

# North Side Community School

## POLICY MANUAL

Updated with Board Approved Policies on 3/2/2026

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**BOARD**

**GOVERNANCE**

# Conflict of Interest Policy

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

## Article I- Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. As a charter school, certain special state conflicts of interest policies apply as discussed herein.

## Article II- Definitions

### 1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

- a. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- c. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- d. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- e. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III- Procedures

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the board unless they meet the following requirements. Any board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

- a. No member of the Board shall hold any other office or employment from the board while serving as a member of the board.
- b. No member of the board shall have any substantial interest (see §105.450 RSMo) in any entity employed by or contracting with the board.
- c. No member of the board shall be an employee of a company that provides substantial services to the charter school.

### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV- Records of Proceedings

1. The minutes of the governing board and all committees with board delegated powers shall contain:
  - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
  - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### Article V- Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Article VI- Annual Statements

1. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
  - a. Has received a copy of the conflicts of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands the Organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### Article VII-Periodic Reviews

1. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
  - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
  - b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### Article VIII- Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted

## Conflicts of Interest Questionnaire

This questionnaire has been prepared in accordance with North Side Community School's Policy Statement on Conflicts of Interest, and is to be completed by North Side Community School's Board Members and any Key Personnel of North Side Community School as deemed necessary.

It is expected that when a potential for, or an actual conflict of interest exists, the affected individual will disclose it immediately to the board chair and refrain from participating, discussing and/or voting on that issue.

Please read the statements below and provide your response, including explanations, where applicable. Please date, sign and return to the form to the board chair, or his or her designee, within thirty (30) days of receipt.

I have examined my personal situation as directed in the Statement of Policy on Conflicts of Interest and find that I have:

- No area of potential or actual conflicts of interest.
- No area of potential or actual conflicts of interest except as follows:

Signed:

(Print or type title)

Date

## Sunshine Law Policy RESOLUTION

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body must appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That Douglas P. Thaman be and hereby is appointed custodian of the records of North Side Community School and that such custodian is located at 3033 N. Euclid Avenue, St. Louis, MO 63115.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: (Insert fee schedule. Note: Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.)
4. That it is the policy of North Side Community School that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That North Side Community School hereby closes all public records to the extent authorized by law.
6. That North Side Community School shall comply with sections 610.010 to 610.035, RSMo, the Sunshine Law, as now existing or hereafter amended

# Board Meeting Agenda Policy

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

## SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the Board Chair, in consultation with the Executive Director and the Executive Committee.

## SECTION 2. Agenda Format

SECTION 2.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Reading and acceptance of minutes from last meeting
- c) Committee reports
- d) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Public Comment
- i) Adjournment

Note: If any agenda item needs to be considered in a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel pursuant to § 610.021(3) and (13), RSMo.) SECTION 2.2. The agenda shall include at the top: (1) the name of the board, (2) the location of the meeting and (3) the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.

## Motion to Enter into Closed Session

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

The following motion should be used to enter into a closed session of the Board:

"I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) , RSMo, for the purpose of (insert the language of the provision(s) cited)."<sup>1</sup>

There must be a roll call vote to go into closed session or meeting and the roll call vote and the basis for going into closed session must be included in the open meeting minutes.

<sup>1</sup> The Board should only cite those subsections that are applicable to the material it intends to close (not a standard list of several subsections).

# Board Member Orientation Policy

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

## SECTION 1. Board Member Orientation

SECTION 1.1. Within 60 days, new members to school's board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and non-profit governance. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Conflict of Interest
- Open Meetings and Open Records
- Best Practices in Charter School Governance

SECTION 1.2. Periodically or as required by law, the entire school board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

## SECTION 2. Board Member Orientation Manual

SECTION 2.1. Each new board member shall receive a board orientation manual consisting, at a minimum, of the information listed below. Board manuals shall be periodically updated.

- Board By-laws
- Board Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Organization Chart
- Rules and Responsibilities of the Board
- Job Description of Officers and Other Members
- Committees
- Board Members, Biographies, and Contact Information
- Strategic Plan
- Charter Document including Performance Goals and Objectives
- Board Calendar
- Financials
- Fundraising Plan

# Board Member Development Opportunities

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

The North Side Community School's Board is committed to continuous professional growth and development of its board members. Board member professional development is essential to effectuate good governance practices leading to high student achievement outcomes and strong stewardship of public funds.

## SECTION 1. Board Development Requirements

SECTION 1.1. Each board member shall attend professional training annually. The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

## SECTION 2. Scope of Activities

SECTION 2.1. The following categories of activities shall count toward the requirements in Section 1:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer-sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest to the board

SECTION 3.1. The Board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its board members and to satisfy the provisions of this policy.

# Board Conduct Policy

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

## SECTION 1. Board Authority Over Individual Authority

SECTION 1.1. Authority of the board rests only with the board as a whole and not with any individual board member unless expressly provided for in the board's by-laws and/or through board resolution. As such, each member shall act accordingly.

SECTION 1.2. The board vests authority for management of the school in the Executive Director and in good faith, shall not undermine the authority of the Executive Director or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

SECTION 1.3. The board shall make reasonable efforts to keep the Executive Director informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

SECTION. 1.4. The board shall honor the established protocols and policies related to student, parent, or staff grievances.

## SECTION 2. Duties and Responsibilities

SECTION 2.1. Board members agree to communicate on board related correspondence in a timely manner. For the purposes of this policy, "timely manner" is defined as no more than 24 hours.

SECTION 2.2. Board members shall reflect through their actions that their first concern is for the welfare of the students served by the school.

SECTION 2.3. Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

SECTION 2.4. Each board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

## SECTION 3.0. Accountability to Stakeholders and Community Relations

SECTION 3.1. Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders

SECTION 3.2. Each board member shall be a positive ambassador for the school in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

SECTION 3.4. Board members shall, in a timely manner, communicate to the board or the [principal/other title/management organization] expressions of public reaction to board policies and school programs.

#### SECTION 4. Policy Development

SECTION 4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 4.2. Each board member shall make policy related decisions only after full discussion at publicly held board meetings following an established policy or procedure formally adopted by the board.

#### SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than [75%] all board meetings and functions sponsored by the board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 5.3. Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 5.4. Each member shall comply with the provisions of the Sunshine Law related to participating in executive/closed sessions.

SECTION 5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to board business during executive sessions of the board or related to matters or information protected by law.

SECTION 5.6. Each member shall in good faith make decisions to further the greater good as opposed to any particular segment or group.

SECTION 5.7. Each board member shall engage fully in discussion prior to casting a board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 5.8. After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the board.

## SECTION 6. Personnel

Section 6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Executive Director.

SECTION 6.2. Consideration for employment of the Executive Director shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and any policies of the board and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

## SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against use of any board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 7.2. Each board member shall be provided and regularly review financial information to ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions that ensure sustainability of the school.

## SECTION 8. Board Member Conduct

SECTION 8.1. Each board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 8.2. Members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each member shall refrain from any private action that would compromise the integrity, honor, function, or reputation of the board or the school.

SECTION 8.4. Every member of the board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

## **Governing Board Records Policy**

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1. Custody of Records**

SECTION 1.1. All official records of the Governing Board shall be kept and safeguarded by the Board's Administrative Assistant who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

### **SECTION 2. Inspection of Records**

SECTION 2.1. Governing Board records such as official minutes of the Board, written policies, and financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the Board's Administrative Assistant or other persons responsible for the custody of confidential files.

### **SECTION 3. Records Retention**

SECTION 3.1. The Governing Board shall follow the school's records retention schedule, which is compliant with state records retention mandates.

# North Side Community School Digitization of Governing Board Records Policy

## Policy Statement:

North Side Community School (NSCS) recognizes the importance of efficient and effective management of its governing board records. In line with technological advancements and the increasing need for digitization, this policy outlines the guidelines and procedures for the digitization and maintenance of NSCS governing board records. This policy aims to enhance accessibility, security, and streamline record-keeping processes.

## 1. Purpose:

The purpose of this policy is to establish clear guidelines for the digitization of governing board records at NSCS. It defines the principles and procedures for digitizing, storing, managing, and accessing board records in electronic format.

## 2. Scope:

This policy applies to all governing board records created or received by NSCS, including but not limited to minutes, agendas, resolutions, policies, bylaws, reports, and supporting documentation.

## 3. Definitions:

- a. Digitization: The process of converting physical documents into electronic format, such as scanning or imaging.
- b. Electronic Records: Records that are created, received, or stored in digital format.
- c. Governing Board Records: Documents and materials related to the activities, decisions, and proceedings of NSCS governing board.

## 4. Digitization Process:

- a. Selection: NSCS shall identify and prioritize the governing board records for digitization based on legal, historical, operational, and administrative requirements.
- b. Scanning and Indexing: The identified records shall be scanned using appropriate equipment and software to create high-quality digital images. The digital records shall be indexed to facilitate efficient retrieval and organization.
- c. Quality Control: A quality control process shall be established to ensure the accuracy and legibility of the digitized records.
- d. Metadata and Tagging: Metadata, including document title, date, author, and relevant keywords, shall be assigned to each digitized record. Proper tagging and categorization will be implemented to enable effective search and retrieval.

## 5. Storage and Management:

- a. Electronic Document Management System (EDMS): NSCS shall implement a secure and reliable EDMS to store and manage the digitized governing board records. The EDMS should have robust features for document storage, version control, access control, and audit trails.

- b. Backup and Recovery: Regular backups of digitized records shall be performed to ensure data integrity. Adequate measures for disaster recovery and business continuity shall be established.
- c. Retention and Disposal: NSCS shall establish a retention schedule for governing board records in accordance with applicable legal and regulatory requirements, including the State Agency Records Retention Schedules. The EDMS should facilitate the implementation of the retention schedule, including automatic disposition of records upon expiration.
- d. Security and Access Control: Access to the digitized records shall be restricted to authorized personnel. Appropriate security measures, including user authentication, encryption, and monitoring, shall be implemented to protect the confidentiality, integrity, and availability of the records.

#### 6. Access and Retrieval:

- a. Authorized Access: Access to digitized governing board records shall be granted to authorized individuals based on their roles and responsibilities. Access controls should be implemented to ensure that individuals can only view or modify records they are authorized to access.
- b. Search and Retrieval: The EDMS shall provide robust search functionality to facilitate efficient retrieval of digitized records. Users should be able to search by document title, keywords, dates, or other relevant criteria.
- c. Remote Access: NSCS may provide remote access to digitized records, subject to appropriate security measures and access controls.

#### 7. Training and Awareness:

NSCS shall provide training and resources to staff members involved in the digitization, management, and access of governing board records. Regular communication and awareness initiatives shall be conducted

Approved By: North Side Community School Board of Directors, June 13, 2023

## **Nepotism Policy**

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity. Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.

## **Prohibited Expenditures Policy**

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

Section 1. No officer, employee, or agent of North Side Community School may use public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No officer, employee, or agent of North Side Community School may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No officer, employee, or agent North Side Community School may use public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

# **Fiscal Governance & Oversight**

# Annual Operating Budget Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

## SECTION 1. Budget Process

SECTION 1.1. The Executive Director will ensure that North Side Community School follows a budgeting process that is consistent with the requirements of all applicable state and federal laws and regulations.

SECTION 1.2. Each year the Director of Finance is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.

SECTION 1.3. Each year before the annual operating budget is drafted the Director of Finance shall ensure that a needs assessment of North Side Community School is drafted and finalized by the Finance Committee consisting of the Director of Finance, Executive Director, and other individuals as designated by the board. The needs assessment shall inform the drafting of the annual budget.

SECTION 1.4. The Board shall formally adopt the budget in an open meeting held in accordance with the Board's bylaws by June 30, pursuant to all applicable laws and regulations and before the expenditure of any funds. The approved estimated expenditures for each fund shall not exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

SECTION 1.5. The Secretary of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

SECTION 1.6. After the beginning of the fiscal year, the Director of Finance and Executive Director shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

## SECTION 2. Fiscal Compliance

The Director of Finance shall ensure that North Side Community School complies with all state and federal laws and rules concerning the budget and related processes of the school.

# Audit and Financial Statements Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

## SECTION 1. Annual Audit.

SECTION 1.1. Annually, the books and accounts of the School will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Director of Finance shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

SECTION 1.2. Board Action. Once the Board North Side Community School receives the final report, it shall vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

SECTION 1.3. Submission to Sponsor. North Side Community School shall ensure that a copy of the annual audit report is timely filed with the Sponsor.

The audit report should include a certificate signed by the Chair of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

## SECTION 2. Annual Financial Statement.

Section 2.1. North Side Community School shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure;  
and
- c. the balance in the fund at the close of the fiscal year.
- d.

SECTION 2.2. North Side Community School shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadline

# Federal Fiscal Compliance Policy

The governing body ("Board") of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

## SECTION 1. Fiscal Requirements under Title I, Title II, and Title IV of ESSA

SECTION 1.1. Supplement not Supplant. North Side Community School shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

SECTION 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the Director of Finance. The documentation must clearly demonstrate the supplementary nature of federal funds.

## SECTION 2. Federal Grant Allowable Expenditures.

Prior to expending funds, the Director of Finance shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The Director of Finance shall ensure that all grant funds are expended in accordance with the requirements in section 2.1 and the Circular or other applicable federal law or rule.

### Section 2.1 Allowability.

To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period;
- Be adequately documents; and
- Be net of all applicable credits.

## SECTION 3. Standards for Documentation of Personnel Expenses (2 C.F.R. § 200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015)

### a. Time and Effort:

Records are required for all employees, including teachers, paraprofessionals

administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as a match for a federal program.

b. Semi-Annual Certification:

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually.

c. Monthly Personnel Activity Report (PAR):

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

d. Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

#### SECTION 4. Charter Schools Program (CSP), ESSA Title IV, Part C

SECTION 4.1. Compliance. If North Side Community School receives CSP grants, the Executive Director shall ensure that North Side Community School shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

SECTION 4.2. Fiscal Control. The Executive Director shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

SECTION 4.3. Procurement. When using CSP funds to enter into a contract for equipment or services the Executive Director shall comply with the applicable federal procurement standards.

#### SECTION 5. Use of Federal Grant Funds for Procurement

SECTION 5.1. Open and Free Competition. The Executive Director shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to North Side Community School considering price, quality, and other relevant factors deemed appropriate by the (insert school).

SECTION 5.2. Conflicts of Interest. Pursuant to the Conflict of Interest Board Policy, no employee, officer, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

#### SECTION 5.3. Solicitation of Bids or Offers

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- e. Procurement documents shall be made available, upon request, to appropriate government officials.

SECTION 5.4. Record Documentation. The Director of Finance shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The Director of Finance shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

Section 5.5 All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be reviewed and kept current and shall include enough qualified sources to ensure maximum open and free competition.

Section 5.6 The school shall utilize the most appropriate procurement method based on the particular procurement. The school utilize one of the following methods or any more restrictive method:

- Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.
- Small purchase procedures. Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 to \$249,999. Price and rate quotations must be obtained from at least two qualified sources

- sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
- Competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.
- Noncompetitive proposals. This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:
  - The item is available only from a single source;
  - The public emergency for the requirement will not permit a delay;
  - The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
  - After solicitation of a number of sources, competition is determined inadequate.
  -

#### SECTION 6. Travel Costs.

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

Section 6.1 Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the school's non-federally-funded activities and in accordance with the school's written travel reimbursement policies.

Section 6.2 Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school as a result of the school's written travel policy.

If these costs are charged to the Federal award, documentation must justify that (1) the Participation of the individual is necessary to the Federal award; and (2) the costs are reasonable and consistent with the school's travel policy. Document may include any or all of the following: an agenda; prior written approval; and/or written justification statement.

Section 6.3 The school shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

#### Section 7. Compliance with the Cash Management Improvement Act.

Section 7. 1. In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to the school for

reimbursements. Reimbursements are only for funds "spent"—transactions that are recorded on the school's books and the funds delivered to the recipients.

Section 7.2. The school may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

Section 7.3. The school must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. The school may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. The school must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>

## Capital Assets Accounting Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1.1. Definition of Capital Asset. A capital asset is an asset that is tangible in nature; has a life that exceeds one year; of significant value (\$5,000 per unit or a lower amount designated by the board of directors); and reasonably identified and controlled through a physical inventory system. Examples include: land, buildings, machinery, and furniture.

SECTION 1.2. Documentation. The Director of Finance shall ensure that North Side Community School maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory. The Director of Finance will ensure that a physical inventory of capital assets takes place once every two years.

SECTION 1.4. Annual Audit. The annual financial audit required by the Board shall include an exhibit in the audit report identifying all capital assets and the ownership interest of local, state, and federal Parties.

## State Tax Sources Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Acceptance. All state funds will be accepted for the operation of the School as provided by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

Section 2. Reporting. The Principal or Business Manager is responsible for completing all required reports and forms to obtain state funds to which the School is entitled to receive according to developed rules and regulations.

## **State and Federal Projects Policy**

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **Section 1. Authority to Operate.**

With Board approval, the School may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations, and other conditions for use of such funds.

The Executive Director shall be the designated Executive Director responsible for coordinating funded projects, administering programs, and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable the School to verify program compliance and success. The Executive Director shall keep the Board fully informed.

## **Borrowed Funds Policy**

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### **Section 1. Borrowing Funds**

State law authorizes the Board to borrow funds in anticipation of the collection of revenue in order to ensure continuity in the operations of the School. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within guidelines as established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

## **Bonded Indebtedness Policy**

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. The Board may issue bonds for any School expenditures as prescribed in state law.

## Authorized Signatures Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. The Board of North Side Community School shall designate at least one current board member to be included as an authorized signature on all financial accounts of the school.

Section 2. The Board shall notify all financial institutions that serve the school of the board member who is to be included as an authorized signature on financial accounts.

Section 3. The Board of North Side Community School shall annually certify to its sponsor that the financial institutions that serve the school have on file the authorization form for the board member who is to be the signature on all financial accounts.

## Bank Procedures Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### SECTION 1. Bank Accounts

SECTION 1.1. The Executive Director of North Side Community School has the authority to open a business checking account and a business operating account on behalf of North Side Community School to be used to hold the school's assets.

SECTION 1.2. North Side Community School may utilize a request for proposals or another method for seeking competitive bids for banking services. The Board will adopt a resolution at a board meeting held in accordance with its bylaws to designate the financial institution that the school will use for its banking transactions. Once the resolution has been adopted, the Executive Director has the authority to enter into an agreement with the selected financial institution. This agreement should be signed by the Executive Director and Board Chair.

### SECTION 2. Checks

SECTION 2.1. Any authorized check drafted on the school's designated bank account over \$10,000 shall require two signers (Executive Director and Board Chair). Each check must be completed in its entirety before it is signed by either party.

SECTION 2.2. Checks Received. Checks received shall be endorsed "for deposit only" and deposits should be made daily by someone other than the person who prepared the deposit.

SECTION 2.3. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A check request form must be completed by the requestor and approved with a signature by the Executive Director. The check request form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. The check request shall then be submitted to the Director of Finance for processing. All check request forms shall be maintained by the Director of Finance.

SECTION 2.4. Checks payable to cash are prohibited. SECTION 3. Mail Procedures

SECTION 3.1. The Administrative Assistant should receive the mail, open it and list all checks on a daily collection report or in a pre-numbered receipt book. This report or receipt should identify the date, name of organization or person submitting payment, amount of payment and description of what the payment is for.

SECTION 3.2. The Director of Finance and Executive Director should receive the checks and daily collection report or receipt book from the person opening the mail.

SECTION 4. Bank Reconciliations

SECTION 4.1. There will be segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.

SECTION 4.2. The Director of Finance or their designee is responsible for bank reconciliations a minimum of once monthly. Bank statements should be delivered to the Administrative Assistant unopened. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger. The Executive Director shall review bank statements and credit card statements on a monthly basis.

SECTION 5. Credit Card Procedures

It is the policy of North Side Community School that credit card use shall be limited and only the following employees or board members are authorized to use credit cards: Executive Director, Administrative Assistant, Director of Finance, Director of Development, Director of Facilities, Building Principals. North Side Community School will not use debit cards, and credit cards shall only be used by the Executive Director, Administrative Assistant, Director of Finance, Director of Development, Director of Facilities, Building Principals for school business expenditures only. Credit cards may not be used for personal purchases and/or cash transactions and shall be maintained using the highest level of security. Credit card transactions over \$500 must receive prior board approval.

Employees issued a credit card must receive prior, documented approval from the Executive Director or their designee before the use of the credit card. Each credit card transaction by any user must be accompanied by the original receipts documenting each transaction.

## SECTION 6. Transfer Of Information

If any member of the North Side Community School Administrative Services or Executive Directorship ends his or her term with the Board/employment with North Side Community School or is terminated by the school or otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information. The school will change the passwords and other security information once the individual ends his or her employment with the school.

