for any of the following reasons:

1. The complainant has notified the School in writing that the complainant would like to withdraw the formal complaint or any allegations.
2. The respondent is no longer enrolled or employed by the School.
3. Specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint.

If the Title IX Coordinator dismisses a formal complaint, written notice of the dismissal, including the reasons for dismissal, shall be provided to the complainant and the respondent. If a complainant or respondent wishes to appeal a dismissal of a formal complaint, they should follow the appeal process outlined in this Regulation. Dismissal of a formal complaint does not preclude the School from investigating,

taking action, or imposing discipline outside of this Regulation related to the alleged conduct and in accordance with any other Board policy or regulation.

## Investigation

The Title IX Coordinator, or a designee, shall serve as the investigator and be responsible for investigating formal complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The School may appoint an outside investigator when appropriate. A subordinate shall not investigate his or her supervisor. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the School and not the complainant or respondent.

The investigator shall initiate an investigation within five (5) days of the receipt of the formal complaint by the Title IX Coordinator, unless good cause exists to extend this timeframe. All investigations shall:

1. Provide an equal opportunity for the complainant and the respondent to present witnesses and evidence;
2. Not restrict the ability of either the complainant or the respondent to discuss the allegations under investigation or to gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the complainant and the respondent with the same opportunities to have an advisor present during any grievance proceeding;
5. Provide to the complainant and the respondent whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the individual to prepare to participate;
6. Provide the complainant and the respondent an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

Employees and students should fully cooperate with the investigation process under this Regulation.

Prior to the completion of the investigative report, the investigator shall send to the complainant and the respondent the evidence related to the investigation to inspect and review. The complainant and the respondent shall have ten (10) days to submit a written response which the investigator shall take into consideration in creating the final investigative report.

At the close of the investigation, a written final investigative report will be delivered to the complainant and the respondent. The final investigative report should be completed within thirty (30) days of the initiation of the investigation, unless good cause exists to extend this timeframe.

Upon receipt of the final investigative report, the complainant and the respondent shall have ten (10) days to submit a written response to the report to the investigator and to submit written, relevant questions to be asked of any party or witness prior to the determination of responsibility.

## Determination of Responsibility

For the purposes of a determination of responsibility, the decision-maker shall be the Executive Director or their designee; however, the decision-maker shall not be the Title IX Coordinator or the investigator. The decision-maker shall receive the final investigative report as well as any written responses and additional questions to be asked that were timely submitted by the complainant and the respondent. Upon a determination of relevance, the decision-maker will facilitate the exchange of written questions as submitted by the complainant and the respondent, provide the complainant and the respondent with submitted answers (if any), and allow for additional, limited follow-up questions from the complainant and respondent.

Within a reasonably prompt time frame, the decision-maker shall make a determination of responsibility based on the final investigative report, the evidence, and all written responses timely submitted by the complainant and the respondent, and without any live testimony or hearing.

The decision-maker shall provide the written determination to the complainant and the respondent, along with information regarding the procedures and allowable bases to appeal the decision. The written determination shall include:

1. The allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the School's code of conduct to the facts; and
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the recipient to the complainant.

The preponderance of the evidence standard shall be used in making a determination of responsibility.

If a determination of responsibility against a respondent is made, the School shall impose consequences as described below in this Regulation. After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment and to restore equal access to the education program or activity.

## Appeal

Either the complainant or the respondent may appeal from a determination of responsibility or a dismissal of a formal complaint (or any allegations therein) for any of the following reasons:

1. A procedural irregularity that affected the outcome of the investigation;
2. New evidence that was not reasonably available at the time of the determination and that could

affect the outcome of the investigation; or

3. A conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker.

Appeals shall be submitted to the Title IX Coordinator within five (5) days of a determination of responsibility or dismissal of a formal complaint (or any allegation therein). If an appeal is not timely submitted, the determination of responsibility or the dismissal of a formal complaint (or any allegation therein) becomes final.

Upon receipt of an appeal, the Title IX Coordinator shall provide written notice of the appeal to the complainant and the respondent. During the appeal process, the complainant and the respondent shall have a reasonable, equal opportunity to submit written statements in support of or in challenge of the appeal to the designated decision-maker on appeal; however, both the complainant and the respondent are limited on appeal to submission of only written statements. There will be no live or oral testimony.

After review of the appeal, investigative report, and any written statement submitted by the complainant and the respondent, the designated decision-maker on appeal, who shall not be the Title IX Coordinator, investigator, or the decision-maker of a dismissal or determination of responsibility, shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided to the complainant and the respondent. This decision shall be final.

