



North Side 
Community
Education Beyond **School**
Expectations

Parent/Guardian & Student Handbook
2025 - 26 School Year

Our Mission

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

BOARD APPROVED 7/22/2025

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North Side Community School Families,

Welcome to the 2025-26 school year! We're excited to have your family with us this year!

At North Side, we're a community built on small class sizes, strong relationships, and a shared belief in every child's potential. Our dedicated team is here to support your child's academic growth, emotional development, and overall success.

This handbook is your go-to guide for school policies, procedures, and expectations. It covers everything from attendance and dress code to communication and behavior guidelines. Please take a few moments to read through it—it'll help set your child up for a strong year.

We also believe that students thrive when families and schools work together. We encourage you to stay in touch with your child's teacher, attend events, and get involved—whether it's through volunteering, joining our many family events and activities, or just showing up for your child.

We're glad you're here. Let's make it a great year together!

Warmly,

Dr. Douglas Thaman (Dr. T.)

Executive Director

SECTION 1 - GENERAL INFORMATION

Governance

North Side Community School is a charter public school that operates independently in the City of St. Louis. We are governed by a volunteer Board of Directors made up of 10 to 15 local citizens. The Board sets policy, ensures legal and financial responsibility, and holds the school accountable to the terms of its charter.

The Board meets monthly during the school year. Meetings are open to the public, include a time for public comment, and are posted in line with the Missouri Sunshine Law—at each campus and on our website: northsidecommunityschool.org. Board by-laws are available upon request from the Administrative Services Office.

The Board hires the Executive Director, who serves as the school's chief administrator and oversees all day-to-day operations. The Executive Director hires all staff. Principals lead each campus, manage teaching and learning, and partner with families. North Side's charter is sponsored by the University of Missouri–St. Louis.

Application and Enrollment

North Side Community School welcomes all students who live in the City of St. Louis, regardless of race, ethnicity, income, disability, English language proficiency, or gender. While most of our students come from nearby neighborhoods, we accept applications from families across the city.

Priority is given to siblings of current students and to children of staff members who live in St. Louis. To enroll, families must complete an application before the school year begins. If there are more applicants than available seats, a public lottery is held to ensure a fair and equal chance for all.

After the lottery, any remaining seats are filled on a first-come, first-served basis. We review openings each month to keep the process fair and transparent.

Please note: If required paperwork isn't submitted by the deadline, the application will not be placed back into the lottery. For more details, visit the Enrollment section of our website or contact the school office.

Compliance with State and Federal Regulations:

All academic programs at North Side meet the requirements of the State of Missouri and the federal Every Student Succeeds Act (ESSA).

Students in grades 3–8 take the required state assessments each year. If a child is assigned to a teacher who does not meet the ESSA standard for a Highly Qualified Teacher, parents will be notified.

School Hours

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

Early Childhood Center School Hours -	8:45am – 3:15pm
Elementary School Hours -	8:30am – 3:30pm (Extended Day 3:30pm – 4:30pm)
Middle School Hours -	7:45am – 2:45pm (Extended Day 2:45pm – 3:45pm)

Extended Day

North Side Community School's Extended Day Program gives students in grades 2–8 a chance to explore new interests and keep learning beyond the regular school day.

The program runs during the 5 weeks of each term, Monday through Thursday, and is included on the school calendar. While Pre-K, Kindergarten, and 1st grade students dismiss at the regular time, 2nd–8th graders stay for an extra hour of enrichment activities.

Extended Day is part of the regular school day for grades 2–8, and students are expected to stay and participate. Bus transportation is provided afterward.

Parent/Guardian Contact Information

Keeping your contact and custody information up to date is essential to ensure your child's safety and well-being at school.

If your address, phone number, or email changes, please notify the school office right away or update your information in PowerSchool. This helps us reach you with important updates, announcements, and emergency notifications.

If there are changes to custody or guardianship, we must receive a copy of the official court order or legal documentation. Without it, we cannot legally honor custody requests made verbally or in writing without proper documentation.

We know personal situations can change, and we respect your privacy. All information you share is kept confidential and used only for official school purposes

SECTION 2 - POLICIES AND PROCEDURES

Attendance and Absences

Regular, on-time attendance is essential to student learning and success. When students miss school, they miss out.

Reporting an Absence

If your child will be absent:

- Call the school office by:
 - **8:30 AM** for **Middle School**
 - **9:00 AM** for **Elementary and Early Childhood**
- Let us know the reason for the absence.

If your child is out for **3 or more days in a row**, please send a note explaining the absence when they return. Students should make up for missed work within **3 days** of returning.

Excused vs. Unexcused Absences

Valid (excused) absences include:

- Illness
- Death in the family
- Court appearances
- Doctor appointments that can't be scheduled outside school hours
- Religious holidays
- Family emergencies

All other absences will be marked **unexcused**.

Important: All absences—excused or unexcused—count toward your child's total and are reported to the State of Missouri.

Tardiness

Students arriving after the start of the school day will be marked **tardy**. Consistent tardiness adds up to days of absence and impacts learning.

Attendance Follow-Up

North Side monitors student attendance daily. As absences increase, we take the following steps:

- **3 Absences:** We'll contact you to create a plan to improve attendance.
- **5 Absences:** You'll receive a letter warning that your child's learning and promotion may be at risk.
- **10 Absences:** You'll receive a second letter. We may also notify the City's Truancy Diversion Program or Family Court.
- **15 Absences:** We are required to report to the Truancy Diversion Program, Family Court, and the Division of Family Services. Students with 15+ absences may not be promoted to the next grade.

Vacations

Please schedule family vacations during school breaks to avoid unexcused absences.

Questions?

Contact your school office or child's teacher with any questions. We're here to help.

Tardiness

Being on time matters. A prompt start helps your child—and the whole class—begin the day ready to learn.

Frequent tardiness disrupts learning and sets your child back. Please make every effort to ensure your child arrives on time each day.

If tardiness becomes a pattern:

- A parent meeting with the principal will be scheduled.
- If the issue continues, we are required to notify the **City of St. Louis Truancy Diversion Program, Family Court**, and the **Division of Children's Services**.

When a student arrives late, they must stop by the school office to get a **tardy slip** before going to class. This helps us keep accurate records and ensures your child is marked present.

Let's work together to build good habits that support your child's success.

Dismissal

Just like being on time, staying for the full school day is important. Early dismissals interrupt your child's learning and the rest of the class. Please only request early dismissal in emergencies.

If your child must leave early:

- Contact the school office **in the morning** with the time and reason.
- Only a **parent or emergency contact** may pick up the child.
You must **sign your child out at the office**—no student will be released to meet you outside, in the parking lot, or anywhere else in the building.

Important: Children will only be released to individuals listed on their emergency form. If there are custody orders, we must have them on file to enforce them.

If a child becomes ill during the school day, the office will contact you using the information on the emergency contact form.

Dismissal Changes

If your child's dismissal plan changes, you must notify the office by **2:00 p.m.** Changes after 2:00 p.m. may not be accommodated.

Car Pickup Procedures

- Stay in your car in the designated pickup lane in front of the main office.
- Staff will escort students to your car.
- **Do not leave your car** to go inside or to your child's classroom.

- **Do not drive around** other cars in the pickup line—wait your turn for safety.

Thank you for helping us keep dismissal smooth and safe for all students.

Cancellations, Delays, and Early Dismissals

The Executive Director may decide to **close school, delay the start, or dismiss early** if needed to protect the health and safety of students and staff.

For **weather-related closings**, North Side usually follows **St. Louis Public Schools**, unless you hear directly from our Executive Director or Principals.

When school is closed:

- **All school activities are canceled.**

You will be notified by:

- An **automated call and text** to the number on file
- A **Class Dojo** post
- A **Facebook** post
- Local **TV news** stations (though we recommend checking Dojo or your phone first)

Outdoor Weather Guidelines

At North Side Community School, we prioritize student safety during outdoor activities, especially during extreme temperatures. The following guidelines determine when and how long students may go outside for recess or other outdoor activities.

Hot Weather Guidelines (Based on Heat Index)

- Below 95°: Full outdoor play allowed
- 95°–99°: Limit outdoor play to 10 minutes
- 100° and above: No outdoor play

Cold Weather Guidelines (Based on Wind Chill)

- Above 32°: Full outdoor play allowed
- 20°–32°: Outdoor play limited to 15–20 minutes
- Below 20°: No outdoor play

We also monitor frostbite risk using the National Weather Service Wind Chill Chart. At wind chills of:

- -20° to -30°: Frostbite risk in 30 minutes or less
- -30° to -50°: Frostbite risk in 10 minutes or less
- Below -50°: Frostbite possible in under 5 minutes

In these cases, no outdoor activity is permitted, even for short durations.

Teacher Home Visits

At North Side, we believe strong relationships between teachers, students, and families make a big

difference in a child's success. One way we build those connections is through **beginning-of-the-year home visits**.