# Cash Management Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

## SECTION 1. Accounting for Cash Transactions

SECTION 1.1. Documentation. All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money was and in what amount, which shall be signed and dated by the Director of Finance or his or her designee who has the authority to receive cash on behalf of North Side Community School.

SECTION 1.2. Depositing Cash. The Director of Finance shall be responsible for depositing cash in North Side Community School's bank account. The Director of Finance will only be responsible for depositing the cash into the bank account, and will be segregated from the duty of receiving the cash on behalf of the school. Deposits shall be made weekly at a minimum. All undeposited cash shall be kept in a secured location on school premises with limited access. A copy of the validated deposit slip shall be returned to the school on the same day the deposit is made or the next day after the deposit is made.

SECTION 1.3. Expenditures. All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash shall not be used to make purchases except from petty cash, as described in Section 1.5. School checks shall not be made payable to "Cash".

SECTION 1.4. Segregation of Duties. The Executive Director of North Side Community School shall ensure that appropriate segregation of duties exists with regard to the handling of all money transactions including reconciliation.

SECTION 1.5. Petty Cash. Petty cash shall be maintained in a locked box in the Executive Director's office in an amount not to exceed \$1,000. All disbursements from petty cash shall be documented in writing, indicating the date, amount disbursed, the identity of the individual receiving the funds, and the reason for the disbursement. Receipts from purchases made with petty cash shall be remitted to

the Director of Finance's office as soon as practicable. Petty cash funds shall not be used to cash checks.

## Venmo/Cash App Policy

1. Only one Venmo/Cash App account is allowed.
2. Accounts must be tied to a North Side Community School owned cell phone.
3. The Executive Director, Finance Director, and Board Treasurer must have access to both accounts.
4. Venmo/Cash App may be used to receive money for:
  - a. Gate receipts
  - b. Fundraisers
  - c. Concessions
5. Venmo/Cash App may not be used when goods are sold that could be returned.
6. Venmo/Cash App may not be used to receive money for any transaction where the school should keep a record for the transaction (showing who paid, how much, when, and why).
7. The school's website is the only place where people can go to find:
  - a. The school's Venmo/Cash App account name
  - b. A link to the school's Venmo/Cash App account, or
  - c. A QR code for the school's Venmo/Cash App account.
8. Monthly reconciliation of the Venmo/Cash App account must be conducted and accepted as part of the Board's review of monthly financials.
9. On the same webpage where the school's Venmo/Cash App information is shown, this warning/disclaimer must also be displayed: "To protect yourself from fraud, please be aware that any Venmo/Cash App account, link or QR code that is not on the school or district's website is not affiliated with the school or district in any way."
10. If a group or organization not affiliated with the school accepts payments on school property using Venmo/Cash App they must,
  - a. Have signage notifying customers who they are.
  - b. If they are using a sign or card with a QR code linked to their Venmo/Cash App account, it must include the following statement "This entity and Venmo/Cash App account are not owned or operated by North Side Community School.

## Payroll Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Accurate & Timely Payroll.

North Side Community School shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

SECTION 2. Payment of School Employees. School employees shall be paid:

- a. In United States currency;
- b. By an instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United State currency; or
- c. By the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

SECTION 3. Paydays.

- a. Exempt Employees. The paydays for exempt employees shall be on the 15<sup>th</sup> and final day of each month.
- b. Non-exempt Employees. The paydays for non-exempt employees shall be on the 15<sup>th</sup> and final day of each month.

SECTION 4. Withholding of Wages.

North Side Community School shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules.

- a. The school is ordered to do so by a court of competent jurisdiction;
- b. The school is authorized to do so by state or federal law; or
- c. The school has written authorization from the employee to deduct part of their wages for a lawful purpose.

SECTION 5. Teachers Retirement System.

As prescribed by Statute, all teachers at North Side Community School shall be members of the St. Louis Public Retirement System and subject to its requirements. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation.

## **Payroll Modification**

The current language in the Team Member Handbook is as follows:

Salary payments are made bi-weekly, on the first and fifteenth day of the month. If the normal payday is on a non-work day, salary payment is made on the preceding Friday. Payroll deductions shall be made as required by law which includes federal income tax, state income tax, city earnings taxes, social security taxes, and all other deductions as required by law or otherwise agreed to by each employee.

Motion to revise the North Side Community School Payroll Procedure to the following:

Salary payments are made bi-weekly, on the fifteenth day of the month and the final day of the month (28, 30, 31). If the normal payday is on a non-workday, salary payment is made on the preceding Friday. Payroll deductions shall be made as required by law which includes federal income tax, state income tax, city earnings taxes, social security taxes, and all other deductions as required by law or otherwise agreed to by each employee.

## School Accounting System Policy

The Board of North Side Community School adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

### SECTION 1. Fiscal Year

North Side Community School adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

### SECTION 2. Financial Accounting

North Side Community School will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

SECTION 2.1. Accounting records. The school shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

SECTION 2.2. Internal controls. The school shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The school shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

SECTION 2.3. Source documentation. Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.

SECTION 2.4. Budget control. The school shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

SECTION 2.5. Account Code Structure. The school shall use the account code structure as described in the Missouri Department of Education's Chart of Account

**SCHOOL  
OPERATIONS &  
STUDENT  
SAFETY**

# CIVIL RIGHTS & LEGAL COMPLIANCE

## Civil Rights, Title IX, Section 504 Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The School will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended<sup>2</sup>, prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended<sup>3</sup>, prohibiting discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended<sup>4</sup>, prohibiting discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended<sup>5</sup>, prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The School shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The School may designate only one employee to serve as both the Title IX and Section 504 Coordinator. That individual must assume the responsibilities of both coordinators.

It is the policy of the School to process all grievances fairly and expeditiously, with the intent of resolving them in a mutually agreeable manner.

<sup>2</sup> 42 U.S.C. 2000d et seq.

<sup>3</sup> 29 U.S.C. 794.

<sup>4</sup> 20 U.S.C. 1681 et seq.

<sup>5</sup> 42 U.S.C. 6101 et seq.

# Title IX Sexual Harassment Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

## Section 1. Definitions

Section 1.1 The following definitions are applicable to this policy:

**Actual knowledge:** notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school, or any employee of the school. The actual knowledge standard is not met when the only official of the school with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures.

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Deliberate indifference:** a response to a sexual harassment claim that is clearly unreasonable in light of the known circumstances.

**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.

**Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual harassment:** conduct on the basis of sex that satisfies one or more of the following:

An employee of the school conditioning the provision of an aid, benefit, or service of the school 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 school's 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 offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. These measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties,

changes in work or housing locations, leaves of absence, increased security or monitoring of certain areas of the campus, and other similar measures. The school must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining confidentiality could not impair the ability of the recipient to provide supportive measures.

## Section 2. Designation of Title IX Coordinator

Section 2.1. North Side Community School shall designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX. This employee shall be referred to as the Title IX Coordinator.

Section 2.2. The Title IX Coordinator's information shall be prominently displayed on the school's website and in each handbook made available to students, parents or legal guardians of students, applicants for admission and employment, and employees

## Section 3. Notification

Section 3.1. The school shall provide notification to applicants for admission and employment, students, parents or legal guardians of students, and employees of the following:

The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator.

That the school does not discriminate in education programs and activities on the basis of sex, and that the school is required by Title IX not to discriminate.

The school does not discriminate in admission and employment, and that inquiries about the application of Title IX may be directed to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the federal Department of Education, or both individuals.

The school's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the recipient will respond.

## Section 4. Response to Sexual Harassment

Section 4.1. If the school has actual knowledge of sexual harassment the school must respond promptly in a manner that is not deliberately indifferent.

Section 4.2. The school's response must treat complainants and respondents equitably by offering supportive measures to a complainant, and by following the grievance process as defined in Section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Section 4.3. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Section 4.4. The school may remove a respondent from the school's education program or activity on an emergency basis, provided the school undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Section 4.5. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process. This training shall also include how to use any technology at a live hearing, issues of relevance of questions and evidence, and issues of relevance to create an investigative report that fairly summarizes the relevant evidence. This training must be posted on the school's website.

Section 4.6. The school may place an employee on administrative leave during the pendency of a grievance process that complies with Section 5.

#### Section 5. Grievance Process for Formal Complaints of Sexual Harassment

Section 5.1. The school's treatment of a complainant or respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Section 5.2. All provisions of the grievance process outlined in this policy must be applied equally to complainants and respondents.

#### Section 5.3. Grievance Process Requirements

Section 5.3.1 The grievance process must treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent.

Section 5.3.2. The grievance process must be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures are imposed on a respondent.

Section 5.3.3. Remedies must be designed to restore or preserve equal access to the school's education program or activity.

Section 5.3.4. All relevant evidence, including both inculpatory and exculpatory evidence, must be evaluated.

Section 5.3.5. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Section 5.3.6. The Title IX coordinator, any individual designated as an investigator, decision-maker or any individual designated to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Section 5.3.7. The school shall select an unbiased individual to serve as the decision-maker. This individual shall not be the Title IX coordinator or the investigator.

Section 5.4. Notice of Allegations. Upon receipt of a formal complaint, the school must provide the following written notice of the known parties:

- Recipient's grievance process, including an informal resolution process.
- Allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- The parties may have an advisor of their choice, who may be, but is not required to be an attorney.
- The parties may inspect and review evidence.
- Any provision in the school's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Section 5.4.1 If the school decides to investigate any allegations not provided in the original notice as outlined in Section 5.4, the school must provide notice of the additional allegations to the parties whose identities are known.

## Section 5.5. Investigation of a Formal Complaint

Section 5.5.1. During an investigation, the school must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the school and not the parties.

Section 5.5.2. The school must obtain consent of a party to use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or paraprofessional acting the profession's or paraprofessional's capacity or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party.

Section 5.5.3. The school must provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.

Section 5.5.4. The parties may not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

Section 5.5.5. Parties must be provided the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any relevant meeting or proceeding by the advisor of their choice, who may be an attorney. The school may not limit who may be an advisor, however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions are applied equally.

Section 5.5.6. The school must provide any party with written notice of the date, time, location, participants, and purpose of all hearing, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Section 5.5.7. The school must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the school must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The school must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Section 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if so provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Section 5.6. Hearings.

The school may choose to provide a hearing. Regardless of whether a hearing is provided, the school must, after the investigative report is sent to both parties, provide an opportunity before a decision is reached, for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Section 5.6.1. With or without a hearing, questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior respect to the respondent and are offered to prove consent. The decision-maker(s)

must explain to the party proposing the questions any decision to exclude a question as not relevant.

Section 5.7. Determination Regarding Responsibility. The decision-maker, who is someone other than the Title IX coordinator or the investigator, must issue a written determination regarding responsibility.

Section 5.7.1. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment.
- 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, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the school's code of conduct to the facts.
- Statement of and rational 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 school to the complainant.
- The school's procedures and permissible bases for the complainant and respondent to appeal.

Section 5.7.2. The written determination must be provided to the parties simultaneously.

Section 5.7.3. The determination regarding responsibility becomes final either on the date the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Section 5.8. Remedies.

The Title IX coordinator is responsible for effective implementation of any remedies. Section 5.9. Appeals.

The school must offer both parties an appeal from a determination regarding responsibility and from a school's dismissal of a formal complaint or any allegations on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- The school may offer an appeal equally to both parties on additional bases.

Section 5.9.1. The school must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

Section 5.9.2. The school must ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding the responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Section 5.9.3. Both parties must be given a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome

Section 5.9.4. The school must issue a written decision describing the result of the appeal and the rationale for the result

5.9.5. The school must provide the written decision simultaneously to both parties.

Section 5.10. Consolidation.

The school may consolidate formal complaint as to allegations of sexual harassment against more than one respondent, or more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Section 5.11. Dismissal.

After an investigation, if it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, the conduct did not occur in the school's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint with regard to that conduct for the purposes of sexual harassment under Title IX. This dismissal does not preclude action under another provision of the school's code of conduct.

Section 5.11.1. A complaint or any allegations therein, may be dismissed at any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; if the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Section 5.11.2. Upon dismissal of a complaint or any allegation therein, the school shall promptly send written notification of the dismissal and the reason(s) therefore simultaneously to the parties.

Section 6. Informal Resolution Process

Section 6.1. The school may not require as a condition enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Section 6.2. The school may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

Section 6.3. At any time prior to the determination regarding responsibility, the school may facilitate an informal resolution process that does not involve a full investigation.

The school may do this if the parties are provided a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The parties must provide their voluntary, written consent to the informal resolution process

The school does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## Section 7. Recordkeeping

Section 7.1. The school must maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity.
- Any appeal and the result of that appeal.
- All training materials.

Section 7.2. For each response under Section 4, the school must create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The school must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school's education program or activity. If the school does not provide supportive measures, the school must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## Section 8. Retaliation.

No individual may be intimidated, threatened, coerced, or discriminated against for the purpose of interfering with any right or privilege secured by Title IX because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The school must keep confidential the identity of all parties.

Section 8.1. The exercise of rights protected under the First Amendment does not constitute retaliation.

Section 8.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith

## **Equal Educational Opportunity Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The School shall provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. A student may have more than one type of disability.

The School's programs and services available to meet the needs of these students shall meet the requirements of: The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and Missouri Special Education Services requirements found in sections 162.670 - .995, RSMo.

The identification of students with disabilities and the services provided by the LEA shall be in accordance with the regulations and guidelines of the department of elementary and secondary education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

## **Missouri Student Religious Liberties Act Policy**

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

### **Section 1. Anti-Discrimination**

Section 1.1. North Side Community School shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

Section 1.1. North Side Community School shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner North Side Community School treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

## Section 2. Student Expression in Homework and Classroom Assignments

Section 2.1. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

Section 2.2. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by North Side Community School.

Section 2.3. Students shall not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork or other written or oral assignments, North Side Community School shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.

## Section 3. Student Prayer, Religious Activities, and Religious Expression

Section 3.1. Students in North Side Community School may pray or engage in religious activities or religious expression, before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive of scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

Section 3.2. Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non curricular student activities and groups.

Section 3.3. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

Section 3.4. Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

Section. 3.5. North Side Community School may only disclaim sponsorship of non curricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

#### Section 4. Student Clothing, Accessories, and Jewelry

Section 4.1. Students at North Side Community School may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

#### Section 5. Construction

Section 5.1. This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person
- Prohibit North Side Community School from maintaining order and discipline in a content and viewpoint neutral manner
- Prohibit North Side Community School from protecting the safety of students, employees, and visitors of North Side Community School
- Prohibit North Side Community School from adopting and enforcing policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.

## Public Forum Policy

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

#### Section 1. Establishment of Limited Public Forum

Section 1.1. A limited public forum is hereby established for student speakers at all North Side Community School events at which a student is to publicly speak.

#### Section 2. Student Speakers

Section 2.1. Students speakers at school events and graduation ceremonies shall be selected using the neutral criteria of grade point average.

Section 2.2. Student speakers are prohibited from engaging in obscene, vulgar, offensively lewd, or indecent speech.

Section 2.3. Student expression in the limited public forum on an otherwise permissible subject shall not be excluded from the limited public forum because the subject is expressed from a religious viewpoint.

### Section 3. Disclaimer

Section 3.1. Any student speech at a school event or graduation ceremony does not reflect the endorsement, sponsorship, position, or expression of North Side Community School

Section 3.2. Such disclaimer shall be made in writing, orally, or both prior to a student speech at any school event or graduation ceremony

## **SCHOOL OPERATIONS**

### **Official School Year and School Day Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The Board will annually adopt a school calendar that provides for 1,044 hours of pupil attendance. The calendar shall also include thirty-six make-up hours for possible loss of attendance due to inclement weather<sup>6</sup>. Hours, in excess of the state required minimum, may be recommended by the Executive Director and approved by the Board.

The length of the school day shall be a maximum of 8 hours.

North Side Community School shall be required to make up the first 36 hours of school lost or canceled due to inclement weather and half the number of hours lost or cancelled in excess of the 36 make-up hours if the make-up of the hours is necessary to ensure the students attend a minimum of 1,044 hours for the school year.

The School is exempt from the requirement to make-up school lost or cancelled due to inclement weather when the school has made up the required thirty-six hours (see above) and half the number of additional lost or cancelled hours (with a cap of forty-eight hours), resulting in no more than sixty total make-up hours.

The School shall be exempt from making up, up to 36 hours of school, lost or cancelled to due to exceptional or emergency circumstances<sup>7</sup> if the School has an alternative method of instruction plan approved by the department of elementary and secondary education.

For purposes of this Policy, "inclement weather" means ice, snow, extreme cold, flooding or a tornado

<sup>7</sup> For purposes of this Policy, exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease.

<sup>8</sup> § 171.033, RSMo.

## School Calendar Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### SECTION 1. Approval of Annual Calendar

SECTION 1.1. The Executive Director or his/her designee shall submit for approval by the Governing Board a calendar for the upcoming school year no later than April 30<sup>th</sup> of each preceding year. The calendar shall specify the dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable laws and regulations.

SECTION 1.2. No later than the last regularly scheduled board meeting in May, the Governing Board shall officially adopt the upcoming school year calendar.

SECTION 1.3. Information pertaining to dissemination and publishing of the adopted calendar shall be published on the School's website and via other communication channels no later than May 30<sup>th</sup>.

### SECTION 2. Authorization to Revise the Annual Calendar

SECTION 2.1. The Governing Board, upon recommendation by the Executive Director or his/her designee has the authority to make changes to the official school calendar through a duly adopted board resolution.

## Fiscal Year Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The fiscal year for the School shall be [July 1 – June 30].

## School Annual Report Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

School officials will submit to the department of elementary and secondary education all data and reports as required by applicable laws and regulations. The Annual Report will be completed and submitted in accordance with applicable laws and regulations.

The Annual Report will be made available to all School patrons, and to each member of the General Assembly whose legislative district contains a portion of the School's attendance area.

## Public Inspection Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

1. The School shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the LEA in which the school is located the following information:
  - A. The school's charter;
  - B. The school's most recent annual report card published according to section 160.522, RSMo;
  - C. The results of background checks on the charter school's board members; and
  - D. If operated by a management company, a copy of the written contract between the Governing Board of the School and the educational management organization or the charter management organization for services. The charter school may charge reasonable fees, not to exceed the rate specified in section 610.026, RSMo for furnishing copies of documents under this subsection.
  
2. The school website shall contain a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year<sup>10</sup> or the website of the school shall contain a direct link to the department of elementary and secondary education's website section containing a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year.<sup>11</sup>

<sup>9</sup> § 160.410, RSMo.

<sup>10</sup> § 160.066, RSMo.

<sup>11</sup> § 160.066, RSMo.

## Procurement Policy

The Board of North Side Community School adopts the following policy effective on the date of adoption by the Board.

### SECTION 1. Procurement of Goods and Services.

SECTION 1.1. Any procurement of goods and services up to \$50,000 shall be made by the Executive Director. Any procurement of goods and services exceeding \$50,000 shall require Governing Board approval. All purchases shall be in the best interest of the School, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation, and prior dealings.

SECTION 2.2. The School shall not purchase any goods or services from any member of the Governing Board, an immediate family member of any member of the Governing Board nor from any entity in which any member of the Governing Board or an immediate family member of a Governing Board member may benefit from such a procurement, unless authorized by the Governing Board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in Section 1.1.

SECTION 2. This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

## Technology Acceptable Use Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### SECTION 1. Internet Use and Safety.

The School recognizes that computers and the Internet have educational purposes when used properly. The School will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While the School will inform students on the appropriate use of email and Internet safety and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, the School cannot guarantee the Internet and computer environment for its students. The School does comply with the Children's Internet Protection Act (CIPA) and uses available filtering

software. Required (See Section 182.827 RSMO, if no filtering software is used the board must adopt additional policies).

SECTION 1.1. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

#### SECTION 2. Staff Responsibilities for Use of Technology

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals;
- Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy;
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
- Supervise student Internet and computer usage.

#### SECTION 3. Student Responsibilities for Use of Technology

- Obtain parental permission before using any school computer on the Internet
- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language

#### SECTION 4. Network User Responsibilities

- Use of the LEA's technology resources must be in support of education and research consistent with the educational objectives of the School.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of LEA technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to the Executive Director or authorized Executive Director.
- Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- Do not permit others to use your account.

#### SECTION 5. Unacceptable Uses Include, but are not limited to:

- Providing unauthorized or inappropriate access to LEA technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material, including child pornography and any other material that is harmful to minors. Material that is harmful to minors is any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

#### SECTION 6. Internet Use Agreement

To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the Internet unless all parties commit to responsibility by completing the School Internet Use Agreement. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

SECTION 7. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

## **Artificial Intelligence (AI) Use Policy for Educators**

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and

provide interactive and engaging learning experiences. As AI technologies evolve, it is imperative to establish clear guidelines to leverage these tools effectively and ethically within our schools.