### **Informal Resolution**

At any time after a formal complaint is filed and prior to reaching a determination regarding responsibility, the School may facilitate an informal resolution process to address the allegations made in the formal complaint. The informal resolution process is voluntary and does not involve a full investigation and adjudication under the grievance process in this Regulation. If the complainant and respondent both elect to engage in the informal resolution process, their voluntary consent shall be made in writing and all timeframes and deadlines in this Regulation shall be suspended.

An informal resolution may include, but is not limited to the following:

- If the complainant so desires, an opportunity for the complainant to explain to the respondent that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the respondent that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The informal resolution process shall not be made available to formal complaints alleging sexual harassment under this Regulation of a student by an employee.

### **Retaliation**

The School prohibits retaliation against a person who files a formal complaint of sexual harassment under

this Regulation, and further prohibits retaliation against a person who participates in related investigations. Notwithstanding this provision, employees or students found to have intentionally made knowingly false or materially misleading allegations of suspected harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

## **Confidentiality**

The School will respect the privacy of the complainant, the respondent, and the witnesses to the extent possible, consistent with applicable law as well as the School's legal obligations to investigate, to take appropriate action, and to conform with disclosure obligations as identified in this Regulation.

The complainant and the respondent shall not disclose any information obtained during the grievance process in violation of the Family Educational Rights and Privacy Act or for any purpose outside of participation in the grievance process.

## **Consequences**

Where a determination of responsibility for sexual harassment or related retaliation as defined in this Regulation has been made, the School will provide remedies to the complainant designed to restore or preserve equal access to the School's education program or activity.

Consequences for violations of this Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting sexual harassment or related retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from School property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the Title IX Coordinator shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and School policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

## **Record Keeping**

The School shall maintain for a period of seven (7) years records of the following:

1. Each investigation and determination of responsibility made under this Regulation, including disciplinary sanctions imposed on the respondent and remedies provided to the complainant;
2. Any appeal decided under this Regulation;
3. Any informal resolution reached under this Regulation;
4. Materials used for training the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process under this Regulation; and

5. Actions taken in response to actual knowledge of sexual harassment or related retaliation under this Regulation, including supportive measures designed to restore or preserve equal access to the School's education program or activity.

### **Training and Publication of Policy**

The School will train its employees on the definition of sexual harassment and retaliation under this Regulation and the duty to report when they have actual knowledge of sexual harassment. This training will be provided to employees on an annual basis, and at such other times as the Executive Director, in consultation with the School's Title IX Coordinator, determines is necessary or appropriate. Additionally, the School will provide training to the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process on identifying, investigating, and reporting on acts that may constitute sexual harassment or related retaliation under Title IX, and such training materials will be posted on the School's website. School students will be notified regarding this Regulation. This Regulation will be posted on the School's website and available in the North Side Administrative Offices.

### **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organization that have entered into agreements with North Side are hereby notified that North Side does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, North Side provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning North Side's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Officer/Title IX Coordinator listed below, who oversees North Side's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

North Side has established grievance procedures for persons unable to resolve problems arising under the statutes above. North Side's Compliance Officer/Title IX Coordinator will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; telephone (816) 268-0550.

North Side's Compliance Officer/Title IX Coordinator:

Dr. Douglas Thaman

Executive Director

[doug.thaman@northsidecommunityschool.org](mailto:doug.thaman@northsidecommunityschool.org)

314-385-9502, extension 1611

## Family Educational Rights and Privacy Act (FERPA) and Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that grants certain rights to parents and eligible students (students who are 18 years of age or older) regarding their education records. North Side is committed to protecting the privacy and confidentiality of student records in compliance with FERPA. The following outlines the rights and procedures under FERPA:

### Rights to Inspect and Review Education Records:

Parents or eligible students have the right to inspect and review the student's education records within 45 days of submitting a written request to the school principal or appropriate school official. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records can be inspected.

### Rights to Request Amendment of Education Records:

If a parent or eligible student believes that certain education records are inaccurate, misleading, or in violation of the student's privacy rights under FERPA, they may request the school to amend those records. A written request should be submitted to the school principal or appropriate school official, clearly identifying the part of the record that needs to be changed and providing reasons for the request. If the school decides not to amend the records as requested, they will notify the parent or eligible student of the decision and inform them of their right to a hearing. Further details regarding the hearing procedures will be provided to the parent or eligible student at the time of notification.