Before the first day of school, your child's teacher will contact you to schedule a short visit—usually around 30–40 minutes. These visits help us:

- Get to know you and your child better
- Learn about your family's hopes and goals for your child
- Start the school year with open, positive communication

Where do visits take place?

- Most visits happen at your home
- If you prefer, we can meet at a park, coffee shop, or other public place
- As a last option, we can schedule a virtual visit

What should you expect?

- This is *not* a conference or a meeting to sign up for anything
- Your child and family members are welcome to join
- We'll share a bit about ourselves, learn about your child, and answer any questions
- We'll also make sure we have your correct contact info

Why do we do this?

Research shows home visits improve:

- Attendance
- Test scores
- Behavior
- Family engagement
- Student confidence and sense of belonging

We encourage every family to take part. These visits set the tone for a great year ahead!

If you have questions or want to schedule your visit, please reach out to your child's teacher.

Special Education

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

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

Homework

Homework reinforces learning, builds independence, and provides teachers insight into how students are progressing with key academic skills. Our approach to homework varies by grade level to match students' developmental needs and promote a love of learning.

Grades K-2: Building a Culture of Learning & Reading

The focus for our youngest learners is to foster joyful learning habits and expand knowledge beyond the classroom. Homework at this level includes:

- Weekly activity suggestions designed to encourage reading, exploration and conversation at home.
- Trimester long activity list that families can choose from to build knowledge in real-world contexts (e.g. visiting a museum, cooking together, exploring nature).
- A reading log to track daily reading, accompanied by a decodable book sent home by the classroom teacher.

Grades 3-5: Developing Skills and Independence

The focus for our upper elementary students is applying and practicing key skills. These homework assignments give teachers valuable data about students' progress when working independently. Homework at this level includes:

- Weekly homework in Math and Reading.
- Skills-based assignments designed to support independent practice.
- Additional specific assignments created to support in-class work.

Grades 6-8: Strengthening Mastery Through Practice

Middle School scholars are expected to complete regular homework in all core content areas to build academic stamina and deepen understanding. These homework assignments give teachers valuable data and inform their instruction. Homework at this level includes:

- Weekly assignments in Math, ELA, Science and Social Studies.
- Assignments provide students with additional practice attempts and help deepen students' understanding of the material they learn in class.
- Additional skills-based homework assigned on an as-needed basis.

Homework assignments are designed to best support students where they are and to develop and enhance their academic skills. We strongly encourage families to take an active role in their scholar's homework by checking what the homework assignments are, checking that it is complete, offering support when needed, and reinforcing strong student habits. Your involvement is pivotal in your student's success!

Grading System

North Side follows a **three-term grading system**. This structure helps families stay informed and involved in their child's academic progress throughout the year.

Progress Reports

At the **midpoint of each term**, you will receive a **Progress Report** showing how your child is doing so far.

These reports:

- Use **letter grades and percentages** to show performance
- Include **teacher comments** highlighting strengths and areas for improvement

Report Cards

At the **end of each term**, a **Report Card** will be sent home. These provide a full picture of your child's progress and include:

- Final **grades for each subject**
- Comments from teachers
- A summary of your child's progress toward **grade-level and school expectations**

How Students Are Graded

Students are evaluated based on:

- Progress toward **Missouri Learning Standards**
- Classroom performance in each subject
- Growth in **personal responsibility, behavior, and work habits**

Grades reflect more than just test scores—they show how well your child is developing academically and socially.

Parent Communication

We encourage ongoing communication between home and school. You can:

- Reach out to your child's teacher at any time with questions or concerns
- Request a meeting if you want to talk in more detail
- Attend scheduled **parent-teacher conferences** during the school year

Important dates for Progress Reports and Report Cards are listed on the school calendar. Please refer to it regularly to stay up to date.

Understanding Your Child's Grades

In addition to term grades and report cards, here's what else families should know about how grading works:

Grade Scale

North Side uses a traditional letter grade scale:

- A = 90–100%
- B = 80–89%
- C = 70–79%
- D = 60–69%
- F = Below 60%

Some subjects or assignments may be marked with alternate codes such as:

- P = Proficient
- N = Needs Improvement
- I = Incomplete (may require follow-up work)

What Grades Reflect

Grades are based on a mix of:

- Classwork and homework
- Participation and effort
- Assessments (quizzes, tests, projects)
- Growth toward Missouri Learning Standards
- Behavior and work habits (noted separately, but still part of the big picture)

Teachers use consistent grading rubrics and expectations. Grades are meant to show both how well your child is meeting academic goals and how they are growing as learners.

Missing or Late Work

- Teachers may set policies for how missing or late work is handled.
- Incomplete assignments can affect grades but students are often given opportunities to make up work within a set timeframe.

Support for Struggling Students

If a student is performing below expectations:

- Teachers will reach out to families early
- Additional support (tutoring, small group instruction, or check-ins) may be offered
- Communication is key—families are always encouraged to contact teachers if there are concerns

Parent/Guardian Conferences

Parent-teacher conferences are an important way to stay connected to your child's learning. These meetings give parents and teachers a chance to talk about academic progress, strengths, challenges, and goals.

Required Conferences

North Side holds **two required conferences** each year:

- **Fall Conference**
- **Spring Conference**

You'll receive information from your child's teacher ahead of time to schedule your meeting. Conference dates are also listed on the school calendar.

Additional Conferences

If concerns come up during the year, **parents or teachers can request a conference at any time.** These extra

meetings can be used to:

- Discuss academic concerns
- Review behavior or attendance
- Make a plan for additional support

We encourage all families to attend and stay in regular communication. Working together helps every child grow and succeed.

Reading Success Plans (RSPs)

In accordance with Missouri state law (Section 167.268, RSMo), all public schools are required to identify students in grades K–3 who exhibit a substantial deficiency in reading and to provide them with a **Reading Success Plan (RSP)**. The goal of the RSP is to ensure every student is reading on grade level by the end of third grade—a critical milestone for long-term academic success.

North Side Community School’s Implementation

At North Side Community School, we are committed to early identification and support for struggling readers. Our process includes:

- **Screening:** All K–3 students are assessed multiple times per year using state-approved diagnostic reading assessments.
- **Identification:** Students demonstrating a significant reading deficiency will be identified based on assessment data.
- **Reading Success Plan:** Students who meet the criteria will receive an individualized Reading Success Plan that outlines specific reading goals, intervention strategies, progress monitoring, and parent supports.
- **Intervention Services:** Students with RSPs will participate in targeted, evidence-based reading interventions during the school day and, when appropriate, during extended day tutoring programs.
- **Progress Monitoring:** Teachers will regularly track each student’s reading progress and adjust interventions as needed.
- **Parent Communication:** Families will be informed in writing if their child requires an RSP. Parents will receive updates on their child’s progress and strategies they can use at home to support reading growth.

We believe that reading is the foundation of all learning. By partnering with families and providing early, intentional support, we aim to ensure all students become confident, capable readers.

If you have questions about Reading Success Plans or your child’s reading progress, please contact your child’s teacher or the principal.

Student Assessment (Testing)

Assessments help us understand how your child is learning and growing. We use them to guide teaching, provide support, and keep families informed.

Daily and Weekly Classroom Assessments

Teachers regularly check student progress using:

- Quizzes and tests
- Curriculum-based assessments
- Classroom work and observations

These help teachers adjust instruction to meet student needs right away.

i-Ready Assessments

Students in grades K–8 take the **i-Ready assessment** in **Reading and Math** three times a year—in **fall, winter, and spring**. i-Ready is a computer-based tool that helps us:

- Measure academic growth
- Identify learning needs
- Plan personalized instruction

Reading Fluency Checks

In grades K–5, we also monitor **reading fluency**—how well and how smoothly students read aloud. These checks help us:

- Track reading development
- Identify students who need more support
- Celebrate progress toward grade-level reading goals

Kindergarten Observation Form (KOF)

At the start of the year, all kindergarten students are assessed using the **Kindergarten Observation Form (KOF)**. This helps us:

- Understand your child’s early learning skills
- Support their transition into school
- Create a learning plan that meets their individual needs

State Testing (MAP)

Students in **grades 3–8** take the **MAP (Missouri Assessment Program)** test each spring. This state-required test measures performance in core subjects and helps us evaluate how well we are meeting Missouri Learning Standards.

Alternative Methods of Instruction (AMI) Days

North Side Community School has developed an Alternative Methods of Instruction (AMI) Plan to ensure student learning continues even when school is closed due to inclement weather or emergencies. This plan allows us to maintain academic momentum while prioritizing student and staff safety.

Overview

North Side is approved for up to **36 hours of AMI time** per school year. When a school day is designated as an AMI Day, families will be notified through our normal communication channels, especially Class Dojo.

Key Features of AMI Days:

- Focus is primarily on reviewing and reinforcing previously taught skills.
- Introduction of new concepts may occur when appropriate.
- All learning materials will be distributed in physical form (e.g., textbooks, worksheets, packets, manipulatives).
- **No internet or virtual connection is required.**

Attendance Requirements

Student attendance for AMI Days is based on assignment completion.