This policy outlines the acceptable and unacceptable uses of AI in our K-8 educational environment. Our goal is to harness AI's potential to enhance educational outcomes while safeguarding student's privacy, security, and well-being.

## Inappropriate Uses of AI in Education

Violating privacy and data security is extremely important. AI must not be used to collect, store, or analyze student data without explicit consent and a clear educational purpose. It is inappropriate to use AI tools or infringe on students' privacy rights or fail to comply with data protection laws (e.g. FERPA, COPPA)

As a community school, our interpersonal communication is of the utmost importance. Therefore, AI should never be solely used to craft written, electronic, or verbal communication, either internally or externally. Any AI crafted communications must be reviewed and modified to the author's voice.

Implementing AI systems that perpetuate biases or discrimination is prohibited. AI tools should be scrutinized for fairness and bias, ensuring they do not disadvantage any student group based on race, gender, socio-economic status, or ability.

AI should not replace essential human elements of teaching and mentoring. While AI can augment teaching, it must not substitute for the personalized and empathetic interaction between teachers and students.

Using AI for high-stakes decisions, such as determining a student's academic progression, grading, or disciplinary actions, without human oversight is inappropriate and strictly prohibited. AI should support, not replace, the professional judgment of educators.

AI-generated educational content must be thoroughly vetted by educational professionals to ensure accuracy, relevance, and appropriateness. Relying solely on AI to generate and deliver instructional material is not acceptable.

AI tools must undergo a rigorous evaluation process before being approved for classroom use.

Allowing unsupervised use of AI tools by students, especially younger children, can lead to misuse, exposure to inappropriate content, or misinterpretation of information. Educators must guide and supervise AI interactions within the educational framework.

## AI Policy for Students

This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the K-8 educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI must not be submitted in the place of student work.

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to, restriction access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration

# Take Home Device Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

## Introduction

North Side Community School may provide a laptop computer, tablet, hot-spot, or other device ("school provided devices") for a student's educational use at home. The use of this equipment is meant to enrich the learning experience for the student as they work to acquire the necessary skills and knowledge to become successful in school and in life. To that end, only the student may use a school provided device.

When using a school provided device at home, students must adhere to the same standards as if they were using the device at school. Students must continue to follow the technology use policy located in their student handbook. This policy and agreement is meant to supplement that policy.

## Guidelines and Rules for Use of School Provided Devices

1. Internet Safety
  - a) Act responsibly and safely
  - b) School provided devices should be used only for school related purposes.
  - c) Ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
  - d) Do not share your account information or the account information of others.
  - e) Never post or share pictures or videos of yourself or others unless you have school permission.
  - f) Tell a trusted adult if you come across something that is dangerous or disturbing.

All school rules for how you behave and how you treat others apply to all forms of electronic communication.

2. Security, Filtering, and Monitoring
  - a) Students are expected to comply with all security and filtering requirements that would be in place if the device were used on school property.
  - b) Parents/guardians are expected to monitor the student's use of the internet at home so that the device is not used to access illegal or inappropriate websites or download any material from those sites.
  - c) School provided devices may not be used for: Commercial or personal gain.
  - d) political purposes, such as trying to influence an election.
  - e) Any illegal or indecent such as bullying, inappropriate images or text, or passing along information that is harmful or inappropriate.
  - f) Any activity intended to alter, bypass, or attempt to bypass the school's network, security settings, filters, safety settings, or user roles.
  - g) Personal software or applications, games, or operating systems.

3. Device Use and Care

- a) When not in use, keep your school provided device in its protective sleeve or bag.
- b) Leave all school ID tags or stickers in place; notify a teacher or [school administrator] if they appear to be loose.
- c) Do not apply stickers or permanently mark your device.
- d) Do not eat or drink near your device.
- e) Use a soft cloth to clean the screens and device; use only technology-specific cleaning products; do not use water or household cleaners.
- f) Please let your teacher or [school administrator] know if your device is not working properly, or is lost, damaged, or stolen.

4. Loss or Damage of School Provided Device

- 1. If a school provided device is lost or damaged, report the situation to your child's teacher and [school administrator] immediately. If a device is stolen, please also notify local law enforcement and submit a copy of the report to [school administrator].
- 2. If a school provided device is damaged, a reasonable effort will be made to repair the equipment. A family may be held responsible for the cost of repair beyond normal wear and tear or for the cost of a replacement device if the device cannot be repaired.
- 3. Parents/guardians—please review this policy with your child. By signing this policy, you and your child agree to abide by it and any other school policies relating to technology use. Any activity that violates this or any other technology use policy may be subject to disciplinary action. If you have any questions, please contact your child's teacher, or [school administrator].

Student Name (Printed)

Student Signature

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Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Phone Number

Parent/Guardian Email Address

# E-Learning Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The purpose of e-learning is to ensure that students continue to build conceptual understanding and skill development even though they are not able to attend school in person. Students will receive course expectations, class announcements, and learning objectives in a digital format. Students will participate in a variety of activities, but not all will be digital in nature. The purpose of this policy is to outline procedures and expectations for e-learning.

## Delivery of Instructional Materials

Instructional materials, including course expectations, class announcements, learning objectives, and class assignments, will be delivered to students each [Please choose a schedule that works best for your school. For example, materials may be delivered each day by 9 am; every other day; once a week.]. Materials will be delivered via [email/online e-learning portal].

## Attendance

Attendance is recorded based on work completed each week. In order to be considered present, a student must complete at least one required assignment each week. A week for the purposes of this policy begins Sunday and ends Saturday.

## Live Classroom Sessions

[Google Meet/Zoom/other platform of school's choosing] will be used to host live class sessions. If your child is unable to attend a live session, the teacher will provide a recorded version of the video conference.

Schools may choose to publish a schedule of live sessions. For example:

First Hour Class	9:00-9:30 am	Fourth Hour Class	1:00-1:30 pm
Second Hour Class	9:30-10:00 am	Fifth Hour Class	1:30-2:00 pm
Third Hour Class	10:00-10:30 am	Sixth Hour Class	2:00-2:30 pm

## Teacher Office Hours

Teachers will be available by email or phone (via voicemail) from 9:00-11:00 am and 1:00-3:00 pm. Teachers will respond to all communication requests within 24 hours during office hours via phone or email.

Teachers will provide their email and phone number to all parents/guardians. Schools may choose to provide their teachers with google meet phone numbers so teachers do not have to provide parents/guardians with their home/cell phone number.

## Accommodation Support

[Teacher/School Administrator] will hold a telephone conference with the parent(s)/guardian(s) of each student who has accommodations to discuss how the school will provide instruction to that student.

Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English Learners will receive accommodations according to their Individual Learning Plan (ILP). Students with Section 504 Plans will receive appropriate accommodations outlined in their 504 Plan.

## Telework Policy

### Purpose

Approved telework is provided to assure the goals and mission of North Side Community School are accomplished in a productive, thoughtful, and economical manner. Teleworking can increase employee productivity when there is a beneficial match between the needs of North Side Community School and the employee.

### Definitions

1. Approved alternate location is a work location approved by North Side Community School that is not the employee's designated office or residence.
2. An approved telework position is an existing position that has been approved for teleworking by [school administrator]. The duties and responsibilities of eligible positions shall be suitable for telework. Individual telework schedules must fit the needs of North Side Community School and employees.
3. Designated office is the employee's usual and customary North Side Community School work address.
  - a. A home-based office is an area in an employee's residence used for work during teleworking hours.
4. Teleworking or telecommuting, is the practice of working from a remote work location such as a home-based office or an approved alternate location.
5. Teleworking schedule is a flexible deployment of staff to meet North Side Community School and employee needs. Telework may occur on either a regular schedule or episodic schedule. Teleworking may be less than full-time, supplemented by working at the designated office.

### Procedures

1. Telework Agreement

- a. Teleworking at North Side Community School is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. Instead, it is an option that management uses whenever there is agreement between the employee and the appropriate administrator that telework is most appropriate for the situation and circumstances.
- b. This is a voluntary program both for North Side Community School and the employee, and the arrangement can be terminated by either party.
- c. Each employee shall complete a Telework Agreement form and return it to [school administrator]. Employees shall complete a new Telework Agreement form each year.
- d. In the event of a mandatory school shutdown, it is a management option to allow employees to telework. In that circumstance, any employee who teleworks is still subject to this policy.

#### Employee Duties and Responsibilities

All applicable federal, state, and local laws, and North Side Community School policies apply to teleworkers.

#### Training

1. Teleworkers will participate in specialized telework training, including strategies, expectations, commitment, and logistics.
2. In the event of an emergency school shutdown, [school administrator] may waive any and all training requirements.

#### Authorized Expenses

1. [School administrator] may authorize expenditures using established procedures and based on available funding for office equipment, software, communication devices and office supplies needed by teleworkers at their remote work place.

#### User Responsibilities for Computer Systems and Network Security

1. North Side Community School retains ownership of all equipment provided for telework.
2. When North Side Community School equipment is used at a remote work location, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse. The use of any personal equipment by the employee for purposes of telework is done solely at the employee's risk.
3. Teleworkers must protect information and resources against theft, unauthorized access, tampering, and loss.
4. Teleworkers must comply with any and all school policies relating to computer and network use.

# Telework Model Agreement

## 1. Introduction

- 1.1. This Agreement establishes the respective obligations of the parties under the North Side Community School telework program. The employee has been authorized to telework at a location other than their designated office, such location being described in this Agreement.
- 1.2. This Agreement is neither an employment contract nor a guarantee of employment. The unenforceability of any provision of this Agreement shall not affect the remainder of the Agreement.
- 1.3. Both parties will abide by North Side Community School policies and any changes thereto.
- 1.4. Teleworking at North Side Community School is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. Instead, it is an option that management uses whenever there is agreement between the employee and the [school administrator] that telework is most appropriate for the situation and circumstances. The teleworking arrangement can be terminated by either the employee or [school administrator] at any time, using the process outlined in this Agreement. Termination of an employee's participation in the telework program is not by itself grounds for an administrative complaint or subject to appeal.

## 2. Work Location

- 2.1. The terms "remote work location" or "remote workplace" shall mean the employee's home-based office or approved alternate location. "Offsite" is a general term to describe any work location other than the designated office, which shall mean the employee's usual and customary North Side Community School work address.
- 2.2. The employee agrees that North Side Community School may make on-site visits to the remote workplace during the employee's work hours. Any visits shall be made at a mutually-agreeable time for the purpose of picking up or delivering work, equipment, materials, evaluating the telework arrangement, or checking or maintaining North Side Community School owned equipment.
- 2.3. The employee must work at the designated office or other North Side Community School assigned location when not at the remote workplace.

## 3. Supplies and Equipment

- 3.1. All North Side Community School policies and procedures relating to supplies and equipment applicable to employees who work at their designated office, apply to employees who telework.

- 3.2. The costs associated with internet and telephone service will be the sole responsibility of the employee. Further, the employee understands that North Side Community School is not responsible for the operation or troubleshooting of remote networking environments.
- 3.3. Equipment, software, and supplies provided by North Side Community School for use at the remote workplace shall be limited to use by authorized persons for purposes related to official North Side Community School business, including professional development training and tasks sponsored by North Side Community School.
- 3.4. Employee agree that all North Side Community School-owned data, software, equipment, facilities, and supplies will be properly protected and secured. North Side Community School-owned data, software, equipment, and supplies shall not be used to create employee-owned software or personal data. North Side Community School software shall not be duplicated. Products and programs developed while telecommuting for North Side Community School shall become the property of North Side Community School.
- 3.5. In the event of North Side Community School-owned equipment failure or malfunction, the employee shall immediately notify North Side Community School so that the equipment may be repaired or replaced, as necessary. In the event of delay in repair or replacement, or any other circumstances under which it would be impossible or impractical for the employee to telework, the employee will be assigned other work and/or assigned to another work location, at the sole discretion of North Side Community School.
- 3.6. Upon separation of employment, North Side Community School equipment will be returned to the North Side Community School IT Department within five (5) business days, or within a timeframe previously arranged and agreed upon by the [school administrator] and the IT Department. In the event that legal action is required to regain possession of property owned by North Side Community School, the employee shall pay all costs incurred by North Side Community School, including attorney's fees, should North Side Community School prevail.

#### 4. Work Hours and Compensation

- 4.1. [School administrator] shall validate the employee's time and work accomplished at the remote workplace.
- 4.2. Schedule changes may be made at [school administrator's] discretion. In every case, the operational needs of North Side Community School shall take precedence over telework arrangements.
- 4.3. Work hours and vacation schedules shall conform to existing policies and procedures and the terms of this Agreement. Before overtime is worked, approval must be obtained from [school administrator]. The employee's salary, retirement, and benefits remain unchanged.

## 5. Safety and Liability

- 5.1. The employee and North Side Community School liability and obligations shall be governed by all applicable federal, state, and local laws and regulations.
- 5.2. North Side Community School does not assume liability for loss, damage, or wear of employee-owned equipment. The employee is responsible for proper operation of North Side Community School equipment and shall be liable for any damage or loss caused by the employee's intentional wrongful or negligent act. The employee is not required to insure North Side Community School-owned property; however, any loss of North Side Community School property that is paid by the employee's homeowner's or renter's insurance policy will be reimbursed to North Side Community School.
- 5.3. The employee shall designate a workspace within the remote workplace and shall maintain this workspace in a safe condition—free from hazards and other dangers to the employee and equipment.
- 5.4. The employee shall maintain the same environment in the remote workspace as they would at the designated office. Employees are subject to the same North Side Community School policies, regulations, and procedures regardless of work location.
- 5.5. Furniture, lighting, environmental protection, and household safety equipment incidental to use to North Side Community School equipment, software, and supplies shall be appropriate for its intended use and shall be used and maintained in a safe condition, free from defects and hazards.
- 5.6. The employee shall notify the [school administrator] immediately in case of injury that occurs while conducting North Side Community School business in the remote work location designated in this document.

## 6. Employee Duties and Obligations

- 6.1. The employee shall adhere to the agreed upon alternate work arrangement details specified in the Work Assignment and Conditions Addendum.
- 6.2. The employee shall be held responsible for official documents and shall be subject to disciplinary action for any loss of these documents that is attributable to the employee's actions or negligence.
- 6.3. The employee shall be held responsible to ensure all documents, such as requisitions, payroll-related forms, reimbursement requests, etc., are processed in a timely manner and not hindered by the employee's location away from North Side Community School.
- 6.4. The employee agrees to come to their designated office for meetings on offsite work days with a minimum of twenty-four (24) hours advance notice by [school administrator]
- 6.5. The employee shall submit a plan to the [school administrator] indicating how daily mail/email will be handled and how other time-sensitive documents will be handled to ensure a timely process. Such a plan shall be addressed in the Work Assignment and Conditions Addendum..

- 6.6. The employee agrees to obtain from the designated office all supplies needed for work at the remote workplace. Out-of-pocket expenses for supplies will be reimbursed only upon prior approval by [school administrator].
- 6.7. The employee shall comply with all applicable laws, policies, regulations, and instructions regarding ethics, conflicts of interest and confidentiality.
- 6.8. The employee shall participate in all required telework surveys, reports, or analysis relating to teleworking for North Side Community School.
- 6.9. The employee shall comply with all North Side Community School rules, policies, regulations, procedures, instructions, telework policies, and this Agreement. The employee understands that violation of such may result in cancellation of this Agreement and/or disciplinary action, up to and including termination of employment

7. Termination of Agreement

- 7.1. This agreement shall remain in effect for no more than one year, (beginning date) and (ending date), unless terminated by either party under the terms set forth in this Agreement. The employee understands that they must reapply each year for the privilege of teleworking.
- 7.2. Teleworking is a voluntary program. North Side Community School reserves the right to terminate this Agreement at any time for any individual employee or as a program, and will provide written notice of terminations within ten (10) business days. In cases of termination for cause, this Agreement may be terminated without prior notice, according to North Side Community School policies. The employee may terminate this Agreement at any time, and will provide written notice of termination within ten (10) business days.
- 7.3. North Side Community School will not be held responsible for costs, damages, or losses associated with the termination of this Agreement.
- 7.4. Upon termination of this Agreement by either party, the employee shall return to their designated office all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, supplies, and all other North Side Community School documents in the employee's possession or control at the alternate work location within five (5) days of termination.

I affirm by my signature below that I have read this agreement and agree to the terms specified herein and in the Work Assignment and Conditions Addendum

_____	_____
Employee Printed Name	Date
•	•
Employee Signature	Date
I have reviewed and accepted this alternate work arrangement.	
•	•
Administrator Printed Name	Date
Administrator Signature	Date

## WORK ASSIGNMENT AND CONDITIONS ADDENDUM

The following telecommuting assignment and conditions must be completed by the employee and initialed by both the employee and [school administrator].

1. The employee agrees to work via telecommuting at the following location(s):  
Residence / Address:  
Alternate Location / Address:
2. The employee will telecommute \_\_\_\_\_ days per week, or as agreed upon with [school administrator] and specified below:
3. The employee's work hours will be as follows:

### Days/Hours at designated office:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours per day			Start time:	a.m. / p.m.	Finish time: a.m. / p.m.

### Days/Hours at offsite location:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours per day			Start time:	a.m. / p.m.	Finish time: a.m. / p.m.

The employee will be accessible during work hours via the following contact information:

Phone(s):

Work Email:

Alternate Email:

4. The employee agrees to come into their designated office for meetings on offsite work days with \_\_\_\_\_ hours advance notice. (North Side Community School will provide a minimum of twenty-four (24) hour notice.

5. The following North Side Community School-owned\* or employee-owned equipment will be used by the employee at the remote work location(s):

Description	Company/Item#	Serial#	Owned By

\*The employee is financially liable for loss or damage to VSD-owned equipment if the loss or damage results from the employee’s negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintenance, or service of this equipment.

6. The following arrangement is agreed upon for handling telephone calls made by the employee from the remote work location for North Side Community School business:
7. The following plan will ensure timely paperwork processing and flow for mail, reimbursements, requisitions, payroll-related forms, etc. Conditions agreed upon by the employee and the [school administrator] are as follows.

## Transportation Policy

The Board of The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### SECTION 1. Car Riders

SECTION 1.1. The School’s primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.

SECTION 1.2. To ensure the safety of all students, staff, and visitors, the Executive Director or his/her designee shall establish procedures including, but not limited to: authorization processes for drop off, dismissal, and pickup, drop off and pick up times, routes, supervision, and load/unload

processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

SECTION 1.3. Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Executive Director or his/her designee. The Executive Director or his/her designee is authorized to take measures (including prohibiting access to the property) to address habitual non-compliance with the School's transportation policy and procedures that jeopardizes the safety of students, staff, and visitors or impedes the efficiency of arrival and dismissal processes.

SECTION 1.4. The School will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

## SECTION 2. Busing

SECTION 2.1. When available, students may be transported to and from school in vehicles leased, owned, or contracted by the North Side Community School or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and regulations related to transporting students.

SECTION 2.2. Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

SECTION 2.3. Students or children under the age of 18 who are not enrolled at School shall not be permitted to ride in vehicles provided by School.

## SECTION 3. Walking and Biking.

SECTION 3.1. The School's Governing Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, North Side Community School prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within 1 mile of the School are not present.

## SECTION 4. Field Trips and Off-site Events

Section 4.1 For field trips and other off-site events where transportation is provided, School shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 4.2. Transportation for field trips and off-site events is subject to the requirements of this Policy.

SECTION 4.3 For school-sponsored events, such as field trips, priority of transportation to be used should be in the following order:

1. System or school owned buses
2. Alternate transportation
3. School employee's private vehicles
4. Parent's private vehicles

## **Building Maintenance Policy**

The Board of North Side Community School adopts the following policy effective on the date of adoption by the Board.

Safe and adequate grounds shall be maintained for the educational and recreational programs provided at the School. The Governing Board shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. [The Board's Facilities Committee], in collaboration with the Executive Director or his/her designee shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The Executive Director or his/her designee shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

## **STUDENT SAFETY & HEALTH**

### **School Safety Plan and Emergency Closing Procedures Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. School Safety Plan:

The School will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

## SECTION 2. Emergency Suspension of School Operations or Activities

SECTION 2.1. The School may abide by school closures for St. Louis Public Schools.