### Consent for Disclosure of Personally Identifiable Information (PII):

The school requires written consent from parents or eligible students before disclosing personally identifiable information (PII) from the student's education records, except in cases where FERPA permits disclosure without consent. One exception is the disclosure to school officials with legitimate educational interests. The school's annual notification for FERPA rights will outline the criteria for determining who qualifies as a school official and what constitutes a legitimate educational interest. School officials may include administrators, teachers, support staff, volunteers, contractors, or consultants who have a professional responsibility related to the student's education. Consent is also not required for disclosures to officials of another school or school system for enrollment or transfer purposes.

### Right to File a Complaint:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe North Side has failed to comply with FERPA requirements. Complaints should be addressed to the Student Privacy Policy Office at the U.S. Department of Education in Washington, DC.

### Exceptions to Consent for Disclosure:

FERPA allows for the disclosure of PII from education records without obtaining prior written consent in certain situations. These include disclosures to school officials within the educational agency or institution who have legitimate educational interests, disclosures to other schools or educational institutions for enrollment or transfer purposes, disclosures for health or safety emergencies, and disclosures required by state statutes or other legal requirements. The complete list of exceptions can be found in §99.31 of the

FERPA regulations.

#### Directory Information:

North Side may disclose directory information without written consent, unless parents have specifically requested otherwise. Directory information is generally not considered harmful or an invasion of privacy if released. Examples of directory information include student names, grade level, address, participation in activities and sports, telephone listing, photographs, and dates of attendance. The school may disclose directory information for specific purposes such as school publications, honor rolls, graduation programs, and sports activity sheets. Parents have the opportunity to opt-out of the disclosure of directory information by notifying the school in writing by September 10th of the school year.

North Side is committed to upholding the rights and privacy of students and families under FERPA. We take the necessary measures to ensure the confidentiality and security of education records while providing access to parents and eligible students as outlined by law. For further

## SECTION 5 - SCHOOL TECHNOLOGY

### School Issued Technology Devices

The following section of this handbook outlines acceptable use of school-issued technology devices regardless of whether a student is using it at home or at school. Most school-issued devices are Chromebooks, but for the purposes of this policy, the term “Chromebook” means any technology device issued by the school (including tablet devices).

All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.

Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Google Classroom and Forms. North Side will provide GAFE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by North Side.

Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but also from any computer or device that has Internet access. Students will understand that the Google Drive can be monitored by the administration and should not contain personal files.

Students are assigned a North Side (@northsidecommunityschool.org) email through GAFE that is managed



by North Side. Students will be able to communicate with other students and staff within North Side with this email address. Email is monitored by North Side and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in this signed North Side policy.

### **Additional Software Apps and Extensions**

Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet. Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. North Side will install additional apps, extensions and add-ons as they are recommended and approved by teachers and site administrators for a particular course.

### **Chromebook Care - Protecting and Storing Your Chromebook**

Students are responsible for the general care of the school-owned Chromebook while on campus or (in rare circumstances) if provided a Chromebook for use at home. Please review and follow these care guidelines to ensure that all school-issued devices remain in proper working order.

#### **General Care and Precautions**

- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks should never be dropped from any height.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of North Side.
- Chromebooks must never be left in any unsupervised area, whether on school grounds or off campus.

#### **Chromebook Screen Care**

- The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure.
- PLEASE do not allow food or drinks around the Chromebooks. One spill could leave a Chromebook irreparable.
- Do not lift Chromebooks by the screen.
- When moving a Chromebook, support it from the bottom with the lid closed.
- To clean the screen, please use a microfiber cloth. If you don't have that, you can use a very slightly dampened paper towel

- Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- To clean and disinfect the keyboard, you can use a Clorox wipe, but YOU MUST ring out the wipe before removing excessive moisture. If you do not ring it out first, the extra moisture could drip down between the keys and cause the keys to stick or short out the electronics in the Chromebook.
- After wiping down a Chromebook, you should always dry it immediately with a dry microfiber cloth.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- For screen adjustment do not grasp the screen by wrapping your hand around the screen; your thumbs can shatter the screen.
- Do NOT poke, or scratch the camera lens at the top of the screen.

### Carrying Chromebooks

- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.
- Always carry the Chromebook in a secure fashion.

### Storing Your Chromebooks

- Chromebooks should be stored safely at all times.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.
- If taking your Chromebook home for educational purposes, please charge the Chromebook prior to bringing it back to school the following day.

### Asset Tags and Cases

All Chromebooks will be labeled with a North Side asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a North Side asset tag on them at all times. Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

### North Side Technical Support

For questions regarding device care, repairs, technical functionality troubleshooting, please contact the North Side Technical Support team at [techsupport@northsidecommunityschool.org](mailto:techsupport@northsidecommunityschool.org).