- Assignments must be **fully completed and turned in** to the teacher **on the next school attendance day**.
- If work is not submitted, your child will be **marked absent** for the AMI Day.
- Teachers will provide clear instructions to support successful completion.

Support for All Students

North Side is committed to equity and access:

- All students will receive the materials needed to complete AMI assignments.
- Students with IEPs will receive accommodations as outlined in their individual plans.

Parent Responsibilities

To help ensure a successful AMI Day:

Prepare:

- Make sure your child brings home all required materials when bad weather is expected.
- Review the AMI packet and teacher instructions.

Monitor:

- Provide a quiet, dedicated workspace for your child.
- Support your child in completing work independently, offering help when needed.

Communicate:

- Stay connected with your child's teacher using Class Dojo.
- Contact the teacher via Dojo, email, or phone if you have any questions.

Submit:

- Make sure your child brings the completed work back to school **on the next attendance day**.

Using Class Dojo During AMI Days

Class Dojo will be our primary communication tool during AMI Days.

What You Should Do:

- Confirm that you are connected to your child’s class on Class Dojo.
- Check regularly for updates about AMI days, instructions, or schedule changes.
- Use the Dojo messaging feature to ask questions or get support from your child’s teacher.

If you have questions about the AMI Plan or need assistance preparing for AMI Days, please contact your child’s teacher or the school office.

Promotion and Retention Policy

At North Side, our goal is to help every student succeed and move forward. Retention—keeping a student in the same grade for another year—is a **last resort**. It is only considered after all other support strategies have been tried and the student would still benefit from more time in their current grade. North Side will not retain a student more than once during their time with us. Retention is rarely considered for students in 4th grade or higher unless there are serious academic concerns.

Important Note: If a student is absent for 15 or more days (excused or unexcused), they may not be promoted to the next grade level. Regular attendance is a key part of learning and academic progress.

If a teacher is concerned that a student may not meet grade-level expectations, we take the following steps:

1. The teacher discusses concerns with the school principal.
2. The teacher contacts parents no later than the end of the Second Trimester to share concerns.
3. The student is referred to the CARE Team (a group of school staff who help support students). The team works with the teacher and family to design a plan with specific interventions.

Support Strategies May Include:

- In-School Tutoring: Small-group or one-on-one help during the school day
- Extended Day Tutoring: After-school program with daily academic support
- Summer School: Required summer attendance with targeted instruction
- Mentorship: Staff or community mentors help with goal setting and support
- Home Learning Plan: Simple, family-friendly learning tasks for home (e.g. reading, math facts)
- Community Resources: Help connecting families to outside academic programs

The CARE Team will meet with the family and create a written agreement. This outlines the support the school will provide and what the family is expected to do. Regular check-ins (virtual or in-person) will track progress, share feedback, and make adjustments if needed.

If the student is still not making expected progress, a final CARE Team meeting is held by the end of April. A decision is made to promote with continued support or retain. The decision is based on academic data (classwork, i-Ready, MAP), recommendations from teachers, tutors, and parents, and how well the student and family followed the support plan.

Families will be informed of the decision and may request a revised support plan if they disagree. However, North Side makes the final decision regarding promotion or retention.

We take every step possible to help students succeed. Retention is never about punishment—it's about making sure your child is truly ready to move forward. We are committed to partnering with you every step of the way.

Books and Materials

At North Side, all textbooks and equipment are provided by the school and remain school property. These materials are essential for learning and should be treated with care. If any item is lost, damaged, or not returned, parents/guardians will be responsible for the replacement cost.

The school also provides most classroom materials students will need. Teachers will let families know during the first week of school if any additional supplies are needed—such as notebooks, folders, art materials, or other specific items.

Thank you for helping us take care of these important resources.

School Uniform

North Side's uniform policy helps create a respectful and focused learning environment. Please make sure your child follows the guidelines below each school day.

Required Uniform:

- **Shirts:** Navy blue or light blue polo or button-down shirt
- **Pants:** Navy blue pants or slacks. *No jeans, leggings (as pants), or cargo pants*
- **Shorts:** Navy blue shorts may be worn until **November 1** and again after **Spring Break**
- **Skirts/Jumpers/Skorts:** Navy blue only
- **Sweatshirts:** **Plain navy or white sweatshirts or official North Side sweatshirts are allowed. Hooded sweatshirts are not allowed** at any time
- **Shoes:** Must be closed-toe with no heel. *No sandals, Crocs, or flip-flops*
- **PE Days:** Students must wear **rubber-soled tennis shoes**
- **Winter Boots:** Students must bring regular school shoes to change into if wearing boots
- **Socks and Tights:** Solid navy blue, light blue, or white only

Additional Guidelines:

- **Pants:** Must be worn at the waist. If pants have belt loops, a belt is required
- **Hoods and Hats:** Not allowed indoors (classrooms, cafeteria, etc.)
- **Jewelry:** Allowed if not distracting
- **Fake Nails:** Not permitted
- **Perfume/Cologne:** Not allowed at school; items brought will be held for parent pickup
- **Makeup:** Not permitted
- **Bags:** Purses, fanny packs, and coin purses should be left at home

Need Help with Uniforms?

If at any time your family needs assistance with uniforms, please contact the school office or your school social worker. We're here to help.

Thank you for your support in keeping our school environment safe, respectful, and distraction-free.

Cell Phones

At North Side, students are not allowed to use cell phones during the school day. If a student brings a phone to school, it must remain off and stored away all day.

- **Grades K–5:** Phones should be turned off and turned in to the office at arrival.
- **Grades 6–8:** Phones must be secured in the student's **Yondr pouch** upon entering the building.

While riding the school bus, phones must also remain **off and stored away**. Using phones on the bus is not allowed.

If a parent needs to reach their child during the day, please call the school office. If a student needs to contact home, they may ask to use the school phone. Staff will assist with any necessary communication.

North Side is not responsible for lost, stolen, or damaged phones.

Violations of the cell phone policy will result in the following:

- **First Offense:** Verbal reminder and phone confiscated. Returned at the end of day.
- **Second Offense:** Phone held until a parent/guardian picks it up.
- **Further Offenses:** May include extended phone confiscation, parent meeting, and progressive discipline in line with the school's behavior policy.

We understand families may want their child to have a phone for travel to and from school, but during school hours, cell phones should never interfere with learning, safety, or relationships.

North Side's discipline policy focuses on teaching responsibility, repairing harm, and keeping students engaged in learning. We appreciate your support.

Electronic Devices

Personal electronics, including gaming devices, are **not allowed at school**. If a student brings one, they are fully responsible for it. **The school is not responsible** for any lost, damaged, or stolen personal devices.

All students will have access to computers as part of their classroom learning. To use school technology, students must follow our **Technology Use Agreement**, which is included in the enrollment packet and must be signed by a parent or guardian.

Students are expected to use school technology **responsibly, safely, and legally**. If a student misuses school technology or violates the agreement, they may lose access and face disciplinary action.

Student Athletics

The North Side Community School Athletics Program is designed to provide sports activities that align with the developmental needs of our students. Our program promotes positive sportsmanship, skill enhancement, and character development through competitive sports. Our approach aims to foster students' growth healthily and constructively, enabling them to develop both physically and mentally.

Sports Program Overview and Requirements

1. Sign-ups will begin at least 3 weeks before the sports start date.

2. Practices will be held after school.
3. Each sport will communicate logistics regarding practice location and specified times.
4. Parents must provide transportation home, to and from games (from the school/ location in which they take place).
5. Students will be allowed to practice as long as they have met the eligibility requirements and have submitted the required forms and physicals.

ELIGIBILITY: To participate in sports, students must meet five (5) requirements:

1. Maintaining good grades (no D's or F's). Students must earn passing grades in all classes during the most recent grading term before participating in the sport for which they have signed up. Coaches will review grades on Monday to determine eligibility to play in that week's game. If the grade is below a D or an F for more than two weeks, the athlete will be removed from the team. Probation may be an option which a student would need to apply for if they obtain 1 grade below a C. See Probation Guidelines below.
2. Students must follow ALL NSCS behavioral expectations as well as Alignment the guidelines set forth by the coach of the sport your child has selected.
3. Parents must complete and students must return completed registration forms
4. Updated physical exams (within the last two years) on file are required to participate in sports. Students will not be allowed to participate until the parent registration is completed and the health physical is on file with the NSCS MS nurse.
5. **If a student has an unexcused absence on the day of the competition, they will not be able to participate in the athletic competition.**

COMMITMENT: Schedules for the season will be handed out at the first practice. Excessive (more than 2) absences from practice for reasons other than medical will result in a discussion about possible removal from the team.

Probation Guidelines

1. Students who are on Academic Probation must improve their grades to a C level or above within 2 weeks of being put on academic probation.
2. Students are permitted to attend practices but must be benched for games until grades improve.

Conduct and supervision at games/competitions

1. For the safety and welfare of our students, a parent or guardian **MUST** accompany their student to games and competitions and must stay with their student at all times. If a parent or guardian brings any additional children/youth to a game they are responsible for them and must stay with them at all times.
2. Parents and students must conduct themselves in a respectful manner towards the officials, opponents, and other parents.
3. The use of cursing and profane language is strictly prohibited.