SECTION 2.2. The Governing Board further authorizes the Executive Director or his/her designee to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

SECTION 2.3. The Executive Director or his/her designee shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

SECTION 2.4. School activities, including but not limited to extracurricular events, activities, clubs, competitions, and athletic events, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Executive Director or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the [Executive Director or his/her designee] discretion, school activities as described in Section 2.4, may be canceled even after a completed school day if conditions exist to warrant such suspension. The Executive Director or his/her designee shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

## Comprehensive Emergency Operations Plan Model Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

1. The School shall adopt comprehensive emergency operations plan to address:
  - a) School safety, crises, and emergency operations;
  - b) Prevention, preparation, operations, and follow-up;
  - c) Collaboration with local law enforcement, providers of fire protection services, and emergency management; and
  - d) Consideration of supporting mental health needs of all involved in a crisis.
2. The emergency operations plan shall be shared with local law enforcement, providers of fire protection services, and emergency management.

3. A physical security site assessment shall be conducted annually.

4. The Department of Elementary and Secondary Education will publish standards for emergency operations plans and annual physical security site assessment. The School will review and adopt such standards to the extent such standards meet the needs of the School.

## **SCHOOL SAFETY COORDINATOR MODEL POLICY**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

- 1) North Side Community School shall designate a primary and secondary school safety coordinator. Such coordinators shall have a thorough knowledge of all federal, state, and local school violence prevention programs and resources available to students, teachers, or staff in the school.
- 2) The school safety coordinators and other designated personnel, as necessary, shall complete the following, within one year of being designated as coordinators:
  - a) The Federal Emergency Management Administration's IS-100.C: Introduction to the Incident Command System, ICS 100, or its successor course and The Federal Emergency Management Administration's IS-200: Basic Incident Command System for Initial Response, ICS-200, or its successor course; or
  - b) The Incident Command System for Schools course provided by the Missouri School Boards' Association's Center for Education Safety, or its successor course created by CES to replace the ICS for Schools course. DB04/0804900.0008/14352405.1
  - c)

## **Student Safety Policy**

The Board of North Side Community School adopts the following policy effective on the date of adoption by the Board.

In addition, and pursuant to the Every Student Succeeds Act of 2015, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To ensure awareness of this policy, the parents of student victims will be notified in writing of the right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The School will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.

## **Student Enrollment Behavioral Threat Assessments and Personal Safety Plans Model Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

- 1) If applicable, prior to enrolling a student, the school shall request, from any such student's prior local educational agency, records of any behavioral threat assessments and personal safety plans for the student if the student is currently subject to an active personal safety plan or has been subject to a personal safety plan in the n agreement based upon the findings of the behavioral threat assessment record between the school and the students' parents or guardians, or between the school and the student if the student is emancipated or an unaccompanied youth as defined in section 210.121, that:
  - a. Stipulates rules for attendance at the school;
  - b. Provides benchmarks that allow for the student to be released from the personal safety plan over time; and
  - c. Provides immediate access to a trusted adult for the student with the personal safety plan. DB04/0804900.0008/14352405.1 previous twelve months.
- 2) For purposes of this policy, the following terms mean:
  - a. "Behavioral threat assessment", records associated with an evaluation of a student who has shown or demonstrated: (a) Homicidal or suicidal ideation; (b) Planning an attack on a school, other students, faculty, staff, or administration; or (c) Behavior that puts students, faculty, staff, or administration at risk for harm;
  - b. "Personal safety plan", an agreement based upon the findings of the behavioral threat assessment record between the school and the students' parents or guardians, or between the school and the student if the student is emancipated or an unaccompanied youth as defined in section 210.121, that:
    - i. Stipulates rules for attendance at the school;
    - ii. Provides benchmarks that allow for the student to be released from the personal safety plan over time; and
    - iii. Provides immediate access to a trusted adult for the student with the personal safety plan.

# Suicide Policy

**Purpose:** 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. This policy outlines our protocol to prevent, assess the risk of, intervene in, and respond to suicide. The purpose of this policy is one part of our efforts to protect and support the health and well-being of all of our students.

**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.

**Prevention for personnel:** All appropriate personnel will 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.

**Prevention for students:** 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. At NSCS, we build close connections with our students as well as their caregivers at home and we strive to be a safe and supportive place for people during difficult times.

**Identification of Students:** Self-identify or identified by personnel members or other students. 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:

1. Contacting parents or guardians
2. Developing and reviewing a safety plan for the student
3. Recommending counseling services outside of the school
4. 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.

Intervention: 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.

## Threats of Violence Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### SECTION 1. Policy.

It is the policy of the Governing Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

### SECTION 2. Responsibility for Reporting

SECTION 2.1. Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

SECTION 2.2. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat including taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the Administrator(s). If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Administrator(s) so that the Administrator(s) can be responsible for taking such steps.

### SECTION 3. Administrative Action.

SECTION 3.1. The Executive Director or his/her designee should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

SECTION 3.2. Whenever the responsible Administrator(s) feels that it is necessary to contact outside officials to respond to a threat appropriately, the Executive Director or his/her designee should also contact the Governing Board.

## Weapons at School Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The presence of firearms and weapons poses a substantial risk of serious harm to students, staff, and community members and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials.

SECTION 2. Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through North Side Community School property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

## **Active Shooter Training and Drills Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Teacher and Employee Training**

At the discretion of school administration, the school may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property. The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

### **SECTION 2. Simulated Active Shooter and Intruder Response**

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

- (1) Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
- (2) Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission.

SECTION 3. The school shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.

## **ANTI-INTRUDER LOCK MODEL POLICY**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### 1. Definitions

- a) "Anti-intruder door lock", a mechanical or 4 electronic door-locking mechanism on an interior door that is designed to keep an intruder from entering an interior room that shall: i. Be capable of
  - 1) Locking from inside or outside the room;
  - 2) Unlocking from outside the room with a key or other approved means; and
  - 3) Locking or unlocking from inside the room without the use of a key or special knowledge or effort; and ii. Control access to the room
- b) "Exterior door or entryway", any location of normal ingress and egress into or out of a school building
- c) "Interior door", an egress door from a classroom, office, or other occupied room that provides access to the interior of a building
- d) "Master key box", an exterior secure master key box that meets the standards prescribed under Underwriters Laboratories Standard 1037 for use by fire protection and law enforcement.

2. Each interior door of the school shall be equipped with an anti-intruder lock.

3. The school may be equipped with one or more master key boxes to contain the necessary keys and access tools for fire protection and law enforcement agencies to gain access to exterior or interior doors or entryways, including those equipped with an anti-intruder lock.

\*NOTE: This policy is only required subject to appropriation by the General Assembly. Except that, any door installed after August 28, 2029 shall be equipped with an anti-intruder door lock.  
DB04/0804900.0008/14352405.1

# Eddie Eagle Gunsafe Program Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

## Section 1. Eddie Eagle Gunsafe Program

Section 1.1. The school may annually teach the Eddie Eagle Gunsafe Program to first grade students. The school is authorized to teach any substantially similar program of the same qualifications or any successor program in lieu of the Eddie Eagle Gunsafe Program.

Section 1.2. The purpose of the program is to promote the safety and protection of children. It shall emphasize how students should respond if they encounter a firearm.

Section 1.3. School personnel and program instructors shall not make value judgments about firearms.

Section 1.4. The school does not include or use a firearm or demonstrate the use of a firearm when teaching the program.

Section 1.5. Students with disabilities shall participate to the extent appropriate as determined by the provisions of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

# Communicable Diseases Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Executive Director or his/her designee has determined, based upon medical evidence, that the student:

- A. No longer has the disease.
- B. Is not in the contagious or infectious stage of an acute disease.
- C. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any student suspected of having a contagious or infectious disease to be examined by a physician and may exclude the student from school, in accordance with the

procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with School policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The School will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Executive Director.

## **Distribution of Medicine Policy**

The Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### **Section 1. School Distribution and Administration of Medication**

Section 1.1. The school nurse (or another employee designated by the Executive Director or his/her designee) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

Section 1.1.1 Prescription drugs must be in the original container, bearing the name of the student, the name of the physician and the name of the pharmacy filling the prescription. Over-the-counter drugs must be maintained in the original container.

Section 1.1.2. The appropriate approval form for medication distribution must have been completed and signed by the parent or guardian for each medication.

Section 1.2.3. The school nurse or other designated employee shall keep a written report of medication taken by the student.

Section 1.2. The School reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the Executive Director's or his/her

designee) when such administration could prove harmful to staff or students without proper training or direction of a physician.

## Section 2. Student Possession and Self-Administration of Medication

Section 2.1. The school shall grant any student authorization for the possession and self-administration of medication to treat the student's chronic health condition, including but not limited to asthma or anaphylaxis if:

Section 2.1.1. A licensed physician prescribed or ordered such medication for use by the pupil and instructed such pupil in the correct and responsible use of such medication;

Section 2.1.2. The pupil has demonstrated to the pupil's licensed physician or the licensed physician's designee, and the school nurse, if available, the skill level necessary to use the medication and any device necessary to administer such medication prescribed or ordered;

Section 2.1.3. The pupil's physician has approved and signed a written treatment plan for managing the pupil's chronic health condition, including asthma or anaphylaxis episodes and for medication for use by the pupil. Such plan shall include a statement that the pupil is capable of self-administering the medication under the treatment plan;

Section 2.1.4. The pupil's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan and the liability statement.

Section 2.1.5. The pupil's parent or guardian has signed a statement acknowledging that the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil or the administration of such medication by school staff. Such statements shall not be construed to release the school district and its employees or agents from liability for negligence.

Section 2.2. Pupils authorized to possess and self-administer medication may possess and self-administer such medication while in school, at a school-sponsored activity, and in transit to or from school or school-sponsored activity

Section 2.3. Such authorization shall only be effective for the school year in which it is granted. Such authorization shall be renewed by the student's parent or guardian each subsequent school year.

Section 2.4. Any current duplicate prescription medical, if provided by a student's parent or guardian or by the school shall be kept at the school in a location at which the student or school staff has immediate access in the event of an asthma or anaphylaxis or other emergency.

Section 2.5. The written treatment plan, liability statement, and any other written documentation shall be kept on file at the school in a location easily accessible in the event of an emergency.

## Immunizations Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. All students attending North Side Community School are required to be in compliance with state law mandating immunization against specific diseases<sup>12</sup>. Failure to comply with immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.<sup>13</sup>

SECTION 2. The Executive Director shall institute procedures for the maintenance of health records, demonstrating the immunization status of every student enrolled or attending the School, and for the completion of all necessary reports in accordance with Missouri Department of Health and Senior Services' guidelines.

<sup>12</sup> § 167.181, RSMo.

<sup>13</sup> § 210.003, RSMo

## Students with Diabetes Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### SECTION 1. Training

SECTION 1.1. The school will provide training developed by the Department of Elementary and Secondary Education to a minimum of three school employees if the school has a student with diabetes.

SECTION 1.2. If at any time fewer than three school employees are available to be trained at such a school, the Executive Director shall distribute to all staff members a written notice seeking volunteers to serve as diabetes care personnel. The notice shall inform staff of the following:

- (1) The school shall provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide that care;
- (2) The tasks to be performed;
- (3) Participation is voluntary and the school district or school shall take no action against any staff member who does not volunteer to be designated;
- (4) Training shall be provided to employees who volunteer to provide care;

- (5) Trained personnel are protected from liability under section [167.821](#); and
- (6) The identity and contact information of the individual who should be contacted to volunteer.

SECTION 1.3. School employees shall not be subject to any penalty or disciplinary action for refusing to serve as trained diabetes care personnel nor shall a school or school district discourage employees from volunteering for training.

SECTION 1.4. The training shall be coordinated by a school nurse, if the school has a school nurse, and provided by a school nurse or another health care professional with expertise in diabetes.

SECTION 1.5. Such training shall take place prior to the commencement of each school year, or as needed when a student with diabetes is newly enrolled at a school or a student is newly diagnosed with diabetes, but in no event more than thirty days following such enrollment or diagnosis.

SECTION 1.6 The school nurse or another health care professional with expertise in diabetes shall promptly provide follow-up training and supervision as needed. Coordination, delegation, and supervision of care shall be performed by a school nurse or other qualified healthcare professional.

SECTION 1.7. The school may provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations to all school personnel who have primary responsibility for supervising a child with diabetes during some portion of the school day and to bus drivers responsible for the transportation of a student with diabetes.

## SECTION 2. Diabetes Plan

SECTION 2.1. The parent or guardian of each student with diabetes who seeks diabetes care while at school should submit to the school a diabetes medical management plan, which upon receipt shall be reviewed by the school.

## SECTION 3. Diabetes Care

SECTION 3.1. The school may provide all students with diabetes in the school appropriate and needed diabetes care as specified in their diabetes medical management plan.

SECTION 3.2. In accordance with the request of the parent or guardian of a student with diabetes and the student's diabetes medical management plan, the school nurse or, in the absence of the school nurse, trained diabetes care personnel may perform diabetes care functions including, but not limited to:

- (1) Checking and recording blood glucose levels and ketone levels or assisting a student with such checking and recording;
- (2) Responding to blood glucose levels that are outside of the student's target range;
- (3) Administering glucagon and other emergency treatments as prescribed;

- (4) Administering insulin or assisting a student in administering insulin through the insulin delivery system the student uses;
- (5) Providing oral diabetes medications; and
- (6) Following instructions regarding meals, snacks, and physical activity.

SECTION 3.3. The school nurse or at least one of the trained diabetes care personnel may be on site and available to provide care to each student with diabetes during regular school hours and during all school-sponsored activities, including school-sponsored before-school and after-school care programs, field trips, extended off-site excursions, extracurricular activities, and on buses when the bus driver has not completed the necessary training.

#### SECTION 4. Student Self-Care

SECTION 4.1. Upon written request of the parent or guardian and authorization by the student's diabetes medical management plan, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

SECTION 4.2. If the parent or student so requests, the student shall have access to a private area for performing diabetes care tasks.

## **Organ, Eye, and Tissue Donation Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### Section 1. Presentation on Organ, Eye, and Tissue Donation

Section 1.1. Any state or nationally recognized program or organization that provides unbiased information on organ, eye, and tissue donation that requests to present information on organ, eye, and tissue donation to the Board shall be allowed to give such presentation and shall be allotted no less than thirty minutes for the presentation.

Section 1.2. The Board shall consider the information presented and decide whether to present such information to students and parents in the school and the manner in which such information shall be presented.

### Section 2. Student Instruction

Section 2.1. No student shall be required to participate in any instruction relating to information about organ, eye, and tissue donation if the student has any sincerely held religious or emotional belief which is contrary to such instruction.

## Eye Protection Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

- (1) Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
- (2) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

## Get the Lead Out of School Drinking Water Act Model Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

1. Beginning in the 2023-2024 school year and every subsequent school year, the School shall provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff.
2. On or before January 1, 2024, the School shall:
  - a. Conduct an inventory of all drinking water outlets and all outlets that are used for dispensing water for cooking or cleaning cooking and eating utensils;
  - b. Develop a plan for testing every water outlet inventoried under paragraph (a) above and make such a plan available to the public; and
  - c. Provide general information on

the health effects of lead contamination and additional informational resources for employees and parents if information is requested.

3. Before August 1, 2024, or the first day on which students will be present, the School shall: a. Conduct testing for lead by first-draw and follow-up flush samples of a random sampling of at least twenty-five percent of remediated drinking water outlets until all remediated sources have been tested as recommended by the 2018 version of the United States Environmental Protection Agency's Training, Testing, and Taking Action program. Such testing shall be conducted and results analyzed by an entity approved by the Department of Health and Senior Services; b. Make all test results and any lead remediation plans available on the school's website within two weeks after receiving test results; and. Remove and replace any drinking water coolers or drinking water outlets that the United States Environmental Protection Agency has determined are not lead-free under the federal Lead Contamination Act of 1988, as amended. The School is not required to replace drinking water outlets or water coolers that are tested under the testing requirements in the United States Environmental Protection Agency's Training, Testing, and Taking Action program and have been determined to be dispensing drinking water with a lead concentration less than five parts per billion.
4. If testing indicates the water source is causing the contamination and until such time remediation is complete, the School shall: a. Install a filter at each point at which the water supply enters the School; b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion; or c. Provide purified water at each water outlet inventories in Section 2(a) above.
5. If testing indicates that the internal building piping is causing the contamination and until such time remediation is complete, the School shall: a. Install a filter at each point at which the water supply enters the School; or b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion.
6. Any pipe, solder, fitting, or fixture replaced as part of remediation shall be lead free, as such term is defined in 40 CFR 143.12, as amended.
7. If test results show lead concentration that exceeds five parts per billion, the School shall provide written notification to staff within seven business days of receiving such test results. The written notification shall include: a. The test results and a summary that explains the results; b. A description of remedial steps taken; and DB04/0804900.0008/14352405.1 c. A description of general health effects of lead contamination and community specific resources.
8. If test results show lead concentration that exceeds five parts per billion, the School shall also provide bottled water if there is not enough water to meet the drinking water needs of students, teachers, and staff.

9. The School shall test for lead annually, however, if the School tests and does not find a drinking water source with a lead concentration above 5 parts per billion, the School is only required to test every five years.

## CARDIAC EMERGENCY RESPONSE MODEL POLICY

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board. This policy provides direction and detailed guidance for responding to a sudden cardiac arrest (“SCA”) through a Cardiac Emergency Response Plan (“CERP”). This plan outlines Cardiac Emergency Response Teams (“CERTs”), AED maintenance and locations, CERP protocol and related staff training/certification.

### SECTION 1. Developing a Cardiac Emergency Response Team (CERT)

1. Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR-AED program activities, training, education, and evaluation.
2. Appoint at least 10% of staff to participate in the CERT.
3. All individuals on CERT should have current CPR/AED training from a nationally recognized organization.
4. Designate individuals to promptly call 9-1-1 and direct EMS to the location

### SECTION 2. Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance

1. Minimum recommended number of AEDs for North Side Community School include inside the building and outside the building:
  - a. a) Inside the building – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.
  - b. b) Outside the building (e.g., on school grounds, venues, or athletic fields) – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. **\*NOTE:** Please consider <https://projectadam.com/Heart-safe-schools>. reviewing further resources and best practices at DB04/0804900.0008/14352405.1 AED should be clearly marked in a backpack or hard case.
2. Regularly check and maintain each AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity including

periods of time where the building or location will not be used for long periods of time, such as summer months when school is not in session or community locations only opened at certain times of the year. 3)

3. CERT coordinator should set up a process for verifying and tracking equipment readiness and maintenance.
4. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads. Consider storing other medical equipment with the AED or kit such as Naloxone and Epinephrine autoinjector.
5. AEDs should not be locked in an office. It should be stored in a location that is always easily and quickly accessible.
6. AEDs shall be accessible for responding to a cardiac emergency during day and night activities (e.g., sports activities) and after-hours activities (e.g., after-school activities) in accordance with this CERP.
7. Each AED should have one set of AED pads with the device.
8. Signage: All AEDs should have clear AED signage to be easily identified. These should be visible from the normal path of travel. A projecting (three-dimensional) universal AED sign shall be installed above cabinet or bracket/wall rack clearly marking the location of AED(s).
9. Remove warning "for professional use only" on AED cabinets as AEDs provide instructions for use. 10) Locations of the AEDs are to be listed in the CERP Protocol with Building Location Information, AED locations, and Maps. DB04/0804900.0008/14352405.1

### SECTION 3. Communication of CERP Protocol

1. The CERP Protocol should be posted in places such as (but not limited to):
  - a. In each classroom, cafeteria, restroom, health room, break room and in all offices or other occupied spaces.
  - b. Adjacent to each AED.
  - c. Adjacent to each public telephone.
  - d. In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
  - e. At other strategic locations, including outdoor physical education and athletic venues and facilities.
  - f. Attached to all portable AEDs.
2. The CERP protocol should be distributed to:
  - a. All staff and administrators at the start of each year (or school year), with updates distributed as made. In workplace and recreation centers, the CERP protocol should be made available annually and when updates are made.
  - b. All staff should be educated on the CERP protocol in their school yearly.

- c. All staff should be educated on recognizing the signs of a cardiac emergency that is or may become a SCA, how to activate a response, location of AEDs, and ideally have an introduction to at least hands-only CPR and AED use.
- d. New staff members should receive the CERP protocol in their orientation materials.

#### SECTION 4. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

1. Staff training DB04/0804900.0008/14352405.1
  - a. The CERT team and at least ten percent of the staff staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. Training shall be renewed at least every two years.
  - b. The school or organization should designate the person responsible for coordinating staff training and the medical contact for AEDs, if available.
  - c. Training may be traditional classroom, on-line, or blended instruction but should include cognitive learning, hands-on practice, and testing.
  - d. All staff and appropriate volunteers, regardless of if they are a CERT member, should receive annual training on SCA and understand how to recognize a cardiac arrest, how to initiate the response team, and where the AEDs in the building are located.
  - e. Include as many other people as possible (staff, faculty, coaches, volunteers, students, parents, etc.) who can receive additional CPR/AED education and awareness of the plan.