### Using Your Chromebook

#### Student Responsibilities and Legal Propriety

- Make sure your Chromebook is ready to use each day, this includes ensuring that it is fully charged and functioning properly.

- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change settings, remove identification tags or barcodes from school issued devices.
- Follow Internet safety guidelines.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or passwords of other people.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Do not send anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use North Side network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems.
- Do not attempt to bypass the North Side web filter, attempt to gain access, or use/change other student's accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

### **Photos, Screensavers, and Background Photos**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the Chromebook.
- All other photos/videos should not be taken or stored.

### **Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for educational purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.
- Any instance of downloading apps that have not been approved by the School are carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the

storage of instructional materials is compromised.

## Chromebook Security and Inspection

- North Side uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.
- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.
- All activity on the Chromebook and school-issued email account is subject to search as school property.

## Network Security

- North Side will be responsible for providing network access and content filtering at school.
- North Side makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the North Side will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- Chromebooks can only be logged onto with a North Side account. Your student should know their login information, but if they have forgotten, they can get that information from their teacher or principal.
- Chromebooks are all protected by a filtering device software application. If students search for a potentially inappropriate topic, the site is blocked and their administrator will get an email alerting them. Your student's administrator will then contact you, if needed, since these are sometimes very innocent searches.
- All North Side Chromebooks are managed through the Google Admin Console. Device and user settings are controlled remotely, regardless of where the device is physically located. Attempts to modify these settings are not permitted.
- All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- Parents/guardians are responsible for filtering and monitoring student internet use when off campus and at home.
- Attempting to disable or bypass North Side Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action.
- Student use of the Internet may be monitored at school and at home while using their school user account.

- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the North Side and appropriate disciplinary action will be taken.

## Privacy

All files stored on the North Side network are the property of North Side and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of Administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

## IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

## Repairs, Claims, and Fees

### Chromebook Repairs

If a school provided device is lost or damaged, report the situation to your child's teacher and principal immediately. If a device is stolen, please also notify local law enforcement and submit a copy of the report to your school principal. If deemed necessary, a replacement will be issued if there is one available.

### Fees/Fines

In the case of a lost or stolen Chromebook, students will be responsible for the full replacement cost. In the case of a damaged Chromebook, students will be responsible for the cost associated with the repair or replacement. Students who lose or damage a Chromebook will be loaned a replacement device until their device is repaired or replaced (if possible).

If a student ends enrollment with North Side prior to the end of the school year, the device and adapter must be returned to the school or a \$300 charge will be assessed.

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or unsupervised
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode

- Removal of school Asset Tags
- Downloading inappropriate apps and media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Loaning of student device to other students inside and outside of school
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass North Side Network Security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Intentionally causing damage to another student's Chromebook or device
- Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of computer use privileges.

## Use and Troubleshooting

The Chromebooks your children will be issued are those they use daily here at school, so they should be very familiar with their functions and capabilities. Here are some tips for the Chromebooks that should help in maintaining and operating them:

1. PLEASE do not allow food or drinks around the Chromebooks. One spill could leave a Chromebook irreparable.
2. To clean the screen, please use a microfiber cloth. If you don't have that, you can use a very slightly dampened paper towel.
3. To clean and disinfect the keyboard, you can use a Clorox wipe, but YOU MUST ring out the wipe before removing excessive moisture. If you do not ring it out first, the extra moisture could drip down between the keys and short out the electronics in the Chromebook.
4. Most issues with the Chromebook not functioning properly can be resolved with a reboot. Just hold down the power button for about 20 seconds and then reboot and log in. If you are having technical issues with the Chromebook please email [techsupport@northsidecommunityschool.org](mailto:techsupport@northsidecommunityschool.org).

## Connecting to a wireless network:

1. Open the Chromebook and allow it to boot up.
2. On the sign-in screen, click on the time on the lower right of the screen.
3. Near the upper left of the window that opens, click on the triangle icon that probably says "Not connected" below it.
4. You'll see a list of all wireless networks in range. Click on your WiFi network.
5. Type in your network password and click "Connect"

**\*\*\*IMPORTANT\*\*\***

If a student has a need to take a Chromebook home, when first using the Chromebook please connect to WiFi and then wait about 5-10 minutes before logging in. This will give the Chromebook time to run any necessary updates, such as allowing the student account to connect to private networks such as home WiFi and for ZOOM to install. You will only need to wait 5-10 minutes to

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