2025-2026 Sports - SEASONS

Elementary School:

- **Winter sports: Boys & Girls Basketball**

Middle School:

- **Fall sports: Basketball, Cheer, Girls Volleyball, Boys & Girls Cross Country**
- **Winter sports: Boys & Girls Basketball, Cheer**
- **Spring sports: Boys & Girls Soccer**

Changes made to the inclusion of and schedule of sports is at the discretion of the school.

You may contact Doel Bailey with any questions by calling 314 499 2009 x 3306 or emailing him at doel.bailey@northsidecommunityschool.org.

Volunteers

We welcome and encourage parents, guardians, and family members to get involved at North Side! Whether you're helping in a classroom, assisting at an event, or joining us on a field trip, your support makes a difference.

To keep our students safe, **all volunteers—including field trip chaperones—must complete a background check** through the Missouri Department of Social Services and the Family Care Safety Registry. All personal information is kept confidential, and results determine if a person is approved to work directly with students.

Volunteer Screening Process:

- **Complete the Volunteer Application**
 - Get a paper copy from your school's front office or visit www.northsidecommunityschool.org and click on "Volunteer."
- **Register with the Family Care Safety Registry**
 - Go to: <http://health.mo.gov/safety/fcsr/>
 - Fee: \$15.25
 - **Need help with this fee? Contact the school office—we're happy to help.**
- **Schedule Fingerprinting with Identogo**
 - Go to: <https://www.machs.mo.gov/MACHSFP/home.html>
 - Click "Register for Fingerprint Portal," then enter code **2254**
 - Select the **Volunteer** option for a \$2 discount
 - Fee: \$39.75
 - **Keep your receipt. Once we receive a clear background check, we will reimburse the full amount.**
 - **Bring your completed application and a photo ID** to the school office. We'll make a copy for our records.

Once everything is complete, our Human Resources team will contact you when you are approved to volunteer.

Need help with any part of the process? Just call the school office—we're here to help.

Thank you for helping us create a safe, connected, and supportive school community!

Field Trips

Field trips are an important part of the learning experience at North Side. These off-campus opportunities help students connect classroom lessons to the real world through hands-on, meaningful activities.

Students typically go on **3 to 5 field trips each year**, each carefully chosen to support what they're learning in class.

At the beginning of the school year, families will receive a **field trip consent form**. This form gives permission for your child to attend all school trips and includes emergency contact information. Please make sure to return this form quickly and keep your contact info up to date.

We **encourage parents and guardians to volunteer** on field trips! Your presence makes the experience better for all students. However, for the safety of our students, **all field trip chaperones must complete a background check** in advance.

For details on how to complete the background check and get approved to volunteer, please refer to the Volunteer section above. If you need help with the cost of the background check, contact the school office—we're happy to assist.

Thank you for helping make our field trips safe, fun, and educational!

Food Program

At North Side, we believe good nutrition is essential to student success. That's why we provide **free healthy meals** to all students during the school year and summer school—**no cost to families**.

- **Breakfast and lunch** are offered every day and meet state nutrition guidelines to support student growth and learning.
- **On Extended Days**, students also receive a **snack** to help them stay energized and focused during the longer school day.

If your child has **special dietary needs**—such as allergies, lactose intolerance, or other restrictions—we're here to help. We do require a **physician's note** describing the condition and any necessary accommodations. Once we have that on file, we'll work with your family to ensure your child receives appropriate meal options.

If you have any questions about school meals or dietary accommodations, please contact the school office.

Student Wellness

At North Side, student health and safety come first. To help keep everyone healthy, we ask families to follow the guidelines below.

When to Keep Your Child Home

Please keep your child home if they show any of the following symptoms:

- **Fever** of 100.4°F or higher
- **Vomiting** (stay home for at least 24 hours after the last episode)
- **Diarrhea** (3 or more loose stools in one day)
- **New cough** or **shortness of breath**
- **Severe headache**, especially with stiff neck or fever
- **Skin rash** with fever or behavior change
- **Pink eye** (red, itchy eyes with discharge)
- **Abdominal pain** lasting more than 2 hours or with fever

Returning to School

In general, your child may return to school when:

- They have been **fever-free for 24 hours** without using medicine like Tylenol or Motrin
- Vomiting or diarrhea has stopped for **at least 24 hours**
- A doctor has cleared them to return (especially for contagious illnesses like strep throat, flu, or chickenpox)

If Your Child Becomes Sick at School

If your child shows signs of illness while at school, we will contact you right away. It's important that we have **up-to-date phone numbers** and emergency contacts on file.

Reporting Illness

Please let us know if your child has a **contagious illness** such as:

- Strep throat
- Flu
- Chickenpox
- Head lice

This helps us protect other students and staff. Some illnesses require a **doctor's note** before returning.

We're committed to keeping our school clean, safe, and supportive of healthy habits. Thank you for partnering with us to keep our school community well.

Health Forms

Parents and guardians are responsible for making sure all medical records provided to the school are **accurate and up to date**. This includes information about:

- Health conditions
- Allergies
- Medications
- Immunizations

Keeping this information current helps us provide safe and appropriate care for your child.

All medical records are handled with care and kept **private**. Only school staff involved in your child's care have access to them.

Please submit all required medical forms to the school office and notify us **right away** if anything changes.

Your partnership helps us keep your child safe and healthy during the school day.

Medications

If your child needs to take medication during the school day, we follow specific guidelines to keep them safe and ensure proper use.

- **All medications**—prescription or over-the-counter—**must be brought to the school nurse in the original container** from the pharmacy or store. This ensures we have correct dosage, instructions, and expiration information.
- For **prescription medications**, we must have a **doctor's note** that includes the medication name, dosage, and instructions. The school nurse will follow the doctor's directions when giving medication.
- For **over-the-counter medications** (like Tylenol, aspirin, etc.), we need **written permission from a parent or guardian** before we can give it to your child.
- In **emergency situations** (such as asthma attacks or severe allergic reactions), trained staff may give emergency medications as directed by your child's care plan. The nurse will work with you and your child's doctor to create this plan.

Please contact the school nurse or office if you have questions or need help setting up a medication plan for your child.

Suicide Policy

As an early childhood, elementary, and middle school, North Side is in a unique position to notice early warning signs of mental health concerns, including suicide risk. The safety and well-being of our students is our top priority.

All appropriate school staff receive training on suicide awareness. This includes how to recognize warning signs, risk and protective factors, how to respond, and where to find resources. Training may be offered on its own or as part of broader mental health training.

Our Student Support Team regularly reviews our policies to ensure we are prepared to respond to student mental health needs. The school counselor or social worker keeps a list of community resources for students, families, and staff. Students will receive age-appropriate lessons about mental health and suicide as part of the health curriculum.

If a staff member, parent, or other adult notices signs of suicide risk—including concerning statements, drawings, writings, or behaviors—they should immediately report their concern to the school social worker. If the social worker is unavailable, the school counselor or an administrator will respond.

The social worker (or counselor/administrator) will meet with the student, complete a risk screening and assessment (if needed), notify the principal, and determine next steps. This may include notifying parents or guardians, creating a safety plan, recommending outside counseling, referring to a mental health provider such as BHR (Behavioral Health Response), or transporting the student to a hospital if necessary.

If a student has harmed themselves or made a suicide attempt at school, staff will provide first aid and contact emergency services if needed. Students who witness or are impacted by the event will be offered appropriate mental health support.

If a student is identified as at risk, parents or guardians will be contacted immediately. A safety plan will be created with the student, the family, the school social worker, the principal, and possibly a mental health professional. Families may choose their own provider, but the school may request documentation, a signed release of information, and a copy of the safety plan. If a guardian does not cooperate and there are concerns about the student's safety, the school may contact law enforcement or the Child Abuse and Neglect Hotline.

Before a student returns to school after a crisis, a re-entry meeting may be required and coordination with outside providers may be requested to ensure the student's safety and support.

If the school is impacted by a suicide or suicide attempt in the community, the school social workers, counselors, and Director of Student Support Services will develop an action plan. This may include sharing appropriate information with students, families, and staff; making counseling services available; identifying and supporting students who may be especially affected; and ensuring that communications focus on prevention and available resources while avoiding sensationalizing the event.

Concerns about suicide are never kept confidential. Student safety is always our top priority. If you have any concerns about your child or another student, please contact the school social worker or principal immediately. We are here to help.

Family Involvement

At North Side, we believe strong family partnerships are essential to student success. We know that when families and schools work together, children thrive. That's why family involvement is not just welcomed here—it's expected and celebrated as a vital part of our school community.

Here's how we work to build strong connections between home and school:

- We maintain regular, two-way communication with families and encourage open, meaningful conversations.
- We support and encourage strong parenting by sharing resources and partnering with families.
- We recognize that families play a key role in student learning and success.
- We create a welcoming school environment and actively invite families to participate in school events and programs.
- We include families as partners in decisions that affect their children.
- We use community partnerships to strengthen our school and provide additional support for families and students.