#### SECTION 5. Local Emergency Medical Services (EMS) Integration with the School Plan

1. Provide a copy of this Cardiac Emergency Response Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local EMS.
2. The development and implementation of the CERP shall be coordinated with the local EMS Agency, organization safety officials, on-site first responders, administrators, organizational leadership, athletic trainers, school nurses, and other members of the school or community medical team.
3. Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform the local emergency response system of the number and location of on-site AEDs.

#### SECTION 6. Conduct Practice Drills DB04/0804900.0008/14352405.1

1. Please refer to the 'Cardiac Emergency Drills' section on the Project ADAM website for more information.
2. Cardiac Emergency Response Drills are an essential component of this Plan. The North Side Community School should perform at least one successful drill each year (two or more are recommended) with the participation of staff, safety officials and other targeted responders. A successful Cardiac

Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. One drill may include a tabletop exercise with all the staff and CERP members present.

## SECTION 7. Annual Review and Evaluation of the Plan

1. Conduct an annual internal review of the Cardiac Emergency Response Plan (CERP) for schools. The annual review should focus on ways to improve the response process, to include:
  - a. A post-event review following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person responsible for establishing the documentation process.
2. Post-event documentation and action shall include the following:
  - a. A contact list of individuals to be notified in case of a cardiac emergency.
  - b. Determine the procedures for the release of information regarding cardiac emergencies.
  - c. Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - d. The identification of the person(s) who responded to the emergency.
  - e. The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available. DB04/0804900.0008/14352405.1
  - f. An evaluation of whether the CERP and CERP Protocol was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the CERP and CERP Protocol and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
  - g. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors and/or other local resources.
  - h. A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.
  - i. A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan

may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

- j. After an actual emergency event occurs, you may need assistance in downloading and storing information from the AED to aid in the patient's continued medical care.
- k. If the AED is taken with the patient or is removed from its cabinet, please place a sign about where the next closest one is located until there is an AED put back in the cabinet. Consider having a process or checklist for AEDs that have been used to verify all parts have been checked and replaced. DB04/0804900.0008/14352405.1

#### SECTION 8. Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency

1. Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.
- 2) The Protocol for responding to a cardiac emergency should be posted and readily accessible to anyone. DB04/0804900.0008/14352405.1

## **STOP THE BLEED ACT MODEL POLICY**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

Before the end of the 2025-2026 school year, North Side Community School shall adopt the traumatic blood loss protocol developed by the Department of Elementary and Secondary Education. Upon adoption of this protocol, North Side Community School shall post the protocol on its website. DB04/0804900.0008/14352405.1

**STUDENT  
RIGHTS,  
DISCIPLINE &  
ENGAGEMENT**

## Equal Educational Opportunity Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The School shall provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. A student may have more than one type of disability.

The School's programs and services available to meet the needs of these students shall meet the requirements of: The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and Missouri Special Education Services requirements found in sections 162.670 - .995, RSMo.

The identification of students with disabilities and the services provided by the LEA shall be in accordance with the regulations and guidelines of the department of elementary and secondary education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

## Students of Legal Age Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

Upon attainment of the age of eighteen (18), students shall be deemed adults for purposes of educational records, placement, and reporting.

## School Admissions Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The School shall enroll only:

- Students who reside in the district in which North Side Community School operates
- Nonresident students eligible to attend a district's school under an urban voluntary transfer program;
- Nonresident students who transfer from an unaccredited district under section 167.895, RSMo, provided that the charter school is an approved charter school, as defined in section 167.895, RSMo, and subject to all other provisions of section 167.895.

North Side Community School does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

Students will not be required to complete any test or measure in order to be admitted to School. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 2. If the capacity of North Side Community School is insufficient to enroll all students who submit an application during the open enrollment period (established in March of each year), North Side Community School will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission.

SECTION 2.1. Priority for enrollment will be given in the following order in accordance with the charter:

1. CURRENTLY ENROLLED STUDENTS
2. SIBLINGS: Siblings of students currently enrolled on the date of the lottery
4. OTHERS: All other eligible students

SECTION 3. Lottery.

SECTION 3.1. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 3.2 The lottery shall be observed and certified by a third party individual. SECTION 4. Wait List.

SECTION 4.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have [three] days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

SECTION 4.2. It is the responsibility of the parent or guardian of the waitlisted student to provide updated contact information including a phone number and address, and an email if possible.

SECTION 4.3. Parents or guardians of wait listed students must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

SECTION 4.4. A school designee shall contact the next person on the waitlist if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

SECTION 4.5. The parents will be given 72 hours to contact the School and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the waitlist is extended the offer.

SECTION 5. Registration.

SECTION 5.1. Regardless of when mailed, all applications for North Side Community School must be physically present in the administrative office of School located at [school address] on or before [time p.m.] on [month day]. In the event School is closed on [month day], all applications must be received by [time] p.m. the Monday immediately following [month day].

SECTION 5.2. All applications must be complete. Regardless of reason, failure to have a completed application package in the office of North Side Community School by this deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 5.3. In order to complete the registration process the following must be received by North Side Community School: completed enrollment application (including the release of records and all required supporting documentation (such as proof of residency, immunizations). Applications timely received but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Executive Director or his/her designee with a right of appeal to the Governing Board.

## Age Criteria for Kindergarten Admission Policy

SECTION 1. Kindergarten Eligibility Criteria

To be eligible to receive state funds for kindergarteners, a child is eligible for admission to kindergarten and to a summer school session immediately preceding kindergarten, if offered, if the child reaches the age of five before the first day of August of the school year beginning in that calendar year.

Accordingly, no state funds will be received for a child admitted to kindergarten who reaches the age of five on or after August 1 of the school year beginning in that calendar year, unless one of the following exceptions applies:

- (1) The child is a military dependent who has successfully completed an accredited prekindergarten program or has attended an accredited kindergarten program in another state.
- (2) If a charter school is located within a metropolitan school district (St. Louis Public Schools district), and the school district has elected, under section 160.054, RSMo, to admit kindergarten children who reach the age of five on or before any date between August first and October first of that year, then the charter school may adopt the same policy.
- (3) If a charter school is located within an urban school district (Kansas City Public Schools district), and the school district has elected, under section 160.055, RSMo, to admit to kindergarten children who reach the age of five on or before any date between August first and October first of that year, then the charter school may adopt the same policy.

## SECTION 2. Kindergarten Admittance Policy

Based on the foregoing, the Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

No child shall be admitted to kindergarten or to the summer school session immediately preceding kindergarten, if offered, unless the child reaches the age of five before:

The first day of August of the school year begins that calendar year.

## Student Records Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The School will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

SECTION 2. The parents/guardians of students who are attending or have attended the School have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. The School has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

SECTION 3. All information contained in a student's educational record, except information designated as directory information by the School, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

SECTION 4. Upon request by military recruiters or an institution of higher learning, the School will provide students' names, addresses, and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

# North Side Community School Digitization of Student Records Policy

## 1. Purpose

The purpose of this policy is to establish guidelines and procedures for the digitization and management of student records at North Side Community School (“NSCS”). This policy aims to enhance the security, accessibility, and efficiency of student records while ensuring compliance with relevant data protection regulations.

## 2. Scope

This policy applies to all NSCS employees, contractors, and authorized personnel who handle student records.

## 3. Definitions

- a. Authorized Personnel: For the purposes of this policy, authorized personnel are the Executive Director, Director of Human Resources, Administrative Services Director.
- b. Digitization: The process of converting physical student records into electronic format.
- c. Student Records: Any documented information or data pertaining to a student, including but not limited to academic transcripts, attendance records, disciplinary reports, and demographic information.

## 4. Policy

### a. Legal Compliance:

- i. NSCS will comply with all applicable federal, state, and local laws and regulations regarding the collection, storage, and protection of student records in electronic format.
- ii. NSCS will adhere to the Family Educational Rights and Privacy Act (FERPA) and any other relevant privacy laws when digitizing and managing student records.

### b. Data Security:

- i. NSCS will implement appropriate technical, physical, and administrative safeguards to protect student records from unauthorized access, use, disclosure, alteration, or destruction.
- ii. Access to digitized student records will be limited to authorized personnel on a need-to-know basis.
- iii. Strong encryption methods will be employed to ensure the confidentiality and integrity of student records during transmission and storage.

### c. Digitization Process:

- i. NSCS will establish standardized procedures for the secure and accurate digitization of student records.
- ii. Trained personnel will handle the scanning, indexing, and quality assurance of digitized records.
- iii. The original physical records will be securely stored for a specified period before their eventual destruction, in accordance with applicable laws and regulations.

iv. A record of the digitization process, including dates, personnel involved, and any quality control measures, will be maintained for auditing purposes.

d. Record Retention and Disposal:

i. NSCS will maintain a record retention schedule that outlines the retention periods for digitized student records in compliance with the State Agency Records Retention Schedules and all other legal requirements.

ii. The disposal of physical records after digitization will comply with the State Agency Records Retention Schedules' requirements and follow secure and environmentally responsible methods, ensuring the proper destruction of sensitive information.

e. Access and Retrieval:

i. NSCS will implement a secure and controlled system for accessing and retrieving digitized student records.

ii. Authorized personnel will have access to student records based on their roles and responsibilities within NSCS.

iii. Requests for student records will be processed promptly, subject to any applicable legal requirements and restrictions.

f. Monitoring and Auditing:

i. NSCS will periodically monitor and audit the digitization and management of student records to ensure compliance with this policy.

ii. Any identified issues or breaches will be addressed promptly, and appropriate corrective actions will be implemented.

g. Training and Awareness:

i. NSCS will provide training and ongoing awareness programs to employees and authorized personnel on the proper handling, digitization, and management of student records.

ii. Training programs will include information on data protection laws, security best practices, and ethical considerations related to student record digitization.

## 5. Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or legal action, as appropriate and in accordance with NSCS policies and applicable laws.

## 6. Policy Review

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant laws and regulations.

Approved by: North Side Community School Board of Directors, June 13, 2023

## Special Education Records Policy

The Governing Board of North Side Community School [School] adopts the following policy effective on that date that the policy is adopted by the Board.

1. A student special education record is:
  - a. an individualized education program (IEP), as such term is defined in 20 U.S.C. Section 1401, as amended;
  - b. an individualized family service plan (IFSP), as such term is defined in 20 U.S.C. Section 1401, as amended; and
  - c. a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, as amended.
2. A student special education record is a permanent record and [School] will maintain such a record as part of a student's cumulative scholastic record.
3. Notwithstanding any other policy, including a records retention policy, [School] will not destroy a student's most recent student special education record.

## Health Information Records Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

Except as otherwise required by the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file. Only the Executive Director or his/her designee shall have access to the locked file cabinet or secure computer file.

## Program for Homeless Students Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

North Side Community School recognizes that homelessness alone should not be a sufficient reason to separate students from the mainstream school environment. Therefore, North Side Community School (LEA), in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act) and the Missouri State Plan for

Homeless Children and Youth, will give special attention to ensure that homeless children in the LEA have access to free, appropriate public education.

Definitions:

A “homeless child” or “homeless youth” is one who:

A. lacks a fixed, regular, and adequate nighttime residence; and

B. includes--

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- iv. migratory children or youths who qualify as homeless because they are living in circumstances described in subdivisions (i) to (iii) above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.

The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Enrollment and Placement:

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, North Side Community School (LEA) must:

- (a) Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or
- (b) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child or youth’s best interest, North Side Community School (LEA) must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth’s parent or guardian. If North Side Community School (LEA) wishes to send a homeless child or youth to a school other than the school of origin or a school

requested by the parent or guardian, North Side Community School (LEA) must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. North Side Community School (LEA) may, however, require contact information.

If North Side Community School (LEA) is unable to determine the grade level of the student because of missing or incomplete records, North Side Community School (LEA) shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.

#### Transportation:

Transportation must be provided, at the request of the parent or guardian (or in the case of the unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child's or youth's transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.

#### Services:

Each homeless child or youth shall be provided services comparable to services offered to other students in the LEA including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for children with disabilities, English learners, programs in career and technical education, programs for gifted and talented students, before-and-after school programs, school nutrition programs, and transportation.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of this LEA to provide for the transportation of the student. This may be achieved through the transportation services of this LEA, the school of origin, or another outside agency.

#### Records:

Once LEA officials have determined that an enrolling student is homeless, the LEA's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

#### Immunization:

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in §section167.181.3, RSMo.

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

#### Coordinator:

The Board will designate an individual to act as the LEA's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion. The LEA shall inform school personnel, service providers and advocates working with homeless families of the duties of the LEA homeless coordinator.

#### Resolving Grievances:

Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the LEA's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Executive Director (head of the LEA) or his/her designee of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the Executive Director (head of the LEA) or his/her designee by filing a written

appeal package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The Executive Director (head of the LEA) or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Executive Director (head of the LEA) or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through Executive Director (head of the LEA) or his/her designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For LEA purposes, the decision of the Board is final.

Level IV - If the complainant is dissatisfied with the action taken by the Governing Board of the LEA, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the LEA and the complainant. If the findings support the action taken by the LEA, such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

## Migrant Procedure

As a public school receiving federal dollars you are required to have an established procedure to identify and provide services to migrant students. You are not required to adopt a policy to this effect.

### Identification

For purposes of Board policies and regulation, a child is a "migratory child" and is eligible for the Migrant Education Program (MEP) if all of the following conditions are met:

1. The child is not older than 21 years of age; and
2. The child is entitled to a free public education (through grade 12) under State law or is below the age of compulsory school attendance; and
3. The child is a migratory agricultural worker or a migratory fisher or has a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher; and
4. The child moved within the preceding 36 months in order to seek or obtain qualifying work, or to accompany or join the migratory agricultural worker or migratory fisher identified in paragraph three above, in order to seek or obtain qualifying work; and
5. The child has moved from one LEA to another.

Potential migrant students will be identified through a question on the school enrollment form. If it appears that a migrant student is enrolling, the school will notify the State Migrant, English Language Learner (MELL) Director and request assistance with the identification of the student.  
Services

If a migrant student is identified by the MELL office, the school must:

- assess the educational, health, and social needs of the identified student and develop objectives to address those needs so that migrant children meet the same challenging State academic content standards and academic achievement standards that all children are expected to meet;
- Provide advocacy to allow children and families to gain access to health, nutrition and social services;
- Review existing programs and resources to determine which can help meet the needs of migrant children and assure that the children have access to them;
- provide professional development activities for teachers to improve the quality of education for migrant children; and,
- provide opportunities for participation of migrant parents in the educational activities of their children.

## **Interstate Compact on Educational Opportunity for Military Children Policy**

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

This policy implements the obligations of North Side Community School under the Interstate Compact on Educational Opportunity for Military Children.

### **Section 1. Definitions**

- A. Active Duty: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
- B. Deployment: the period one (1) month prior to the service members' departure from their home station on military orders through six (6) months after return to their home station.
- C. Education(al) records: those official records, files, and data related to a student and maintained by the school or local education agency including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of

evaluative tests, health data, disciplinary status, test protocol and individualized education programs.

- D. Extracurricular activities: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local educational agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
- E. Military installation: a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.
- F. Receiving state: the state to which a child of a military family is sent, brought, or caused to be sent or brought.
- G. Sending state: the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- H. Transition: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

## Section 2. Applicability

- 6. Section 2.1. This policy applies to the children of: (1) active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- 7. Section 2.2. This policy shall not apply to children of: (1) inactive members of the National Guard and military reserves; (2) members of the uniformed services now retired, except as provided for in Section 2.1; (3) veterans of the uniformed services, except as provided for in Section 2.1; and (4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

## Section 3. Student Eligibility and Enrollment

- 8. Section 3.1. Upon receipt of the unofficial education records by North Side Community School, school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

9. Section 3.2. Simultaneous with enrollment and conditional placement of student, North Side Community School shall request the student's official education record from the school in the sending state. If North Side Community School is the school in the sending state, North Side Community School will process any such request and furnish the official education records to the school in the receiving state within ten (10) days.
10. Section 3.2. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
11. Section 3.3. North Side Community School is prohibited from charging tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.
12. Section 3.4. A transitioning military child shall have thirty (30) days from the date of enrollment to obtain any required immunization(s).
13. Section 3.5. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend North Side Community School if he/she was enrolled while residing with the custodial parent.
14. Section 3.6. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the state of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.
15. Section 3.7. North Side Community School shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

#### Section 4. Placement and Attendance

16. Section 4.1. When the student transfers before or during the school year, North Side Community School shall initially honor placement of the student in educational courses on the student's enrollment in the sending state school and/or educational assessment conducted at the school in the sending state if the courses are offered. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude North Side Community School from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).
17. Section 4.2. North Side Community School shall initially honor placement of the student in educational programs based on current educational assessment conducted at the school in the sending state or participation/placement in like

programs in the sending state. Such programs include, but are not limited to: 1) gifted and talented programs, and 2) English as a second language (ESL). This does not preclude North Side Community School from performing subsequent evaluations to ensure appropriate placement of the student.

18. Section 4.3. North Side Community School shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). North Side Community School shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities to provide such students with equal access to education. This does not preclude North Side Community School from performing subsequent evaluations to ensure appropriate placement of the student. Nothing in this section exempts North Side Community School from the requirements of federal and state law.
19. Section 4.4. North Side Community School may waive course/programs prerequisites, or other preconditions for placement in courses/programs.
20. Section 4.5. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of North Side Community School to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

## Section 5. Graduation

21. Section 5.1. North Side Community School shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency, or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, North Side Community School shall provide an alternative means of acquiring coursework so that graduation may occur on time.
22. Section 5.2. Should a military student transferring at the beginning or during his or her senior year of high school be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. North Side Community School shall ensure cooperation, as either the sending or receiving local education agency, in the event of the situation described in this section.

# Activity and Event Participation of Non-students Model Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

1. A student who is receiving instruction at a Family Paced Education (“FPE”) school, home school, or virtual school as a full-time equivalent student shall be allowed the opportunity to try-out for (if applicable) or to participate in any event or activity offered by [charter school] in accordance with the following conditions:
  - a. If student provides proof of residency within the boundaries of the school district within which [charter school] sits;
  - b. If participating in athletics, documentation of a physical, including details on any underlying conditions relevant to such participation;
  - c. The student shall adhere to the same behavior, responsibility, performance, and code of conduct standards directly related to the event or activity as those students enrolled in [charter school]; and
  - d. The student shall fulfill the same financial requirements as those required of students enrolled in [charter school].
  - e.
2. If such student requests to participate in a fine arts activity, such student shall be required to participate in and complete any integral components of instruction provided during a course held during the school day, if applicable
3. If such student requests to participate in a career or technical student organization, such student shall be required to participate in any applied learning and engagement which are integral components of instructions for an approved career and technical education program in Missouri, if applicable.
4. If such student requests to participate in an integrated cocurricular activity, such student shall be required to participate in any appropriate coursework and preparation of the related activities during the school day, if applicable.
5. If a student whose academic performance or disciplinary status would preclude such student from eligibility to participate in any extracurricular event or activity at [charter school] disenrolls from [charter school] in order to receive instruction at an FPE school, home school, or virtual school as a full-time equivalent student, such student shall not be eligible to participate in any event or activity at [charter school] for twelve months from the date of disenrollment.
6. Any records created or retained pursuant to this policy shall not be disclosed unless required by federal or state law.

7. For purposes of this policy, the following terms mean:
- a. Athletics, “any interscholastic athletic games, contests, programs, activities, exhibitions, or other similar competitions for students;
  - b. “Event or activity”, athletics, fine arts activities, integrated cocurricular activities, or other extracurricular occurrences directly related to such athletics, fine arts activities, or integrated cocurricular activities that are sponsored, organized, or provided for students by [charter school];
  - c. “FPE school”, a school, whether incorporated or unincorporated that: (1) has its primary purpose the provision of private or religious-based instruction; enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the FPE school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; and may enroll children who participate in the Missouri Empowerment Scholarships Account Program;
  - d. “Full-time equivalent”, a student who is enrolled in the instructional equivalent of six credits per regular term;
  - e. “Home school”, a school, whether incorporated or unincorporated that:
  - f. (1) has its primary purpose the provision of private or religious-based instruction; enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the home school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; does not enroll children who participate in the Missouri Empowerment Scholarships Account Program; and is not an FPE school;
  - g. “Integrated cocurricular activities”, activities that are outside of the regular school curriculum but complement and supplement such curriculum.

## School Attendance Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the Executive Director. Individual petitions for any deviation from full-time attendance shall be considered by the Executive Director on the merits of the individual student's application and in compliance with applicable state law and regulations.

SECTION 2. Students may attend the School on a part-time basis as provided by applicable state law and regulations of the Board.

SECTION 3. In order to receive maximum benefit from instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 4. Attendance Rules.