To support these goals, North Side provides the following opportunities:

- Parent workshops and family events that support child development and learning at home and school.
- Regular updates about programs, progress, and opportunities to get involved.
- Easy access to materials and resources families can use to support learning at home.
- Opportunities for families to volunteer, attend events, and give input on school decisions and policies.

- Ongoing training for teachers and staff on how to build strong partnerships with families.
- Regular evaluations of our family engagement efforts to keep improving.
- Access to instructional materials upon request.
- Communication provided in a language and format families can understand.

We want every family to feel connected and valued. Your voice matters here. Together, we build a stronger school community—one where every child can succeed.

Title I Program Parent Involvement

North Side is a Title I school, which means we receive federal funding to support student learning. As a parent or guardian, the *Every Student Succeeds Act (ESSA) of 2015* gives you important rights. We are required to inform you of the following, and provide information upon request in a timely manner:

You have the right to know:

- Whether your child’s teacher meets state certification and licensing requirements for the grade level and subject they teach.
- Whether your child’s teacher is teaching under emergency or provisional certification.
- Whether your child’s teacher is teaching in the subject area of their certification.
- Whether your child receives support from paraprofessionals, and if so, their qualifications.

You will be notified if:

- Your child is assigned to or taught for four or more consecutive weeks by a teacher who does not meet state certification or licensure requirements.
- Your child’s performance level and academic growth on state-required assessments is available. This information will be shared with you when applicable.

Title I Parent Involvement

Title I law also requires schools to involve families in how federal funds are used. This includes:

- A complaint process that is available to all families.
- At least one annual meeting for families to receive information and provide input on how Title I funds are used.
- Meetings that are open to all and announced in advance.

All students at North Side participate in Title I programs. We encourage families to help shape and review our school’s **Parent Involvement Policy** and **School-Parent Compact**, which explain how families and staff will work together to support student success

North Side will:

- Involve parents in developing and reviewing our Title I program and school improvement plan.
- Provide support and coordination for parent involvement activities that improve student achievement.
- Offer opportunities for parents to build strong relationships with staff and become active partners in their child's education.
- Integrate Title I parent involvement efforts with other school programs.

- Conduct an annual evaluation of our parent involvement policy, including identifying barriers to participation and ways to improve access and effectiveness—especially for families facing language, economic, or other challenges.

We value and depend on strong family-school partnerships to help our students succeed. If you have any questions or would like to get involved, please contact the school office.

Every Student Succeeds Act of 2015 (ESSA)

As part of our commitment to transparency and accountability, North Side Community School provides clear information on how to file a complaint related to programs we administer under the Every Student Succeeds Act of 2015 (ESSA). These procedures also apply to complaints filed with the Missouri Department of Elementary and Secondary Education (DESE).

What Is a Complaint?

A complaint is a written statement claiming that North Side Community School (a local education agency, or LEA) or DESE has violated a federal law or regulation related to an ESSA-funded program.

Who Can File a Complaint?

Any individual or organization may submit a complaint.

How to File a Complaint

1. File with the School (LEA): You may submit a written complaint directly to North Side Community School. We will investigate and attempt to resolve it using our local procedures.
2. If Not Resolved, File with DESE: If the issue is not resolved at the school level, you may file a complaint with the Missouri Department of Elementary and Secondary Education (DESE).

Filing with DESE: What's Required

A complaint filed with DESE must:

- Be in writing and signed
- Include a clear statement of how a requirement of an ESSA program was violated
- Provide supporting facts and the specific requirement allegedly violated

What Happens Next (DESE Process)

- Within 5 days: DESE will notify North Side that a complaint was received
- Within 35 days: North Side must submit a written report of the investigation and resolution
- Within 5 more days: DESE will verify the resolution via visit, call, or written communication
- Total time allowed: The full process must be completed within 45 calendar days, unless extended by agreement

If you or North Side are not satisfied with DESE's decision, an appeal may be filed with the U.S. Department of Education.

Special Case: Complaints About Equitable Services for Nonpublic Schools

Complaints about services for nonpublic school students must be filed directly with the U.S. Department of Education. Appeals must be made within 30 days of the state's resolution or inaction.

If You Appeal DESE's Decision

- DESE will start an investigation within 10 days of the appeal
- The investigation must be completed within 30 days
- DESE will provide a written decision to all parties
Any recommended actions must be implemented within 15 days

Programs Covered by These Procedures

These complaint procedures apply to all ESSA-funded programs, including:

- Title I, Part A – Improving Basic Programs
Title I, Part B – Reading First
Other ESSA-related programs as applicable

If you have questions about filing a complaint or need support in doing so, please contact the school office. We are here to help ensure that all concerns are addressed promptly and fairly.

Virtual Education and MOCAP Enrollment Policy

All Missouri public school students are eligible to participate in the state's virtual education program, known as MOCAP. If you are considering virtual education for your child, please contact your child's principal for more information and help with the application process.

Here's how to get started:

1. Learn About MOCAP

Visit <https://mocap.mo.gov/faqs/> to understand how MOCAP works. Courses are taught by Missouri-certified teachers, but they are not taught by North Side staff.

2. Choose a Provider and Course

Review the list of approved MOCAP providers and their course catalogs. Choose the provider and course(s) that best fit your child's needs.

3. Request and Complete the Application

Ask your child's principal for a MOCAP application. Complete and return it no later than **20 days before the semester begins**. If your child needs a device or internet access (hotspot), let us know at the time of application.

4. Application Review

Your application will be reviewed based on guidelines outlined in district policy. If approved, North Side will enroll your child with the chosen MOCAP provider.

5. Enrollment and Participation

Once enrolled, you will work directly with the provider to begin your child's course(s). We will monitor progress regularly. If we determine that MOCAP is not in your child's best educational interest, we may return your child to in-person learning.

Important Notes:

- Students must remain in MOCAP for the full semester. They may not move in and out of virtual

learning during the school year.

- Students removed from MOCAP due to lack of progress or by parent request will not be re-approved for MOCAP in the future.
- MOCAP participation must be clearly in the student's best interest to be approved.

For questions or support with MOCAP, please contact Dr. Doug Thaman at doug.thaman@northsidecommunityschool.org.

Law Enforcement and Missouri Division of Family Services

North Side has legal responsibility for students while they are on their way to school, during the school day, during approved extracurricular activities, and on their way home. As part of that responsibility, we work to protect students' rights when law enforcement or other outside agencies need to speak with them.

Law Enforcement Interviews at School

If law enforcement needs to question a student during school hours or during extracurricular activities, the school director or a designated staff member will be present whenever possible. The interview will take place in a private setting.

Division of Family Services (DFS) Interviews

In certain emergency situations or when it is inappropriate to interview a child at home, DFS may request to interview a student at school. DFS will contact North Side to arrange the interview. As a mandated reporter, North Side is also required to contact DFS when there are concerns of abuse or neglect. In serious cases, such as those involving sexual abuse or serious physical abuse, DFS may be accompanied by law enforcement.

One of our school social workers will verify the identity of the DFS worker and will try to be present during the interview to support the student. It is DFS's responsibility—not the school's—to inform parents that an interview has taken place.

Arrests or Student Removal from School

If a student is to be arrested or taken into custody while at school, the principal will first confirm the identity and legal authority of the law enforcement officer or other official. The school will make every reasonable effort to notify the student's parent or guardian if the student is removed from campus.

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

As part of our responsibility to protect children, all North Side staff members are required by law to report suspected abuse or neglect. The following outlines how we handle these situations:

- Any school employee who knows or has reason to suspect that a child is being abused or neglected—or is in conditions likely to lead to abuse or neglect—must report it.
- If abuse or neglect is suspected, the staff member must immediately call the Missouri Child Abuse and Neglect Hotline at **1-800-392-3738**. This call must be made right away, as required by law.
- All reports are handled with strict confidentiality. The identity of the person making the report is kept private, unless required to be shared by law or during an investigation.
- North Side strictly prohibits retaliation against anyone who makes a good faith report of suspected abuse or neglect.
- We fully cooperate with state authorities during any investigation.
- All staff receive regular training on how to recognize and report child abuse or neglect. This includes

understanding warning signs and knowing the correct steps to take if they have concerns.

The safety and well-being of our students is our top priority, and we are committed to taking every concern seriously.

SECTION 3 - STUDENT BEHAVIOR AND DISCIPLINE

JUSTICE Traits

At North Side, we believe character education is just as important as academics. We use the acronym **J.U.S.T.I.C.E.** to help students understand and practice key character traits that support their success in school and life.

J – Just

We teach students to be honest, fair, and act with integrity. Being "just" means doing what's right—even when it's hard—and treating others with respect and fairness.

U – Unapologetic

We encourage students to be confident in who they are, take responsibility for their actions, and respect others. Being unapologetic means knowing your worth and valuing the unique strengths and identities of everyone in our community.

S – Self-Disciplined

We help students develop self-control, strong work habits, and the ability to delay gratification. Self-discipline supports goal-setting, responsibility, and long-term success.

T – Tenacious

We promote perseverance and a never-give-up attitude. Being tenacious means working through challenges, learning from mistakes, and staying focused on goals.

I – Inquisitive

We encourage curiosity and critical thinking. Inquisitive students ask questions, explore new ideas, and actively engage in their learning.

C – Courteous and Considerate

We expect students to show kindness, respect, and empathy. Being courteous helps create a positive, supportive school culture where everyone feels valued.

E – Enthusiastic

We want students to bring energy, positivity, and a can-do attitude to school. Enthusiastic learners are more engaged and more likely to try new things and inspire others.

By practicing these J.U.S.T.I.C.E. traits, our students become strong, compassionate, and confident individuals who are ready to thrive in school and beyond. Family support makes all the difference—and together, we are building something special.

Respect

At North Side, we hold high expectations for student behavior. We believe that respect—for others, for the

school, and for oneself—is essential at all times, whether or not an adult is present.

Students are expected to treat peers, teachers, staff, parents, and visitors with kindness and consideration. This includes:

- Using polite and appropriate language
- Listening when others speak
- Valuing and respecting differences
- Acting with empathy and fairness

Respect also extends to how students treat school property. This means using equipment, supplies, and the school building with care. If a student causes damage, they may be held responsible for repair or replacement costs, and appropriate consequences will follow.

We teach and model respectful behavior every day. Through lessons, character-building activities, and daily interactions, our teachers and staff help students practice respectful communication, conflict resolution, and empathy.

Creating a respectful community takes teamwork between school and home. We ask families to talk with their children about the importance of respect and to support the values we teach at school. When we work together, we help every child grow into a kind, respectful, and responsible person.

Restorative Justice Program

At North Side, we are committed to creating a positive, inclusive, and supportive environment for all students. Our Restorative Justice Program plays a key role in helping students grow, take responsibility, and repair harm when conflicts arise.

What Is Restorative Justice?

Restorative justice focuses on repairing harm rather than punishing students. It gives everyone involved in a conflict a voice—those who were harmed, those who caused harm, and the community. The goal is to understand what happened, make things right, and rebuild trust.

Restorative Practices at North Side

1. Restorative Conversations and Circles

- *Conversations*: Trained staff guide students in respectful discussions to understand the impact of their actions and how to make things right.
- *Circles*: For more serious situations, restorative circles bring together students, staff, and others to talk about what happened and create a plan to repair harm.

2. Making Amends

- Students are encouraged to take responsibility and make things right through apologies, actions, or service. This helps build empathy and personal growth.

3. Community Service

- Students may complete service that benefits the school or larger community, helping them rebuild trust and show accountability.

4. Restorative Conferences

- In more serious or repeated situations, a formal meeting may be held with students, families, and staff to discuss the harm and outline next steps.

5. Ongoing Support

- Students receive follow-up support to help them stick to agreements and continue positive behavior.

Why It Matters

- **Stronger Relationships:** Builds understanding and mutual respect.
- **Fewer Repeat Issues:** Focuses on root causes and real accountability.
- **Better School Culture:** Creates a safe, respectful, and caring community.
- **Student Growth:** Builds skills like empathy, communication, and problem-solving.

How Families Can Support

- Talk openly with your child about how actions affect others.
- Encourage taking responsibility and making amends when needed.
- Join restorative conversations or meetings if invited.
- Use respectful problem-solving at home.

Together, we can build a school culture that values healing, accountability, and connection. Thank you for being our partner in helping every student succeed.

Classroom Standards and Behavior

At North Side, we believe strong student-teacher relationships are key to learning and growth. We work with families, teachers, staff, and administrators to support a safe and respectful environment for all students. Our discipline approach includes restorative justice practices that aim to repair harm, restore relationships, and strengthen our community.

1. Discipline and Consequences

- **Teacher Responsibility:** Most behavior issues are handled by the classroom teacher in partnership with school administration.
- **Teacher Authority:** Teachers may assign appropriate consequences for behavior in their classrooms.
- **Range of Consequences:** Depending on the situation, consequences may include a phone call home, restorative conversations, making amends, or community service.
- **Restorative Focus:** Whenever possible, we use restorative practices such as conversations, service, or restorative circles to address harm.
- **Serious Violations:** Severe or repeated violations may result in suspension or expulsion, though

restorative options are always considered first.

2. Upholding School Standards

- **Staff Expectations:** All adults at North Side are expected to model and uphold our school standards.
- **Student & Family Role:** Students and families are expected to follow behavior guidelines and accept appropriate consequences when rules are broken.
- **Continued Violations:** Repeated or serious infractions may result in suspension or expulsion, with an emphasis on restorative solutions when possible.

3. Administrative Referrals

- **Discipline Process:** Administration follows general guidelines, but may adjust consequences based on the situation.
- **Progressive Steps:** Discipline may escalate from warnings and conferences to alternative classroom placement, detention, or suspension.
- **Long-Term Suspensions:** The Executive Director may assign suspensions over 10 days.
- **Work Completion & Plans:** Students must complete missed work during suspension. A positive behavior plan may be developed with the student and family.
- **Reentry Meetings:** In some cases, a reentry meeting with a parent/guardian may be required before the student returns.

4. Parent/Guardian Pick-Up

- **Immediate Pick-Up:** If a student's behavior requires it, the school may ask a parent/guardian to pick the child up.
- **Emergency Contacts:** Parents must keep updated contact information on file.
- **Non-Response:** If a parent cannot be reached or refuses to pick up the child, it may be reported to authorities as educational neglect.

5. Non-Aggressive Conflict Resolution

- **Zero Tolerance for Aggression:** Physical or verbal aggression is not allowed.
- **Getting Help:** Students are encouraged to seek adult help to solve problems rather than using aggression.

6. Referral to the Board

- **Suspension Authority:** Principals may suspend students for up to 10 days.
- **Extended Suspension:** Longer suspensions (up to 180 days) may be recommended to the Executive Director.
- **Board Decisions:** The Board of Directors may approve suspensions over 180 days or recommend expulsion.

7. Readmission After Expulsion

- **Reconsideration:** Parents may request readmission by writing to the Executive Director, who will present the request to the Board.
- **Review Process:** The Board will consider teacher and staff input, space availability, and other factors before making a decision.

8. Suspension/Expulsion of Students with Special Needs

- **Legal Compliance:** Disciplinary procedures for students with IEPs or 504 plans will follow all state and federal laws to ensure proper accommodations are made.

Student Discipline

Approved by the North Side Community School Board of Directors – November 1, 2024

North Side Community School Discipline Policy

At North Side Community School, we are dedicated to fostering a safe, respectful, and inclusive school environment where every student has the opportunity to learn and grow. Our discipline policy is designed not only to correct behaviors that disrupt this environment but also to guide students toward becoming responsible, engaged, and positive members of the school community. Our approach includes progressive disciplinary measures and emphasizes restorative practices, where students learn to take accountability for their actions, make amends, and understand the impact of their choices on others.

Purpose and Philosophy of Discipline

Our discipline policy serves to:

1. Correct misconduct and promote a respectful learning environment.
2. Prioritize the safety and well-being of all students and staff.
3. Incorporate support services as needed to address behavioral challenges.
4. Involve parents and guardians actively to enhance student behavior.

Restorative practices are central to our approach, allowing students to reflect on poor choices, acknowledge harm, and work with others to heal and rebuild trust. These practices are essential in helping students understand the implications of their actions and develop skills for resolving conflicts constructively.

Key Disciplinary Actions

1. In-School Suspension (ISS)

- **Definition:** Students are removed from their regular classes but continue their studies in a designated area within the school.
- **Conditions:** Students may not participate in extracurricular activities while in ISS. Teachers may permit students to attend specific classes if critical for academic progress, subject to administrative approval.
- **Rationale:** ISS allows students to reflect on their actions while continuing their education. For minor infractions, students may be assigned alternate consequences (e.g., lunch detention, after-school service) that are age-appropriate and supervised.

2. Out-of-School Suspension (OSS)

- **Definition:** OSS involves temporary removal from the school environment, with the student barred from school property and activities.
- **Short-Term OSS (1–10 days):** Used for serious infractions or when in-school measures have been insufficient. For absences of 1-3 days, students complete work upon return; for longer absences, assignments may be requested by parents/guardians.

- Long-Term OSS (11+ days): Assigned for repeated or severe misconduct, determined by the Executive Director or Governing Board, with an option for parental appeal.
- Rationale: OSS provides students with time away from the school environment to reflect on their behavior while preserving school safety and learning conditions.

3. Expulsion

- Definition: Permanent removal from the school, which may be applied only by the Governing Board upon recommendation from the Executive Director.
- Rationale: Reserved for the most severe or persistent cases where continued presence poses a threat to safety. Expelled students may apply for readmission after six months, providing an opportunity for re-engagement upon demonstrated improvement.