SECTION 4.1. Absences will be classified as excused or unexcused absences. The following circumstances are excused absences:

- a) Personal illness or attendance in school endangers a student's health or the health of others.
- b) A serious illness or death in a student's immediate family necessitating absence from school.
- c) A court order or an order by a governmental agency mandating absence from school.
- d) Observance of religious holidays.
- e) Conditions rendering attendance impossible or hazardous to student health or safety.
- f) A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

SECTION 4.2. Unexcused absences are all failures to attend school for a reason other than one listed in Section 4.1.

SECTION 4.3. If a student is absent from school, the student must bring a written excuse the day the student returns to school.

SECTION 4.4. When the student is absent, the school will attempt to contact the parent/guardian to determine the cause of absence. However, a written excuse must be brought, whether or not contact with a parent/guardian is made by phone. The Executive Director's designee for absentee calls will maintain an accurate phone log.

SECTION 4.5. All school-work missed due to absence must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 4.6. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 4.7. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

## **Student Attendance and Accounting Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

An accurate accounting of student attendance, transportation, and food service shall be kept by the School. Such records shall be kept in accordance with all applicable laws and regulations.

The Executive Director will be responsible for maintaining student attendance accounting, and for submitting monthly reports of such records to the Governing Board, which will in turn be responsible for preparing reports to be submitted to the appropriate state offices.

## **Student Fees Policy**

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit. Students are required to pay for materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

Students may be charged fees or admission for participation in activities, which are voluntary, such as attendance at school athletics, or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.

## **Textbook Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. The term "textbook" means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of

students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

SECTION 2. The school shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through eighth, and may purchase textbooks and instructional materials for prekindergarten students.

SECTION 3. Only textbooks filed with the state board of education shall be purchased and loaned under this section. No textbooks shall be purchased or loaned under this section to be used in any form of religious instruction or worship.

## **Solicitations of Staff and Students Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Approval of Solicitation**

SECTION 1.1. School employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the Executive Director or his/her designee. Solicitation within the school must have prior approval of the Executive Director or his/her designee.

SECTION 1.2. Prior to each school year the Board shall approve an annual Fundraising Plan.

SECTION 1.3. No fundraising organizations shall be permitted to solicit funds from students or employees without prior approval from the Executive Director or his/her designee. Charitable organizations' solicitations must be approved annually.

SECTION 1.4. Door-to-door collection shall be prohibited for all students.

## **Student and Classroom Observations Policy**

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Classroom Observations.**

SECTION 1.1. While the School acknowledges that some educational benefits may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of the School to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional must be submitted in writing to the Executive Director or his/her designee for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. Executive Director or his/her designee must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the Executive Director or his/her designee.

SECTION 1.5. Upon request, the Executive Director or his/her designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Executive Director or his/her designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

## **Strip Searches Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### Section 1. Strip Searches

Section 1.1. No employee or volunteer at the school shall perform a strip search of any student of the school.

Section 1.2. A student may be strip searched by or under the authority of a commissioned law enforcement officer.

Section 1.3. A student may be strip searched by a school employee only if a commissioned law enforcement officer is not immediately available and if the school employee reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person.

Section 1.4. If a student is strip searched by an employee of the school or a commissioned law enforcement officer, the school will attempt to notify the student's parent or guardian as soon as possible.

Section 1.5. For the purposes of this policy, strip search means the inspection of a person's anus or genitalia, including but not limited to inspections conducted visually, manually or by means of any physical instrument. A strip search shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student; give medical attention to a student; provide health services to a student; or screen a student for medical conditions.

## Section 2. Emblem, Insignia or Garment

Section 2.1. No employee or volunteer or board member of the school shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.

## Section 3. Violation of Policy

Section 3.1. Any employee of the school who violates Section 1 of this policy shall be immediately suspended without pay, pending an evidentiary hearing, when such employee is entitled by statute or contract to such hearing. If an employee is not entitled to such evidentiary hearing, the employee shall be suspended pending completion of due process or further disciplinary action.

# Drug Free Schools Policy

The Governing Board of North Side Community School adopts the following regulation effective on the date that the policy is adopted by the Board.

SECTION 1. Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of

preventing the use of illicit drugs and alcohol by students, the School shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. (See also Policy 6130 - Drug Education.) Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SECTION 2. The School shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

SECTION 3. The School certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The School conducts a biennial review of such a program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## Reporting of Child Abuse and Neglect Policy

The Governing Board of North Side Community School adopts the following regulation effective on the date that the policy is adopted by the Board.

### SECTION 1. Mandatory Reporters

The following individuals are mandatory reporters:

1. Teacher
2. Principal
3. School official
4. Any other person with responsibility for the care of children

Section 2.1. All mandatory reporters have a duty<sup>14</sup> to report suspected child abuse and neglect, including truancy and educational neglect to the Missouri Department of Social Services, Children's Division. Such report shall be made via the Child Abuse and Neglect Hotline or the Online Mandated Reporting portal.

Section 2.2. Mandatory reporters who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person shall also report such belief to their supervisor.

Section 2.3. Any other school employee who is not a mandatory reporter shall report any suspect child abuse or neglect to their supervisor. If their supervisor is not a mandatory reporter, the employee shall report the suspected abuse or neglect to both their supervisor and a mandatory reporter.

SECTION 2.4. An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Children's Division, or, in the absence of such agency, to an appropriate police authority or LEA attorney.

## **North Side Community School Policy on Seclusion and Restraint**

June 2022

### **PREFACE**

Section 160.263, RSMo, requires the local school board of each local education agency (LEA), including school districts and charter schools, in the state of Missouri to adopt a written policy on the use of restrictive behavioral interventions as a form of discipline or behavior management technique. The policy must be consistent with professionally accepted practices and standards of student discipline, behavior management, health and safety, including the Safe Schools Act.

The following policy applies to all students.

### **USE OF SECLUSION OR RESTRAINT**

The North Side Community School Board of Directors prohibits the use of seclusion or restraint with any students by any school personnel or contracted private partners.

This includes that at no time will North Side Community School employ any mechanical, physical, or prone restraint technique that,

- obstructs views of the student's face;
- obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia;
- places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals;
- obstructs the student's circulation of blood;
- involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths;
- endangers the student's life or significantly exacerbates the student's medical condition;
- is purposely designed to inflict pain; or
- restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of

restraint for brief periods unless an employee determines that such freedom appears likely to result in harm to self or others.

#### **POLICY, COMMUNICATION, AND TRAINING**

North Side Community School will annually review the policy and procedures involving the use of seclusion and restraint.

No person shall be retaliated against for reporting a violation of this policy or for providing information a violation of Section 160.263, RSMo,"

## **Parents and Student Complaints and Grievances Policy**

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.**

SECTION 1.1. Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of authority shall be as follows:

1. Classroom related concerns – teachers
2. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) – [Executive Director or other title]
3. Appeals – Governing Board Grievance Committee

Decisions rendered by the Governing Board shall be considered final.

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3. All Appeals to the Governing Board Grievance Committee must be submitted in writing as well as submitted to the Title IX Coordinator

# Discipline Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

## 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.
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Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
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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.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

#### 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.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

#### Tobacco

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

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

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

## **ZERO TOLERANCE DISCIPLINARY POLICY MODEL POLICY**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

North Side Community School shall not implement, utilize, or otherwise any zero-tolerance disciplinary policy or practice of discipline that results in an automatic disciplinary consequence against a pupil without the discretion to modify such disciplinary consequence on a case-by-case basis, such as automatic detention, suspension, or expulsion or the automatic imposition of other disciplinary measures.

## **North Side Community School Caring Adults and Community Engagement Policy**

Introduction:

At North Side Community School, we recognize that the active involvement of Caring Adults and the broader community is vital for the academic, social, and emotional development of our students. We believe in fostering a strong partnership between the school, Caring Adults, and the community to create a supportive and inclusive learning environment. This Caring Adult and Community Engagement Policy outlines our commitment to engaging Caring Adults and the community in meaningful ways to enhance student success.

Caring Adults are defined as parents, grandparents, aunts, uncles, legal guardians, and any other adult who plays a significant role in the lives of our students.

1. Objectives:

- 1.1. To establish a collaborative and respectful relationship between the school, Caring Adults, and the community.
- 1.2. To encourage active participation of Caring Adults and the community in their children's education.
- 1.3. To create opportunities for Caring Adults and the community to contribute to the school's decision-making processes.
- 1.4. To provide resources and support for Caring Adults to enhance their knowledge and skills in supporting their children's learning.

## 2. Communication:

- 2.1. Regular and timely communication will be maintained between the school, Caring Adults, and the community through various channels, such as newsletters, emails, school website, social media platforms, and Caring Adult-teacher conferences.
- 2.2. The school will provide information about school policies, programs, curriculum, and upcoming events to ensure Caring Adults and the community are well-informed.

## 3. Caring Adult and Community Involvement:

- 3.1. Caring Adult Volunteers: Caring Adults and community members will be encouraged to volunteer their time and expertise in various school activities, such as field trips, extracurricular programs, fundraising events, and classroom support.
- 3.2. Caring Adults Organization (CAO): The school will support the establishment and functioning of a CAO to promote Caring Adult involvement, organize community-building events, and provide a platform for Caring Adult input on school-related matters.
- 3.3. Caring Adult Education Workshops: The school will organize regular workshops and training sessions to empower Caring Adults with skills, knowledge, and resources to support their children's academic and personal growth.
- 3.4. Caring Adult Advisory Council: The school will form a Caring Adult Advisory Council consisting of Caring Adults from diverse backgrounds to engage in dialogue with school administrators, share perspectives, and provide input on school policies and initiatives.
- 3.5. Community Partnerships: The school will actively seek partnerships with local businesses, organizations, and community members to enhance educational opportunities, secure resources, and provide real-world learning experiences for students.

## 4. Caring Adult and Community Decision-Making:

- 4.1. The school will involve Caring Adults and community representatives in decision-making processes related to school policies, budget planning, curriculum development, and other significant matters through Caring Adult forums, surveys, and focus groups.
- 4.2. Caring Adult and community input will be valued and taken into consideration when making decisions that impact students and the school community.

## 5. Recognition and Appreciation:

- 5.1. The school will acknowledge and appreciate the contributions of Caring Adults and the community through regular recognition events, awards, and public expressions of gratitude.

5.2. The achievements and successes of students, Caring Adults, and community partners will be celebrated and shared within the school community and beyond.

#### 6. Policy Review:

6.1. This Caring Adult and Community Engagement Policy will be reviewed annually to ensure its effectiveness, relevance, and alignment with the evolving needs of our school community.

6.2. Feedback and suggestions from Caring Adults, staff, and community members will be actively sought during the policy review process.

#### Conclusion:

At North Side Community School, we believe that strong Caring Adult and community engagement is a cornerstone of student achievement and well-being. This policy aims to foster a collaborative and inclusive environment where Caring Adults and the community actively contribute to the growth and success of our students. By working together, we can provide the best educational opportunities for our children and empower them to reach their full potential.

## Volunteers and Chaperones Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The School encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

SECTION 2. Chaperone Duties and Responsibilities.

SECTION 2.1. All students must ride in school provided transportation both to and from the field trip and during transport during a field trip to multiple locations. At no time will students ride in transportation not provided by the school unless prior approval by administration is granted in writing.

SECTION 2.2. School staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically for supervision of these students; however, they also retain responsibility for general supervision and safety of all North Side Community School students.

SECTION 2.3. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a staff member or administration.

SECTION 2.4. School staff is responsible for taking the roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of the trip to ensure all students are present. School staff may not delegate this responsibility to a chaperone or any other person.

SECTION 2.5. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 2.6. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 2.7. Chaperones may not bring siblings of their child who is attending the trip.

SECTION 2.8. Chaperones may not leave the group or venue at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones and School staff are expected to participate in all activities planned as part of a field trip itinerary.

Section 2.9. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a field trip from departure from the school to arrival at the school after the trip. Chaperones should refrain from socializing with other chaperones or School staff while supervising students.

SECTION 2.10. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.11. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.12. A School staff member or chaperone should never leave Students unattended.

SECTION 2.13. Students should remain with their specific chaperone unless authorized by a North Side Community School staff member.

SECTION 2.14. Students who become ill during the course of a field trip should be brought to a staff member. Parents of the student should be promptly contacted by the staff member. The School staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.15. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and staff.

# North Side Community School Background Check Policy

## Policy Statement:

North Side Community School is committed to providing a safe and secure environment for all students, staff, and volunteers. As part of our commitment, this policy outlines the procedures for conducting background checks on all individuals who interact with our school community to ensure their suitability and maintain a high level of safety and trust.

## Scope:

This policy applies to all employees, contractors, volunteers, and any other individuals who have regular or unsupervised contact with students at North Side Community School ("NSCS").

1. For the purposes of this policy, authorized personnel are the Executive Director and/or Director of Human Resources.

2. NSCS shall conduct a criminal background check and a check of the family care safety registry for all employees, contractors, volunteers, and other individuals who have regular or unsupervised contact with students.

3. To facilitate such criminal background check and check of the family care each individual shall complete a state and national fingerprint based criminal background check.

4. Prior to fingerprints being captured the individual must be provided a copy of the "Noncriminal Justice Applicant's Privacy Rights" and the FBI's "Privacy Act Statement." When registering for fingerprinting through the MACHS portal, this information is provided and acknowledged during the registration process.

5. NSCS will ensure the information received is protected from receipt until destruction and will establish appropriate technical and physical precautions to secure such information.

6. If a security violation occurs with information provided by the fingerprint background check, whether malicious in intent or not, the violation will be reported to the NSCS's Local Agency Security Officer ("LASO"). The LASO will complete a Missouri State Highway Patrol ("MSHP") SHP-71 Security Incident Report form and forward the completed form to the MSHP Criminal Justice Information Services ("CJIS") Security Unit.

7. NSCS designates the following individual or individuals to act as the LASO: [choose individuals]

8. To comply with Appendix J of the FBI CJIS Security Policy, basic security awareness training is required for all personnel who have access to Criminal Justice Information ("CJI") within six months of initial assignment, and biennially thereafter. Proof of completed and current security awareness training will be retained indefinitely for all personnel with access to information provided from the fingerprint background checks.

9. Only authorized personnel of NSCS may access, view, or otherwise use information provided from the fingerprint background check and check of the family care safety registry and shall not share such information from any individual not authorized to access, view, or otherwise use the information. If such information is printed on a hard copy format, authorized personnel will ensure the information is stored in a secured environment and is not accessible by unauthorized personnel. The security combination and/or keys to the locks shall only be accessible by authorized personnel. If such information is stored in an electronic format, the electronic media will be treated the same as

hard copy information and will be stored in a secure environment that is not accessible by unauthorized personnel. If the electronic media cannot be stored in a secure environment, such as being stored on a PC's local HDD or SSD, the electronic information must be password-protected or otherwise encrypted.

10. When hard copy information or information stored on optical media discs is no longer required, it must be destroyed in one of the following manners:

- a. In-House Cross Shredder
- b. Incineration
- c. Contracted Document Destruction Company. If a contracted document destruction company is used, authorized personnel must accompany the CHRI to destruction.

11. When electronic copy information stored on HDDs, SSDs, or flash sticks is no longer required, the electronic media must be degaussed a minimum of three times.

12. NSCS will disseminate information to the applicant of record for personal review or challenge purposes only. The individual must make a request to view information in writing and the individual must appear in person, with identification, and sign a secondary dissemination log. Secondary dissemination logs will include, at a minimum: the date of secondary dissemination, the name of the subject of the record, the name of the person or agency requesting the record, a description of the shared record, the purpose of the request, how the dissemination occurred, and the name of the disseminator. The secondary dissemination log will be retained for at least 3 years or until a compliance audit can be conducted by the MSHP.

13. NSCS will ensure all MACHS portal access is current. Any user that no longer needs access will be removed immediately by the Agency LASO or the MACHS Administrator.

14. The NSCS LASO will contact the MSHP, CJIS Division, Trainer/auditor for assistance with Administrator rights to the MACHS portal.

15. NSCS will ensure that Rap Back subscriptions are kept up-to-date and removed when the individual is no longer working or volunteering for the agency. Rap Back subscriptions and validations will be conducted by the MACHS administrator of the agency

Approved By: North Side Community School Board of Directors, June 13, 2023

## **Local Educational Agency Title I.A Parental Involvement Policy and School Title I.A Parental Involvement Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parental and family engagement policy as required the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (parental involvement policy).

## I. LOCAL EDUCATIONAL AGENCY POLICY.

In General: A local educational agency may receive Title I, Part A funds only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members consistent with the provisions below. Such programs, activities, and procedures shall be planned and implemented with meaningful consultations with parents of participating children.

Written Policy: Each local educational agency that receives funds under Title I, Part A shall develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written parent and family engagement policy that is incorporated into the local educational agency's plan developed under section 1112, establishes the expectations and objectives for meaningful parent and family involvement, and describes how the local educational agency will:

- involve parents and family members in the joint development of the plan under section 1112, and the support and improvement plans under section 1111.
- provide the coordination, technical assistance, and other support necessary to assist and build the capacity participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance,; which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education
- coordinate and integrate parent and family involvement strategies under this part with parent and family engagement strategies under relevant federal, state, and local programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs;
- conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); the needs of parents and family members to

- assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions. The LEA should use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parental and family engagement policies described in this section; and
- involve parents in the activities of the schools served under Title I, Part A, which may include establishing a parental advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### Reservation of Funds.

- Each local educational agency shall reserve at least 1 percent of such agency's allocation under Title I, Part A, subpart 2 to carry out parental and family involvement, including family literacy and parenting skills, (unless 1 percent of such agency's allocation under Title I, Part A, subpart 2 for the fiscal year for which the determination is made is \$5,000 or less.)
- Parents of children receiving services under Title I, Part A shall be involved in the decisions regarding how funds reserved as set forth above are allotted for parental involvement activities.

#### II. SCHOOL PARENTAL INVOLVEMENT POLICY.

- Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, that shall describe the means for carrying out the requirements of Policy Involvement, Shared Responsibilities for High Student Academic Achievement, and Building Capacity for Involvement and Accessibility.
- Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- Special rule.--If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.
- Amendment.--If the local educational agency has a school district-level parental and family engagement policy that applies to all parents and family members in all schools served by the local educational agency, such agency may amend that policy, if necessary, to meet the requirements of this subsection.
- Parental comments.--If the plan under section 1112 is not satisfactory to the parents of participating children, the local educational agency shall submit any parent comments with such plan when such local educational agency submits the plan to the State.

- Policy Involvement.

Each school served under Title I, Part A shall:

- (1) convene an annual meeting, at a convenient time, at the beginning of the school year, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain Title I, Part A, its requirements, and their right to be involved. The school shall have sign-in sheets for this meeting and retain such sign-in sheets, the agenda for the meeting and minutes of the meeting for audit purposes by DESE;
- (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
- (3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of its programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
- (4) provide parents of participating children--
  - (A) timely information about programs under this part;
  - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and
  - (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
- (5) If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

#### Shared Responsibilities for High Student Academic Achievement.

As a component of the school-level parent and family engagement policy, each school shall serve under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

- (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning;

volunteering in their children's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

- (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - a. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - b. frequent reports to parents on their children's progress; and
  - c. reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - d. ensuring regular two-way meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

#### Building Capacity for Involvement.

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A:

- (1) shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;
- (3) shall educate teachers, specialized instructional support personnel, principals, and other Executive Directors, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
- (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

- (7) may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training
- (8) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (9) may train parents to enhance the involvement of other parents;
- (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (11) may adopt and implement model approaches to improving parental involvement;
- (12) may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (14) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

### III. ACCESSIBILITY.

In carrying out the parent and family engagement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the informed participation of parents and family members including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

## **Flag of the United States of America and Pledge of Allegiance Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### Section 1. Display of Flag of the United States of America

Section 1.1. The School shall display in a prominent place either upon the outside of the school building or upon a pole erected in the school yard the flag of the United States of America.

### Section 2. Pledge of Allegiance.

Section 2.1. The school shall ensure that the Pledge of Allegiance to the flag of the United States of America is recited in at least one scheduled class for every student enrolled in the school no less often than once per school day.

Section 2.2. No student shall be required to recite the Pledge of Allegiance.

## **ELECTRONIC COMMUNICATION DEVICE MODEL POLICY**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board - 8/19/2025.