4. Alternative School Placement

- Definition: Assignment to a specialized educational setting for students needing intensive support for behavior improvement and academic progress.
- Rationale: This option allows students to continue learning in a supportive environment tailored to their needs, aiding in the transition back to regular school settings when appropriate.

5. Probation

- Definition: A trial period where students are expected to demonstrate improved behavior, overseen by the Executive Director or the Governing Board.
- Rationale: Probation is intended to give students a structured opportunity to correct their behavior while understanding that further infractions may result in more severe consequences.

6. Restorative Practices

Our primary focus is on using restorative practices, which include discussions, community-building circles, and collaborative problem-solving. These practices help students learn from their mistakes and encourage accountability by acknowledging harm, developing empathy, and fostering understanding.

Investigation Process

In cases where a rule violation is reported or suspected:

1. Review of Evidence: The Executive Director or designee will determine if an investigation is warranted and will direct appropriate personnel to conduct it.
2. Interviews and Documentation: The process includes interviews with involved parties (students, witnesses, staff) and may involve reviewing physical evidence or surveillance footage. Written statements are collected as part of a thorough documentation process.
3. Parent/Guardian Notification: Parents are notified at an appropriate time during or after the investigation, with immediate notification if the incident involves injury or requires urgent medical attention.

The objective is a fair, respectful, and confidential investigation that considers the unique circumstances of each case, with support staff involved as needed to provide expertise.

Restorative Goals for Discipline

Through restorative discipline practices, our goal is not only to correct behavior but also to equip students with essential life skills. By participating in restorative discussions, students are encouraged to:

- Acknowledge their actions and understand how those actions affect others.
- Engage in meaningful dialogue to explore ways to heal relationships and prevent future conflicts.
- Build empathy and respect within the school community, fostering a culture where each student feels valued and accountable.

Prohibited Conduct and Legal Reporting

North Side Community School strictly prohibits behaviors that threaten the safety, security, or well-being of students or staff. Serious violations include but are not limited to:

- Assault, harassment, weapon possession, and distribution of drugs.
- Any acts that are required by Missouri law to be reported to law enforcement, as described in Sections 160.261 and 565 of the Missouri Revised Statutes.

Reporting to Law Enforcement: It is the policy of North Side Community School to report certain incidents directly to law enforcement. These include:

1. Acts of violence or violent behavior on school grounds,
2. Any crime involving a weapon or controlled substance,
3. Assaults, burglary, robbery, arson, and harassment.

School administrators will notify law enforcement for any behaviors that meet these criteria, ensuring that the school remains a safe environment for all. Parents or guardians will also be informed of any incidents involving their child that have been reported to authorities.

Discipline Records

Documentation of serious offenses, including OSS lasting more than ten days or any expulsion, is added to the student's permanent discipline record. These records are confidential but will be shared as part of the student's academic file if they transfer to another school.

Prohibition Against Being on or Near School Property During Suspension

While suspended or expelled, students are not allowed on or near school property or at school-sponsored activities without prior written permission from the Executive Director. This restriction includes a 1,000-foot boundary from school premises unless:

1. The student resides within 1,000 feet of a school and is on their property,
2. The student is attending an alternative program located within this distance.

Violations of this rule may result in additional disciplinary action, including potential escalation to expulsion if warranted by the behavior.

Parental and Student Responsibilities

To support the effectiveness of this policy, North Side Community School encourages families to:

- Review and understand these guidelines,
- Collaborate with school staff in addressing behavior,
- Reinforce the connection between actions and consequences, both positive and negative.

By working together, we can create a safe, supportive environment where students feel valued, encouraged, and motivated to reach their full potential.

Parent and Guardian Accountability Policy

North Side Community School is committed to providing a respectful, safe, and supportive environment for students, staff, and families. To achieve this, it is essential that parents and guardians engage with the school community in a manner that models appropriate behavior, reflects our core values, and supports our shared mission. This policy outlines specific expectations for parent and guardian conduct on campus, in written or verbal communications with the school, and at school-sponsored events. Violations of these expectations will have clear and enforceable consequences to maintain a safe and productive environment for all.

Expectations for Parent and Guardian Conduct

1. **Respectful Communication:** Parents and guardians are expected to communicate respectfully with all members of the North Side Community School staff, other parents, and students. Disrespectful language, abusive language, yelling, intimidation, threats, harassment, or inappropriate gestures will not be tolerated in any form, including in person, over the phone, via email, or on social media.
2. **Appropriate Behavior at School Events:** During school-sponsored events, parents and guardians must demonstrate positive, supportive behavior. Any aggressive, disruptive, or disrespectful conduct that undermines the school environment or the safety and well-being of others will be immediately addressed.
3. **Constructive Conflict Resolution:** Concerns or disagreements should be brought directly to school administration in a respectful and private manner. Public confrontations or any attempt to disrupt the school day, school events, or intimidate staff or other parents will be handled as violations of this policy.
4. **Adherence to School Policies:** Parents and guardians are expected to respect and follow all North Side Community School policies, as these standards help ensure a consistent and safe learning environment for students.

Consequences for Violating Parent and Guardian Conduct Expectations

Failure to adhere to the expectations outlined above will result in the following actions:

- **Initial Violation:** For a first offense, the parent or guardian will receive a written warning, and a conference may be requested with school administration to address the behavior and review expectations.
- **Second Violation:** A second violation will result in restrictions on campus access, including the possibility of being barred from attending school-sponsored events or activities.
- **Severe or Repeated Violations:** In cases of severe misconduct, including the use of abusive language, threats, or repeated violations, the school reserves the right to restrict the parent or guardian from entering school property altogether. In these cases, all communications regarding the student will be conducted through written communication or scheduled phone conferences. The

school may also involve local authorities if the conduct poses a safety threat to students, staff, or other parents.

Commitment to a Positive School Environment

North Side Community School is dedicated to creating a positive and safe learning environment. By holding parents and guardians accountable for their behavior, we ensure that our community remains respectful and focused on supporting students' educational journeys. We appreciate your commitment to upholding these expectations, which are essential to fostering a collaborative, respectful school community where everyone can thrive.

Discipline Policy - Approved by the North Side Community School Board of Directors – November 1, 2024

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 security, 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, students may be assigned an alternate consequence (lunch detention, before/after school detention, etc.) or assigned 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 Building Principal 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. A student serving a suspension is not allowed on school property and may not participate in any school activities or school functions without prior approval from the Executive

Director. A parent or guardian does have the authority to appeal an out-of-school suspension to the Executive Director.

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 180 days. Only the Executive Director or the school's Governing Board may impose long-term suspension. A parent or guardian does have the authority to appeal a long-term suspension to the school's Governing Board..

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 Executive Director 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. The Executive Director may bring a recommendation of expulsion to the school's Governing Board however 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.

A record of any out-of-school suspension, long-term suspension, and/or expulsion is placed in the student's school file and provided as part of their student record to any school they may enroll in at a later time.

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, 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 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 makes a written or verbal threat of life or 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 is in an alternative school that is located within 1,000 feet of a public school in the LEA.
2. The student resides within 1,000 feet of a public school in the LEA and is on the property of his or her residence.

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

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

Arson

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

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

Assault

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

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

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

First Offense:	Expulsion.
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Automobile/Vehicle Misuse

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

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

Bullying

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

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

Bus or Transportation Misconduct

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

Dishonesty

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

First Offense:	Nullification of forged document. Executive Director/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension

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

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

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

False Alarms (see also "Threats or Verbal Assaults")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

Fighting (see also, "Assault")

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

Harassment/Discrimination

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

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

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

Hazing

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

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

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

Phone Misuse

Misuse of personal phones on campus or on the school bus includes having a phone out or using it without explicit permission from a teacher, bus driver, or school administrator during school hours, while being transported on a school bus, or when participating in any school activity on or off school property.. Unauthorized phone use includes texting, calling, taking photos or videos, accessing social media, gaming, or any other use that disrupts the educational environment or distracts from safe transportation practices. Phones should remain off and stored out of sight unless specifically allowed by school personnel.

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.

Social Media Misuse

Misuse of social media includes any behavior online that disrupts the school environment, violates student or staff privacy, or undermines a respectful, safe, and supportive atmosphere. Examples include, but are not limited to, posting or sharing threatening, abusive, or harassing comments about students, staff, or the school itself; spreading false or harmful information; cyberbullying; sharing inappropriate or offensive images or videos; and using social media to facilitate or encourage misconduct including the posting of verbal and physical altercations.

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

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

other disruptive/destructive programs onto or using LEA technology; or to evade or disable a filtering/blocking device.

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

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 are believed to 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.

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

Truancy

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

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

Unauthorized Entry

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

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

Vandalism

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

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

Weapons

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

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

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

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

Bullying

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

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

Types of Bullying:

1. Communication-based Bullying: This includes any form of intimidating or harmful communication, such as messages, texts, sounds, images, or any other means of electronic communication, with the intention to inflict emotional, mental, or physical harm on another person without a legitimate purpose. This includes the use of social media while outside the school that creates a disruption in the school environment.

2. Physical Bullying: This involves any physical contact or threat of physical contact with the intent to intimidate, inflict harm, or cause distress to another person. Physical contact does not necessarily require touching, but may include other forms of intimidation.

Consequences:

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

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

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

Reporting and Investigation:

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

Employee Responsibilities:

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

Education and Support:

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

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

Student Whereabouts

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

Weapons and Simulated Weapons

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

Searches by School Personnel

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

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

Bus Transportation and Student Behavior

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

1. Timeliness:

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

2. Bus Rules:

- Follow all bus rules while on the bus.
- Ride only your assigned bus to and from the school stop.
- Board and depart the bus only at your designated stop without written permission by the parent and/or the school.

3. Seating and Conduct:

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

4. Exiting the Bus:

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

Consequences:

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

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

Transportation Changes:

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

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

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

SECTION 4 - FEDERAL REQUIREMENTS

Prohibition Against Sexual Harassment and Retaliation under Title IX

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

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

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

Regulations

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

A complaint by students, employees, parents, and patrons of North Side alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint

regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

North Side has designated the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the School. The Title IX Coordinator is in charge of

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

Definitions

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

- Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to any employee (other than the respondent) in an education program or activity of the school against a person in the United States. Actual knowledge does not include constructive notice.
- Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- Day: A calendar day. All timeframes and deadlines may be extended by the school for good cause, including but not limited to Board-approved holiday breaks and building closures.
- Education program or activity: Locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
- Formal complaint: A document filed by a complainant, or a parent or legal guardian of a student complainant, alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. Additionally, a formal complaint can be completed and signed by the Title IX Coordinator, if, in their sole discretion, they conclude that the School needs to conduct an investigation based on information in their possession, regardless of the complainant's interest in filing a formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the School. The complainant must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.
- Respondent: An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.
- Retaliation: Intimidation, threats, coercion, or discrimination of an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Regulation.
- Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:
 - A School employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
 - "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as

defined in 34 U.S.C. 12291(a)(30).

- Supportive measures: Non-disciplinary, non-punitive, individualized services. Appropriate supportive measures shall be offered to the complainant and may be offered to the respondent, as appropriate and depending on the individual circumstances of the situation. Supportive measures may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, and conferences.

Illustrations and Examples of Prohibited Sexual Harassment

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

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

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

Obligation to Report

North Side is steadfastly committed to providing an inclusive environment that is free from sexual discrimination and harassment for all of its students and staff. Staff with actual knowledge of behaviors that may constitute sexual harassment and related retaliation as defined in this Regulation shall report it to the Title IX Coordinator. When a formal complaint is filed with the Title IX Coordinator, the grievance process detailed below will be used. Reports of sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature and extent of the investigative procedures.

Response to Actual Knowledge of Sexual Harassment or Related Retaliation

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

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

complaint is filed under this Regulation.

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

Grievance Process for Formal Complaint

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

Formal Complaint

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

A charge or complaint of sexual harassment or retaliation filed with an outside agency does not constitute a formal complaint with the School or trigger the School's obligation to follow the formal complaint grievance process as contemplated under this Regulation.

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

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

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

appropriate.

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

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

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

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

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

If the Title IX Coordinator dismisses a formal complaint, written notice of the dismissal, including the reasons for dismissal, shall be provided to the complainant and the respondent. If a complainant or respondent wishes to appeal a dismissal of a formal complaint, they should follow the appeal process outlined in this Regulation. Dismissal of a formal complaint does not preclude the School from investigating, taking action, or imposing discipline outside of this Regulation related to the alleged conduct and in accordance with any other Board policy or regulation.

Investigation

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

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

1. Provide an equal opportunity for the complainant and the respondent to present witnesses and evidence;
2. Not restrict the ability of either the complainant or the respondent to discuss the allegations under investigation or to gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the complainant and the respondent with the same opportunities to have an advisor

- present during any grievance proceeding;
5. Provide to the complainant and the respondent whose participation is requested written notice of the date,time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the individual to prepare to participate;
 6. Provide the complainant and the respondent an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

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

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

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

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

Determination of Responsibility

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

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

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

1. The allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the School's code of conduct to the facts; and
5. A statement of, and rationale for, the result as to each allegation, including a determination

regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the recipient to the complainant.

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

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

Appeal

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

1. A procedural irregularity that affected the outcome of the investigation;
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the investigation; or
3. A conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker.

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

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

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

Informal Resolution

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

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

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

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

Retaliation

The School prohibits retaliation against a person who files a formal complaint of sexual harassment under this Regulation, and further prohibits retaliation against a person who participates in related investigations.

Notwithstanding this provision, employees or students found to have intentionally made knowingly false or materially misleading allegations of suspected harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

Confidentiality

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

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

Consequences

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

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

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

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the Title IX Coordinator shall report the conduct to the appropriate law enforcement

agency charged with responsibility for handling such crimes.

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

Record Keeping

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

1. Each investigation and determination of responsibility made under this Regulation, including disciplinary sanctions imposed on the respondent and remedies provided to the complainant;
2. Any appeal decided under this Regulation;
3. Any informal resolution reached under this Regulation;
4. Materials used for training the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process under this Regulation; and
5. Actions taken in response to actual knowledge of sexual harassment or related retaliation under this Regulation, including supportive measures designed to restore or preserve equal access to the School's education program or activity.

Training and Publication of Policy

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

Notice of Nondiscrimination

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

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

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

North Side's Compliance Officer/Title IX Coordinator:

Dr. Douglas Thaman

Executive Director

doug.thaman@northsidecommunityschool.org

314-385-9502, extension 1611

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

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

Rights to Inspect and Review Education Records:

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

Rights to Request Amendment of Education Records:

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

Consent for Disclosure of Personally Identifiable Information (PII):

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

Right to File a Complaint:

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

Exceptions to Consent for Disclosure:

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

Directory Information:

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

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

SECTION 5 - SCHOOL TECHNOLOGY

School Issued Technology Devices

This section outlines the acceptable use of any technology device issued by North Side Community School—whether used at school or at home. While most devices are Chromebooks, the term “**Chromebook**” refers to any school-issued technology device, including tablets.

General Information

- All Chromebooks come with the latest version of the Google Chrome Operating System (Chrome OS). The system updates automatically when the device is shut down and restarted.
- Chrome OS has built-in protections, including virus prevention, data encryption, and secure boot processes. No additional virus protection is needed.

Google Apps for Education (GAFE)

- Chromebooks are connected to Google Apps for Education, including Docs, Slides, Sheets, Forms, Drawings, Google Classroom, and Sites.
- North Side provides GAFE accounts for all students, teachers, and staff.

- Grade-level apps are installed and managed remotely by the school's technology team.

Student Files and Email

- Students save their schoolwork in Google Drive, which is cloud-based and can be accessed from any device with internet access.
- Students should only store school-related files in their Google Drive. Administration may monitor Drive contents at any time.
Each student is assigned a school email (@northsidecommunityschool.org), which can be used to communicate with North Side students and staff only.
All emails are filtered and monitored by the school. Students are expected to follow school rules for responsible email use.

By using a school-issued Chromebook, students agree to follow all North Side technology policies. Misuse of devices or school accounts may result in consequences, including loss of access.

Chromebook Care - Protecting and Storing Your Chromebook

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

General Care and Precautions

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

Chromebook Screen Care

- The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure.
- PLEASE do not allow food or drinks around the Chromebooks. One spill could leave a Chromebook irreparable.
- Do not lift Chromebooks by the screen.
- When moving a Chromebook, support it from the bottom with the lid closed.
- To clean the screen, please use a microfiber cloth. If you don't have that, you can use a very slightly dampened paper towel
- Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).

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

Carrying Chromebooks

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

Storing Your Chromebooks

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

Asset Tags and Cases

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

North Side Technical Support

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

Using Your Chromebook

Student Responsibilities and Legal Propriety

- Make sure your Chromebook is ready to use each day, this includes ensuring that it is fully charged and functioning properly.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change settings, remove identification tags or barcodes from school issued devices.
- Follow Internet safety guidelines.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or passwords of

other people.

- Obey general school rules concerning behavior and communication that apply to technology use.
- Do not send anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use North Side network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems.
- Do not attempt to bypass the North Side web filter, attempt to gain access, or use/change other student's accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

Photos, Screensavers, and Background Photos

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

Sound, Music, Games, or Programs

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

Chromebook Security and Inspection

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

- All activity on the Chromebook and school-issued email account is subject to search as school property.

Network Security

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

Privacy

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

IMPORTANT REMINDER:

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

Repairs, Claims, and Fees

Chromebook Repairs

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

Fees/Fines

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

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

As mentioned, misuse of Chromebooks has the potential to earn disciplinary

consequences. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or unsupervised
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of school Asset Tags
- Downloading inappropriate apps and media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Loaning of student device to other students inside and outside of school
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass North Side Network Security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Intentionally causing damage to another student's Chromebook or device
- Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of

Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of computer use privileges.

Use and Troubleshooting

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

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

Connecting to a wireless network:

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

IMPORTANT

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