1. No student may display or use an electronic personal communications device from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal time, breaks, time between classes, and during study halls.
2. Notwithstanding the general prohibition, a student may display and use an electronic personal communications device only when such display and use is necessary to comply with:
  - a. An individualized education program (“IEP”);
  - b. A 504 plan
  - c. An individualized emergency health care plan or individualized health care plan;
  - d. The Americans with Disabilities Act;
  - e. The federal Civil Rights Act of 1964; or
  - f. The federal Equal Educational Opportunities Act of 1974 regarding English language learners.
3. Notwithstanding the general prohibition, a student may use a device as follows:
  - a. In the case of an emergency. An emergency means a serious, unexpected, and dangerous situation, including, but not limited to: active fire, active tornado or earthquake, active shooter, evacuation of school grounds, medical emergency, or other serious, unexpected, and dangerous situation that requires immediate action and is otherwise identified in the school’s policies as an emergency; or
  - b. When directed to use such device for an educational purpose with authorization as directed by established school policy.
4. [Insert reasonable disciplinary action based on your school’s disciplinary policy. For example, a student shall receive a write-up for each time an electronic personal communications device is displayed in violation of this policy. After three write-ups a student will receive detention.]
5. This policy shall be published on the school’s website upon its adoption

# Use of Social Media by Teachers, Staff, and Students Policy

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The Board of North Side Community School understands the value of social media and the benefits offered by digital communication devices for providing quick and easy interaction among peers, students, and families. This policy is intended to support teachers, staff, and students by ensuring that all teachers, staff, and students clearly understand the many factors and possible ramifications to consider when using social media. This policy is in addition to, and complements, existing and future Board of Education policies.

## Teachers and Staff

The Board of North Side Community School does not take a position on teachers and staff using social media for personal use on personal time. If teachers and staff choose to do so, they should keep in mind the following:

- Teachers and staff should not use personal social media accounts to communicate with students and families regarding topics pertaining to your work with North Side Community School.
- Do not “friend,” “follow” or otherwise interact with students from personal social media accounts.
- Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the school
- Do not post school related information including but not limited to student information, pictures, and work-product examples on personal social media sites.
- Do not share confidential information about internal school discussions.
- Avoid communicating with students and families using personal social media sites, personal email accounts or personal phone numbers.

Social media is an excellent way to share information with families and students. If teachers and staff choose to utilize social media for school related purposes, teachers and staff should utilize the same professional standards, respect, and integrity as if it were a face-to-face communication.

- Use school contact information (email, address, phone, etc...) for creating and maintaining accounts, including student accounts.
- Inform parents of social media created for classroom use and its educational purpose.
- Respect copyright and fair use guidelines. Be sure to cite your source when quoting and use Creative Commons<sup>15</sup> licensing when possible.

- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate.
- Treat social media created for school related purposes like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.
- When using social media, never reveal information about students including but not limited to their grades, course enrollments, and class schedules. Doing so could be a FERPA violation.
- If posting photos and videos of fellow staff and teachers, seek their permission before posing.
- If posting photos and videos of students, ensure there is a signed parent/guardian permission form on file for each student.

## STUDENTS

As a North Side Community School student you represent your school even when you are not posting to social media sites during class time. You should follow these guidelines anytime you post material that could identify you or your relationship to the school.

- Be aware of what you post online-- social media is public. Do not post anything you don't want friends, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Do not share your password with anyone other than your teachers and parents.
- Do your own work. Do not use other people's work without their permission. Be aware that it is a violation of copyright law to copy and paste someone else's thoughts. It is good practice to hyperlink to your sources.
- Do not use pictures, videos, songs, and audio clips you do not have permission to use. This may be a violation of copyright laws.
- Social media posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
- If you come across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher or parent/guardian right away.

<sup>15</sup> <https://creativecommons.org>

## Student Group Use of Facilities Policy

The Board of North Side Community School adopts the following policy effective on the date of adoption by the Board

Pursuant to the Equal Access Act of 1984, the Board will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, or philosophical content of the speech at such meetings.

# **EDUCATIONAL INSTRUCTION**

# Course Requirements – Constitution, American History, Missouri Government, Civics Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

1. Seventh and eighth grade curriculum shall include regular courses of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions. These courses shall begin no later than the seventh grade and continue in high school to an extent determined by the state commissioner of education.
2. All American history courses at the School shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.

## Reading Instruction Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

The School shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas.

The program may include "explicit systematic phonics", which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.

### North Side Community School Reading Success Plan Policy

#### Reading Assessment and Intervention

North Side Community School will conduct a state-approved reading assessment for students enrolled in kindergarten through third grade, in addition to newly enrolled students in fourth and fifth grade.

The reading assessment windows and assessment type is as follows for each grade level.

Grade	Administration Timeline	Test Assignment
Kindergarten	Mid-Year (before December 31)	Dyslexia Screener
	Last 30 days of the school year	Dyslexia Screener

First	First 30 days of the school year (before October 13)	Dyslexia Screener
	Mid-Year (before December 31)	Dyslexia Screener
	Last 30 days of the school year	Dyslexia Screener & Adaptive Oral Reading - Passages only
Second	First 30 days of the school year (before October 13)	Dyslexia Screener & Adaptive Oral Reading - Passages only
	Mid-Year (before December 31)	Dyslexia Screener
	Last 30 days of the school year	Dyslexia Screener & Adaptive Oral Reading - Passages only
Third	First 30 days of the school year (before October 13)	Dyslexia Screener & Adaptive Oral Reading - Passages only
	Mid-Year (before December 31)	Dyslexia Screener
	Last 30 days of the school year	Dyslexia Screener & Adaptive Oral Reading - Passages only
Fourth	First 30 days of the school year (before October 13)	Adaptive Oral Reading - Passages only
	Last 30 days of the school year	Adaptive Oral Reading - Passages only
Fifth	First 30 days of the school year (before October 13)	Adaptive Oral Reading - Passages only
	Last 30 days of the school year	Adaptive Oral Reading - Passages only

North Side Community school will issue reading success plans to students that:

1. Exhibit a substantial deficiency in reading which creates a barrier to build foundational literacy skills.
2. A student that has a Flagged Dyslexia and or Flagged Universal screener outcome indicated by the state approved reading assessment.
  - a. Students are eligible for reading success plans if they are flagged within any assessment window.

A substantial reading deficiency refers to a student who is one or more grade levels behind in reading or reading readiness. This is determined when a student does not meet the minimum skill level for reading competency in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, or overall Lexile level for the student's grade level.

#### Reading Success Plans

A reading success plan is a well-developed and detailed plan to support students with deficiencies in reading. Services and support are rooted in scientific, evidence-based reading instruction. This

service is free and provided only to enrolled students. Individualized reading success plans may include:

1. Individual instruction
2. Small group instruction
3. Out of class pull-out
4. Tutoring
5. Extended day/week/year
6. Summer reading programs

Rigorous intensive reading instruction will occur during normal school hours and will:

- Incorporate a scientifically based and reliable sub-assessment, LETRS Phonics and Word-reading Survey. This survey is a tool used to assess a series of tasks aligned with the progression of phonics elements, and will determine the student's level of competency for the skill.
  - Skills include: letter naming, letter-sound correspondence: single vowels, consonants and digraphs, high-frequency words, closed syllables, vowel-consonant-e syllables, open syllables, r-controlled vowels syllables, double vowel syllables, and -le syllables.
- Build and strengthen skill development in phonemic awareness, phonics, fluency, vocabulary and comprehension.
- Progress-monitor students once a month to determine growth.

All students will participate in core academic subjects provided by a curriculum rooted in the Science of Reading, to assist students in maintaining or meeting proficiency levels for their relevant grade level.

#### Parent Notification

Parents of students issued a reading success plan will be notified as follows:

- Initial communication will occur within the first month of the school year. Parent communication will include the following:
  - o Identification of substantial deficiency in reading
  - o Description of the services currently provided
  - o Description of proposed supplemental services and supports designed to remediate deficiencies.
  - o Strategies for parents/guardians to use at home.
  - o Notifications of summer reading opportunities.
  - o Direct personal consultation to determine if retention is warranted.
- Ongoing communication will occur three additional times during the school year. Ongoing communication will provide:
  - o Updates from progress monitoring and progression through the early stages of literacy.
  - o A parent-teacher collaboration that will allow for additional home resources to be discussed and a plan of action for home implementation.
- Exiting communication will occur when the student is able to:

- o Demonstrate grade-level reading for two screening cycles.
- o Maintain grade level competency in reading through Tier 1 instruction alone.

Reading success plans will be updated and revised based on progress monitoring until grade-level reading is achieved. When removing a child from reading success plans, consideration should be given to the context in which the student demonstrated reading competency and the likelihood the student will continue to progress in reading without the reading success plan in place. Students remaining on a reading success plan beyond third grade will be required to continue state-approved beginning and end-of-year reading assessments, progress monitoring and parent communication.

#### Reporting

North Side Community School will report reading success plan data as required by Missouri Department of Elementary and Secondary Education in the February and June MOSIS reporting cycles. The data reported in February will include:

16. Student demographic information
17. An indication of yes/no of receiving a reading success plan.
18. Primary intervention skill.
19. Primary support type

The data reported in June will only include:

20. Student demographic information
21. An indication of yes/no of receiving a reading success plan.

# Human Sexuality and Sexually Transmitted Diseases Instruction Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

- (1) Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
- (2) Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
- (3) Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;
- (4) Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
- (5) Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure;
- (6) Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.
- (7) Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open

communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing & Exploited Children's CyberTipline;

- (8) Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even among friends;
- (9) Teach pupils about sexual harassment, sexual violence, and consent:
  - (a) "Consent" means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent;
  - (b) "Sexual Harassment" means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate;
  - (c) "Sexual Violence" means causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person's consent.

SECTION 2. When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SECTION 3. The School shall notify the parent or legal guardian of each student enrolled in the school of:

- (1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and
- (2) The parent's right to remove the student from any part of the district's or school's human sexuality instruction.
- (3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.
- (4) The School will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

## Grading and Reporting Policy

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. Grading.

SECTION 1.1. The Executive Director or his/her designee shall be responsible for developing a grading scale which comports with the School's instructional philosophy, curriculum, and state mandates.

SECTION 1.2. Teachers shall use a variety of methods to assess student progress. SECTION 2. Reporting Student Progress.

SECTION 2.1. A report card will go home every trimester.

SECTION 2.2. The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

SECTION 2.3. Cumulative grades shall be transferred to students' individual permanent school record and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4. Teachers are expected to maintain regular communications with parents/guardians by providing timely return of graded classwork and convening informative student conferences.

## Retention Policy

Approved April 16, 2024

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:

Interventions	Intervention Description	Owner
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 celebrating achievement.	Tutoring Liaison CARE Team
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.

## **Field Trips and Enrichment Activities Policy**

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

### **SECTION 1. Field Trips and Enrichment Activities.**

SECTION 1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators, and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

SECTION 1.2. The Executive Director or his/her designee has the responsibility of developing a field trip and enrichment activity manual. This handbook furnishes guidelines for field trips and enrichment activities including planning information, parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The handbook is to be revised and approved annually when necessary.

SECTION 1.3. Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the Executive Director or his/her designee.

#### SECTION 2. Board Notification.

The Executive Director shall inform the Board of approaching field trips that are overnight or out-of-state.

#### SECTION 3. Documentation.

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip.

#### SECTION 4. Unauthorized Field Trips.

Unless approved by the Administrator(s), trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during holiday periods (for example, Summer, Thanksgiving, Winter Break, Spring Break) will not be recognized by the Governing Board as approved field trips. The Governing Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

## **Services for Students with Disabilities Policy**

The Governing Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

The School does not have a general curriculum for students with disabilities. Instead, it is the policy of the School to develop an individualized educational program (IEP) for each public school student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, the School's IEPs will address the extent to which each student's disability affects his/her ability to access the School's general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each public school student with a disability will be educated to the maximum extent appropriate with children who are non-disabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

The School will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a student has had his/her curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements

(including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the Executive Director, Academic Dean, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

## **Instruction for Students with Disabilities Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date the policy is adopted by the Board.

It is the policy of the School to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

The School will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, sections 162.670-.995, RSMo., and Missouri's State Plan for Part B.

## **Instruction for At-Risk Students Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

SECTION 2. The School shall meet all federal and state requirements for identifying and providing services to educationally at-risk students, including, for a school that offers high school education, the implementation of a measurable system for identifying students in their ninth grade year, or students who transfer into the school subsequent to their ninth grade year, who are at risk of not being ready for college-level work or for entry-level career positions.

SECTION 3. Academic and career counseling shall take place prior to graduation so that the school may attempt to provide sufficient opportunities to the student to graduate college-ready or career-ready and on time.

SECTION 4. The requirements in this Appendix may be waived for any student with a disability if recommended by the student's IEP committee.

## **Dyslexia Screening Policy**

The Board of North Side Community School adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. The school shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 2. The Governing Board of North Side Community School shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 3. The school shall offer all of its teachers two hours of training on dyslexia and related disorders. The school may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.

## **English Language Learners (ELL) Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

DESE and LEAs share an obligation to ensure that their English Language Learner (ELL) programs and activities comply with the civil rights laws and applicable grant requirements. Title VI prohibits recipients of Federal financial assistance, including DESE and LEAs, from discriminating on the basis of race, color, or national origin. Title VI's prohibition on national origin discrimination requires DESE and LEAs to take "affirmative steps" to address language barriers so that ELL students may participate meaningfully in schools' educational programs.

Definitions:

The term "Limited English Proficient," (LEP) when used with respect to an individual, means an individual —

- A. who is aged 3 through 21;
- B. who is enrolled or preparing to enroll in an elementary school or secondary school;
- C. who was not born in the United States or whose native language is a language other than English
- D. who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- E. who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
- F. who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- G. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
  - a. the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - b. the ability to successfully achieve in classrooms where the language of instruction is English; or
  - c. the opportunity to participate fully in society.

“English for Speakers of Other Languages” (ESOL) are programs that teach language skills to students from non-English-speaking backgrounds.

“English Language Learners” (ELLs) are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.

A “migratory” child is defined as a child who is, or whose parent or spouse is, a migratory agricultural worker (including migratory dairy workers and migratory fishers). In order to obtain temporary or seasonal employment in agricultural or fishing work during the preceding 36 months (or to accompany a parent or spouse for such a purpose), a migratory child is someone:

- (1) who has moved from one school district to another
- (2) who has moved from one administrative area to another in a state that is comprised of a single school district
- (3) who resides in a school district of more than 15,000 square miles and who migrates a distance of 20 miles or more to a temporary residence in order to engage in fishing activities.
- (4)

The LEA’s coordinator for ELL programs is the Assistant Principal (Elementary)/Dean of Instruction (Middle).

The Board directs the ELL coordinator to develop and implement language instruction programs that:

- (1) Identify English Language Learner (ELL) students through the use of a home language survey OR by including home language questions on the school enrollment form. The same assessment methods must be used on all students. If using an enrollment form, the questions should include at least the following:

Do you use a language other than English?

Is a language other than English used at home?

The Registrar will develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.

- (2) Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.
- (3) Determine the appropriate instructional environment for ELL students.

LEAs are responsible for providing an English language instruction educational program that increases the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.

- (4) Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students
- (5) Provide parents with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

## **Missouri Course Access and Virtual School Program Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### **Section 1. Course Access and Virtual School Enrollment**

As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

### **Section 2. Costs**

The school shall pay the costs associated with the course or courses if:

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and

The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves of the student's enrollment, the school shall provide the reason in writing and it shall be for "good cause." The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting. The family of the student shall be given an opportunity to present their reasons for their child or children to enroll

in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial. The family and the charter school shall also provide their reasons in writing and these documents shall be entered into the official minutes of the meeting of the governing body. The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the department of elementary and secondary education. The department of elementary and secondary education shall provide a final enrollment decision within seven calendar days. Good cause shall be defined as "a determination that doing so is not in the best educational interest of the student."

### Section 3. Notice of Right to Participate

The school shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents and on the school's website.

### Section 4. Payment to Content Provider

The school shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. The school shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011, as calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

### Section 5. A+ Students

If a student is a candidate for A+ tuition reimbursement, the school shall attribute no less than ninety-five percent attendance to any such student who has completed a virtual course.

### Section 6. Transfer Students

Pursuant to rules to be promulgated by the department of elementary and secondary education, the school shall allow the following:

If a student transfers into the school while enrolled in a Missouri course access and virtual school program course or full time virtual school, the student shall continue to be enrolled in such course or school.

When a student transfers into the school, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by the school.

### Section 7. Monitoring Student Progress

The school shall monitor student progress and success, and take into account the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. The school may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

The school shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the department of elementary and secondary education regarding course quality

## **Academic and Career Counseling Program Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

A school that is a local educational authority may establish an academic and career counseling program. This program must be established in cooperation with parents and the local community to meet the needs of the students in the community. The school may use the Missouri comprehensive school counseling program as a resource for developing their program.

## **Braille Instruction Policy**

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### **Section 1. Definitions**

For the purpose of this section, student is defined as: any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

### **Section 2. Instruction in Braille**

Section 2.1. A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

Section 2.2. Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

### Section 3. Individualized Education Plan

An individualized education plan shall include:

- (a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;
- (b) The date on which braille instruction will commence;
- (c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and
- (d) The duration of each session.

## Physiology Textbook Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### Section 1. Physiology Textbook

Section 1.1. The school shall use a physiology textbook that contains at one or more chapters on dental hygiene.

Section 1.2. The chapter(s) on dental hygiene shall convey the proper knowledge to students on the care, function, and relation of the teeth to the general health.

## Personal Plan of Study Policy

The Governing Board of North Side Community School adopts the following policy effective on that date that the policy is adopted by the Board.

### Section 1. Personal Plan of Study

Section 1.1. Each student in the school, prior to his or her ninth grade year may develop with help from the school's guidance counselors a personal plan of study, which shall be reviewed regularly, as needed by school personnel and the student's parents or guardian and updated based upon the needs of the student.

Section 1.2. A personal plan of study shall present a sequence of courses and experiences that conclude with the student reaching his or her postsecondary goals, with implementation of the plan of study transferring to the program of postsecondary education or training upon the student's high school graduation.

Section 1.3. A student's person plan of study shall include, but not be limited to the following information:

1. Requirements for graduation from the school district or charter school;
2. Career or postsecondary goals;
3. Coursework or program of study related to career and postsecondary goals, which shall include, if relevant, opportunities that the district or school may not directly offer;
4. Grade-appropriate and career-related experiences, as outlined in the grade-level expectations of the Missouri comprehensive guidance program; and
5. Student assessments, interest inventories, or academic results needed to develop, review, and revise the personal plan of study, which shall include, if relevant, assessments, inventories, or academic results that the school district or charter school may not offer.

Section 2. Waiver for Students with IEPs

Section 2.1. The school shall waive the requirements of this Policy for any student with a disability if recommended by the student's IEP committee.

# **HUMAN SERVICES**

# MISSOURI VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY - Proposed

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), the North Side Community School offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

## Section 1. Definitions

1. "Domestic violence" means abuse or stalking committed by a family or household member.
2. "Family" or "household member" means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
3. "Sexual violence" means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.
4. "Workweek" means an individual employee's standard workweek.

## Section 2. Eligible Employees

Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests that are averse to the employee as it relates to the domestic or sexual violence.

## Section 3. Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
2. To obtain victim services from a victim services organization for the employee or their family or household member.

3. To obtain psychological or other counseling for the employee or their family or household member.
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.
5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence.

## Section 4. Leave Time

Eligible employees may take up to two workweeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period, but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

## Section 5. Notice of Need for Leave and Certification

Eligible employees must provide North Side Community School with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

To request domestic or sexual violence leave, employees must submit a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, North Side Community School may require the following supplemental information:

1. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
2. A police report or court record.
3. Other corroborating evidence.

This information must be provided to Dr. Douglas Thaman, Executive Director within a reasonable time after it is requested by North Side Community School. Full cooperation to obtain this supplemental information is required under this policy.

During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

## Section 6. Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

## Section 7. Reasonable Safety Accommodations

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence, unless it would impose an undue hardship on North Side Community School. Employees seeking a reasonable safety accommodation may be required to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

## Section 8. Non-Retaliation

Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If you believe you have been subject to retaliation or discrimination, you should report it to HR.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact Dr. Douglas Thaman, Executive Director.

# Personnel Evaluations Policy

The Board of North Side Community School (school) adopts the following policy, effective on the date of adoption by the Board.

### SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The Executive Director shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by their immediate supervisor with input from the Executive Director on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by their immediate supervisor with input from the Executive Director on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

SECTION 1.4. The Supervisor shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary with the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

SECTION 1.4.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Governing Board or its designated committee is considered final.

## **NON-FRATERNIZATION POLICY**

Northside Community School is committed to a professional, supportive, and safe environment for staff and students. Professional relationships and appropriate boundaries are an important part of maintaining this environment. This Policy provides guidance on how to maintain appropriate relationships between staff, students, and students' families. As always, Staff should continue to use common sense during their interactions to establish and maintain appropriate educational relationships.

1. Definitions
  - a. "Staff" means any individual employed by the School, including any certified or classified employee, student, teacher, practicum student, fieldwork student, temporary employee, and substitute employee; employees of contractors or agencies and independent contractors; and volunteers, including Board Members.
  - b. "Student" means any individual enrolled in the School.
2. Prohibited Conduct
  - a. Staff members are prohibited from engaging in any of the following conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:
    - i. Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students;
    - ii. Fostering, encouraging, or participating in emotionally or socially intimate relationships with students through communication or gift giving;
    - iii. Initiating or continuing communications with students for reasons unrelated to any direct educational purpose, including oral or written communications, telephone calls; electronic communication such as

- texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams, or photographs;
- iv. Socializing with students outside of instructional time;
  - v. Providing alcohol or drugs to students—either prescription or illegal (except for those provided in accordance with School policy on medication administration); and
  - vi. Transporting students unless part of the staff member’s job description.
  - vii. Staff who have children or relatives who are students at the School must develop a plan with the Executive Director to address how Staff will interact with the child/relative, child/relative’s teacher(s) and support staff, supervisors, and friends who are also students at the School. Staff who have children or relatives that are students must be mindful about maintaining professional relationships with their children or relatives while at work, and with their co-workers and supervisors, including consideration of the appearance of favoritism.
3. Reporting Procedures
- a. Any person with knowledge or suspicion of an improper relationship between staff and a student must report such relationship to the Executive Director.
  - b. The School will also investigate all anonymous complaints of inappropriate fraternization by staff with students.
  - c. The School will conduct investigations under this policy in the same manner as for complaints under the School’s harassment policy. Allegations of inappropriate staff-student behavior will be promptly investigated and treated as confidential to the extent possible within legal constraints.
  - d. Staff, students, and other individuals who make a good-faith report of a suspected violation of this policy, or who cooperate in inquiries or investigations related to an investigation of such report, shall be protected from retaliation in accordance with School policy.

## Employee Dress Code Model Policy

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

### SECTION 1. Purpose of Employee Dress Code

The purpose of establishing an employee dress code is to provide an example of appropriate attire that:

- Clearly distinguishes staff from students;
- Models modesty and professionalism; and
- Is functional given the nature of the position

## SECTION 2. Dress Code

SECTION 2.1. An employee who is inappropriately dressed, in the opinion of the (School Leader or other title), may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

SECTION 2.2. Appropriate dress includes but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks
- Sweaters, blouses, knit tops, jackets
- Coordinated dress shorts ensemble with appropriate shoes and hosiery
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire in accordance with the environmental requirements for specific job assignments

SECTION 2.3. To ensure that employees are professionally attired, the following are considered unacceptable:

- Shorts (except for physical education)
- Jeans, including overalls, of any color (acceptable only for special projects or activities or related to specific job assignments)
- Hats/headwraps
- Immodest dress such as a dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Leggings/spandex
- Tank tops
- See-through clothing
- Sundress without a jacket
- Clothing that exposes the midriff
- Extremely low cut dresses and blouses
- Exercise/jogging suit
- Other attire as deemed inappropriate by the School Leader
- 

SECTION 2.4. The (insert name of Charter School) Governing Board recognizes that there are occasions when individuals may need to wear specific attire due to medical reasons or as part of a bona fide personal religious practice. When such is the case, the employee shall provide documentation to the (School Leader or other title) of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from this policy.

SECTION 2.5. In addition, some job functions necessitate attire that may otherwise be considered “inappropriate” (i.e., Physical Education teachers may wear exercise attire). The [School Leader or other title] has the discretion to authorize a deviation from this policy.

## Family and Medical Leave Act Policy

The Board of North Side Community School (school) adopts the following policy, effective on the date of adoption by the Board.

This policy is limited to any rights or benefits contained in the Family and Medical Leave Act (FMLA).

### SECTION 1. Eligible Employees

SECTION 1.1. Employees of the school employed by the Board who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are employed at a worksite where 50 or more employees are located within 75 miles of the worksite are eligible to take twelve (12) weeks of unpaid leave under FMLA.

SECTION 1.2. An employee may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of employee that prevents the employee from performing the job functions;
5. Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation;
6. To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

### SECTION 2. Definitions

“Covered Servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade rank or rating.

"Instructional employee or other key position" means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

1. "Parent" means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in-law."
2. "Qualifying exigency" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
3. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a healthcare provider.
4. "Son or daughter" means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.
5. "Spouse" means a husband or wife.

### SECTION 3. Amount and Type of Leave Taken

SECTION 3.1. Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

SECTION 3.2. If both spouses work for the Board and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition for twelve (12) weeks.

SECTION 3.3. Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse, or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

### SECTION 3.4. Intermittent or Reduced Leave

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. The Board will require a certification, in the form described in Section

3.7 below, to document the medical necessity of such intermittent leave.

### SECTION 3.5. Notification of Leave

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the (School Leader or other job title). If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

### SECTION 3.6. Benefits and Return to Work

Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by the school while on FMLA leave. The Board will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

The Board may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the Board may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by the school ("key employee") if such denial is necessary to prevent substantial and grievous economic injury to the school's operation, as determined by the Board. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

### SECTION 3.7. Required Certification and Reporting

The Board requires that a request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse or parent of the employee on a form to be provided by the Board.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care;
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

The Board, at its own expense, may obtain the opinion of a second health care provider of the Board's choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the Board may, at its own expense, obtain a third opinion from a health care provider upon which the Board and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board and the employee.

Upon an employee's return after leave for his/her own serious health condition, the Board may require the employee to obtain certification from a health care provider that the employee is able to resume work.

The Board may require an employee on FMLA leave to report periodically to the (School Leader or other job title) on the employee's status and intent to return to work.

### SECTION 3.8. Special Provisions

When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, the Board may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and
2. The employee would return to work during the three-week period before the end of the term.

### Pregnancy and Parental Leave Policy

The School recognizes that employees may need to be absent from work to care for or bond with a newborn child or a newly adopted or newly placed child (referred to as parental leave in this policy). The School provides parental leave of absence to all eligible employees in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), Pregnant Workers Fairness Act (PWFA), Americans with Disabilities Act (ADA), and applicable state law.

If an employee needs to take parental leave following the birth of their child or to care for or bond with their newly adopted or newly placed foster child, the employee must provide advance notice to the employee's supervisor or the Executive Director. When possible, an employee should give at least 30 days' notice of a request for leave. If 30 days' notice is not possible because of medical necessity or for other reasons, an employee should give as much advance notice to the School as possible. Written notice is preferred, but not required.

If you have a pregnancy-related or childbirth-related medical condition or disability and require reasonable accommodation (which may include leave) for this purpose, please contact the Executive Director to discuss a reasonable accommodation.

## Leave Eligibility

All employees are eligible for twenty (20) days of paid parental leave. During pregnancy and parental leave, employees will continue to be paid their normal rate of pay for up to twenty (20) days. Employees also may use any or all of their accrued but unused vacation or other paid time off during their pregnancy and parental leave. You must have been employed for at least 12 months prior to your parental leave request.

Additionally, all employees may request unpaid leave for a pregnancy-related medical condition or disability as an accommodation under the PWFA, PDA, or ADA. Please inquire with the Executive Director for information about eligibility requirements under these laws. This leave may run concurrently with other leave, including under the FMLA and paid time off, where permitted by state and federal law.

During pregnancy and parental leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on pregnancy or parental leave will receive the same rights and benefits as employees on an unpaid leave of absence.

## Parental Leave Under the FMLA

Certain employees are eligible for unpaid leave under the FMLA. Employees who have been employed for at least twelve (12) months (which need not be consecutive), have worked 1,250 hours over the 12-month period immediately prior to requesting leave, and are employed at a worksite where 50 or more employees are located within 75 miles of the worksite are eligible to take twelve (12) weeks of unpaid leave under the FMLA. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

Spouses who are both employees of the school employed by the School and are eligible for FMLA leave may be limited to a combined total of 12 weeks of leave during the 12-month period if leave is requested for the birth of a child and in order to care for that child or for the placement of a child with the employee for adoption or foster care and in order to care for the newly placed child. However, if the newborn has a serious health condition, spouses employed by the same employer may each take the full 12 weeks of leave to care for the child.

Please contact the Executive Director with any questions about your eligibility for FMLA leave. You may be required to use any accrued and unused PTO while on FMLA leave. For more information, see the Schools' FMLA Policy.

## Return to Work

Your job will be held for you in accordance with applicable law while you are on pregnancy or parental leave.

If you are on pregnancy-related disability leave, when you are able to return to work, you must submit a certification from your health care provider stating you are medically able to return to your normal duties. Your continued absence from work beyond your required disability leave period (as

determined by your health care provider) and exhaustion of all other available leave may be deemed a voluntary abandonment of your job.

Nothing in this policy requires the School to reemploy individuals who are not eligible for reemployment rights under applicable law.

## **Discrimination and Retaliation Prohibited**

The School prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's pregnancy or parental leave. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

The School is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, the School may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## **Equal Opportunity Employment Policy**

The Board of North Side Community School (school) adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1. Equal Opportunity Employment**

The School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The School further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

The School's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, national origin, or sexual orientation.

### **SECTION 2. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities**

The Board shall comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. The Board shall also provide reasonable accommodations for qualified individuals in accordance with these laws. The Board shall ensure that qualified individuals with disabilities are treated in a

non-discriminatory manner in the pre-employment process and during active employment with (charter school).

Qualified applicants or (charter school) employees with disabilities should make formal requests in writing for accommodations.

## **Employee Information Sharing Policy -**

The Board of North Side Community School adopts the following policy, effective on the date of adoption by the Board.

Section 1. The School Leader or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

### Section 2. Information Sharing

Section 2.1. The School shall provide information about a former employee to another public school upon request.

Section 2.2. The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School by the former employee if such violated related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

Section 3. All current and potential employees shall be given notice of this policy upon its adoptions

## **Drug Free WorkPlace Policy**

The Board of North Side Community School (school) adopts the following policy, effective on the date of adoption by the Board.

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, students, and other employees. Employees who display physical manifestations of drug or alcohol use while on duty may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to participate in and complete rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the School Leader of their conviction. Notification must be made by the employee to the School Leader within five (5) days of the conviction. Within ten (10) days, the School Leader will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The School will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as all other medical records.

The School's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, he/she will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practice applicable to job performance requirements. Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the School shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The School shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

## **Communicable Diseases Policy**

The Board of North Side Community School (school) adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1. Purpose of Policy**

SECTION 1.1. The Governing Board intends to ensure that no individual has potentially harmful exposure to infection or diseases.

### **SECTION 2. Definitions.**

SECTION 2.1. Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

SECTION 2.2. HIV infection: an infection in which the human immuno-deficiency virus is present.

### SECTION 3. Protections

SECTION 3.1. No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of the Governing Board solely because he or she is infected with a communicable disease or HIV infection.

SECTION 3.2. A student or employee who is infected with a communicable disease or HIV infection will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Governing Board after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the (School Leader or other title) it is necessary to consult a private physician.

### SECTION 4. Prevention of Transmission

SECTION 4.1. Each year, the (School Leader or other title) shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

SECTION 4.1.1. Education and policy review shall include procedures to reduce the risk of transmitting communicable diseases and HIV infection, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

### SECTION 5. Identification of Potential Risks

SECTION 5.1. Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e., how long the disease is transmitted;
- The duration of the risk; i.e., how long the carrier is infectious;
- The severity of the risk; i.e., the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.
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SECTION 5.1. Once the student's or employee's medical condition has been determined, the Executive Director or his designee shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Governing Board at the option of the Board in order to determine whether reasonable accommodations will

allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

SECTION 5.2. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Governing Board programs or to be employed by the Board.

SECTION 5.3. In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a communicable disease, the (School Leader or other title) is authorized to remove the infected student or employee from Board programs or employment for a period not to exceed ten days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

SECTION 5.4. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

#### SECTION 6. Privacy Rights

SECTION 6.1. Neither the Board nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

## **Employee Tuition Reimbursement Policy**

The Tuition Reimbursement Program has been developed to help North Side Community School Employees further their knowledge, skills, and job effectiveness through higher education in fields of interest to the organization.

This program will also cover the American Board for Certification of Teacher Excellence as well as the Missouri Content Assessment Exam.

The goal of the program is to reimburse eligible employees for educational expenses not covered by any other source of educational assistance.

The Executive Director authorizes payment from school funds allotted for tuition reimbursement, and is responsible for administration, interpretation, and approval/disapproval for this program.

Only courses taken at nationally recognized accredited colleges, universities, and technical schools will be approved for reimbursement.

## Eligibility

An employee is eligible for this program if:

- They are a regular, active, full-time employee
- They have completed one year of service
- There is a clear alignment between the employee's current position, educational ambitions, and the organization's needs.
- Courses are specific in subject content, methods, and/or pedagogy to the employee's current position or an agreed upon employee potential position advancement.

## Amount of Reimbursement

Reimbursement is capped at six hours per semester.

Eligible employees will be reimbursed up to a maximum of \$7,500 per fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>).

Reimbursement amount is equal to the current per credit hour tuition rate at the University of Missouri, St. Louis.

Based on the amount of reimbursement requests submissions for a specific fiscal year, all or a percentage of the amount will be paid until the amount allotted for the yearly reimbursements is completely spent. Administration is allowed the discretion to limit tuition reimbursement to employees during the year for budgetary considerations. The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

## Allowable Reimbursement Costs

This program reimburses eligible employees for educational expenses not covered by any other source of educational assistance.

To be reimbursed, the employee must show proof of payment of educational expenses along with proof of satisfactory course completion with a grade of 'B' or above.

To be reimbursed, the employee must sign a commitment to continue their employment with North Side Community School for a minimum of one fiscal year after degree completion.

Reimbursement will be provided for tuition only (books, fees, etc. are not eligible for reimbursement).

## Other Educational Assistance Benefits

This program does not duplicate other educational assistance an employee may receive. On the Tuition Assistance Application and on the Request for Reimbursement Form, an employee must

report any veterans' education benefits, scholarship or other financial aid received for course or degree program to be considered under this program.

If an employee receives education assistance, the amount reimbursable under this program will be based on the amount less all financial aid received as shown in the examples above.

#### Acceptable Hours

Approved course(s) and or program(s) are not to be taken during regular working hours. Class attendance may not conflict with your job in any way. Any other arrangements during work hours must be discussed and approved by the employer's immediate supervisor.

All requests for tuition reimbursement must be submitted for approval in advance of the course.

#### Taxation of Reimbursement

Please check with your tax consultant regarding taxation rules and regulations for tuition reimbursement.

#### Terminating Employees

If an employee's employment is ended by North Side Community School for any reasons, he/she will only be reimbursed for courses completed while fully employed with the organization.

If an employee elects to end their employment prior to one fiscal year after degree completion, the employee will be responsible for reimbursing the full amount of tuition reimbursement they have received.

#### To Apply for Tuition Reimbursement

To apply for reimbursement, complete and submit the Tuition Assistance Application PRIOR TO TAKING THE COURSE along with verification of the cost of your tuition to the Executive Director. Pre-approval is required to confirm course eligibility and available funding.

To receive reimbursement, a grade slip or transcript must be submitted along with proof of payment to the Executive Director, and the Request for Reimbursement Form within 45 days of completion of the course.

## **North Side Community School Digitization of Personnel Records**

#### Policy Statement:

North Side Community School (NSCS) recognizes the importance of digitizing personnel records to enhance efficiency, accessibility, and security. This policy establishes guidelines for the digitization process, storage, access, and retention of personnel records within NSCS.

## 1. Purpose:

The purpose of this policy is to ensure the efficient and secure digitization of personnel records, promoting streamlined record-keeping, effective data management, and compliance with relevant data protection laws and regulations.

## 2. Scope:

This policy applies to all NSCS employees, contractors, and any other individuals authorized to access and manage personnel records within the organization.

## 3. Definitions:

3.1. Authorized Personnel: For the purposes of this policy, authorized personnel are the Executive Director, Director of Human Resources, Administrative Services Director.

3.2 Personnel Records: Official documents and information pertaining to NSCS employees, including but not limited to employment applications, contracts, performance evaluations, leave records, disciplinary records, and personal contact information.

## 4. Guidelines:

### 4.1. Digitization Process:

4.1.1. NSCS will implement a systematic approach to digitize personnel records, ensuring consistency and accuracy throughout the process.

4.1.2. Only authorized personnel designated by NSCS administration will handle the digitization process, following established procedures and security protocols.

4.1.3. The scanning or digitization of personnel records will be performed using approved equipment and software to ensure quality and reliability.

4.1.4. Digitized personnel records should be saved in a secure electronic format, such as encrypted PDF files or a secure document management system.

### 4.2. Security and Access:

4.2.1. Access to digitized personnel records will be restricted to authorized personnel on a need-to-know basis.

4.2.2. NSCS will implement appropriate security measures, including password protection, encryption, and access controls, to safeguard the confidentiality and integrity of digitized personnel records.

4.2.3. Authorized personnel must maintain the confidentiality of digitized personnel records and use them only for legitimate business purposes.

### 4.3. Retention and Disposal:

4.3.1. Digitized personnel records will be retained in accordance with applicable laws and regulations, as well as NSCS's record retention policy.

4.3.2. NSCS will establish a systematic approach for the secure disposal of physical copies of personnel records after digitization, ensuring compliance with data protection and privacy regulations.

#### 4.4. Data Integrity and Accuracy:

4.4.1. NSCS will implement quality control measures to ensure the accuracy and completeness of digitized personnel records.

4.4.2. Regular audits and reviews of digitized personnel records will be conducted to identify and address any errors or discrepancies promptly.

#### 4.5. Training and Awareness:

4.5.1. NSCS will provide appropriate training and resources to authorized personnel involved in the digitization process to ensure their understanding of the policy and adherence to established procedures.

4.5.2. Regular communication and awareness campaigns will be conducted to promote the importance of data privacy, security, and compliance among NSCS employees.

#### 5. Policy Compliance:

5.1. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract.

5.2. Any concerns or suspected policy violations should be reported to the designated NSCS authority or through the established reporting mechanisms.

#### 6. Review and Amendment:

This policy will be reviewed periodically to ensure its effectiveness, accuracy, and compliance with applicable laws and regulations. Amendments may be made as necessary, with approval from NSCS administration.

Approved By: North Side Community School Board of Directors, June 13, 2023

## **Employee Discipline Policy**

Approved 11/8/22

### Section 1. Intent of the Policy

3. This policy describes the process for administering fair and consistent discipline for unsatisfactory conduct by employees of North Side Community School.

### Section 2. Progressive Discipline

Although your employment is based on mutual consent and both you and North Side Community School have the right to terminate employment at will, with or without cause or advance notice, North Side Community School may use progressive discipline at its discretion.

Disciplinary action step may be any of the following:

7. Verbal Warning followed by correspondence confirming the Verbal Warning (copied to Executive Director)
8. Written Warning (copied to Executive Director and placed in Personnel File)
9. Suspension with or without pay; or
10. Termination of employment.

North Side Community School will look at how severe the problem is and how often it has happened when deciding which disciplinary action to take. There may be circumstances when one or more actions are bypassed. For example, North Side Community School may decide to skip a verbal warning and begin with a written warning. In situations where termination of employment occurs without going through the prior progressive discipline steps, the employee should be notified of his/her right to appeal.

### Section 3. Appeal Process

1. Any employee notified of his/her right to appeal under this policy has 10 days to file an appeal with the Director of Human Resources, either verbally or in written format. The appeal should provide as much information as possible regarding the nature of the appeal.
2. The Director of Human Resources shall provide notice of the appeal to the Governing Board of the North Side Community School within 2 business days of receipt of the appeal. The Governing Board shall process the complaint within 30 business days of receipt.
3. In the event the Governing Board requires additional information, the Governing Board may collect such information necessary to decide as to the appeal.
4. At the end of the 30 business days, the appellant shall be notified of the time and place of the initial meeting with the Board of Directors if there is one. If there is no meeting, the Board of Directors shall issue its decision in writing regarding the appeal at the end of the 30 business days.
5. The decision of the Board of Directors shall include findings of fact and reasons for their decision. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the resolution reached.

## **Staff Complaints And Grievances Model Policy**

The Board of North Side Community School (school) adopts the following policy, effective on the date of adoption by the Board.

### SECTION 1. Intent of the Policy

SECTION 1.1. The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

SECTION 1.2. This policy also addresses employees or applicants who allege discrimination or harassment based on age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

## SECTION 2. Definitions

SECTION 2.1. Complaint - A complaint means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

SECTION 2.2. Employee - Employee shall mean any person hired by the Board to perform services either full or part-time.

SECTION 2.3. Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

SECTION 2.4. School Leader - Employee possessing that degree of administrative authority.

SECTION 2.5. Parties in Interest - Any persons involved in the processing and investigation of the complaint.

SECTION 2.6. Complaint File - A file maintained by the (School leader or other title) containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

SECTION 2.7. Board - The Governing Board of (charter school name).

SECTION 2.8. Notification - Means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

## SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record

SECTION 3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of North Side Community School who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.