

**NORTH SIDE COMMUNITY SCHOOL  
PARENT/STUDENT HANDBOOK  
2017-2018 SCHOOL YEAR**



**Mission**

The mission of North Side Community School, a small K-5 charter public school serving predominantly low-income, urban, at-risk students, is to ensure that all of its students acquire the skills, knowledge, and personal qualities needed for success in our classrooms and in middle and high school. These will be acquired through individualized instruction, small class size, and the active involvement of parents and families.

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## **General Information**

### **Governance**

NSCS is owned and operated by a non-profit corporation that has all legal authority and responsibility for the school. The corporation has a Board of Directors that governs the school. The board hires the Executive Director as the chief administrative and operational officer of the school. The Executive Director hires all additional staff members. The Principal is the chief academic officer of the school, responsible for school operations, leadership of the teaching staff, curriculum and instruction, and relationships with parents and families.

### **Enrollment**

North Side Community School (NSCS) admits students in the City of St. Louis regardless of race, ethnicity, national origin, disability, English language proficiency, gender, or income. As a neighborhood charter school, we serve students from our specific neighborhood. Preference is given to children with siblings enrolled in NSCS and to children of employees who live in the City of St. Louis. Places remaining after enrollment from our neighborhood will be open to students from across the City. Admission is on a first-come basis and, when necessary, by lottery.

### **Standards**

All academic programs at NSCS meet the standards set by the State of Missouri and by the United States Every Student Succeeds Act (ESSA) law. All students will take the annual state-mandated assessments. All teachers at NSCS are certified.

## Compliance with State and Federal Regulations:

NSCS is a Title 1 school and is, therefore, subject to the requirements of the federal law, specifically those provisions that apply to Title 1 schools. The law requires parents be informed of the requirements of ESSA, be involved in the planning process for the expenditure of federal funds, be notified of the qualifications of classroom teachers, have a complaint process available, and meet at least once annually to receive information and contribute input into all activities using federal funds. Parents of a child whose teacher does not meet the ESSA standard for a Highly Qualified Teacher will be notified. All meetings pertaining to requirements of funds from ESSA will be announced in advance. All parents have the right to know the professional qualifications of their children's teachers and may request that information from the school.

The provisions of ESSA include a **ESSA Complaint Procedure**. The process is outlined below:

**Level I** – A complaint regarding the placement or education of a student, as it relates to programs receiving federal funds, shall first be presented orally and informally to the appropriate North Side Community School administrator or coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following: date of filing, description of alleged grievance(s), the name(s) of the person or persons involved and a recap of the action taken during the informal charge stage. Within five (5) working days after receiving the written complaint, the coordinator shall render a decision in writing to the complainant with supporting evidence and reasons. In addition, the administrator/coordinator will inform the Principal of the formal complaint and the disposition.

**Level II** – Within five (5) working days after receiving the decision of Level I, the complainant may appeal the decision to the Business Director (BD) by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The Business Director will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the BD renders a decision in writing to the complainant with supporting evidence and reasons.

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

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

## Policies and Procedures

### Attendance and Absences

Daily attendance is critical if students are to learn. Every effort must be made by parents and the school to ensure that children miss as few days as possible. It is also critical that students come ready to learn and to participate in all aspects of school life. Except for illness, a death in the family, legal appearances, professional appointments (that can not be scheduled at any other time), religious holidays, or other family emergencies, students are expected to be in school. Days missed for reasons other than those listed above will be regarded as “unexcused” absences. If a child misses more than three (3) days in a grading period, the parents will be contacted and a plan developed to avoid further absences. Students who exceed fifteen (15) absences between the beginning of school in August and the end of the year in June may not be eligible for promotion to the next grade. The school is also required, in such cases of excessive absences, to report the child and parents to the Division of Children’s Services for truancy and educational neglect.

If a student must be absent, it is the parent’s responsibility to notify the school office between 7:30 a.m. and 9:00 a.m. of the day of absence. This notification is important in that it lets the school know that the child is safe and accounted for. If a child misses three (3) or more consecutive days of school, a note explaining the cause of the absence must accompany the child upon his/her return to school. All work missed while absent must be made up within three (3) days of the student’s return to school.

If a child is to be absent for a prolonged period, arrangements should be made with the classroom teacher as to how the student will keep up with his/her schoolwork. Books and assignments can be picked up at the school to assist with this process in order to reduce the loss of work from prolonged absences. (We suggest that Family Vacations be taken during the scheduled vacation times, such as Holidays, Spring Break and Summer vacation not during scheduled school days.)

### Contact Information

It is very important for the school to have up-to-date contact information for all parents/families. At the start of each year, enrollment and registration forms contain the requested information; however, phone numbers and addresses change during the year. When such changes occur, **ALL PARENTS MUST MAKE CERTAIN THE SCHOOL HAS THE NEW CONTACT INFORMATION.**

## Tardiness

Parents are responsible for their children being on time for school, whether the students take the bus, walk, ride a bicycle, or come to school in a car. Tardiness disrupts the classroom learning environment and the start of the child's day. Excessive tardiness will result in a parent conference with the school principal in order to remedy the problem. Children who are tardy must report to the office for a **tardy slip** before going to their classrooms. **Do not take your child directly to his/her classroom. TEACHERS WILL NOT ACCEPT ANY CHILD INTO THEIR CLASSROOMS AFTER 8:30 A.M. WITHOUT A TARDY SLIP.**

## Dismissal

Students need to be in school all day. Early dismissals are discouraged since they interrupt the child's learning and disrupt the classroom. Requests for early dismissal should happen only in extreme emergencies. Arrangements for early dismissal must be made through the office. If your child must leave early, **notify the office in the morning indicating the reason and time of dismissal.** Parents, or a designated adult, must come to the office to sign their child out. **Children will only be released to individuals whose names appear on the child(ren)'s emergency information form(s).** If custody issues exist, the school must have the relevant court order. No child will be released to meet a parent at the car, in the parking lot, or in another part of the building.

If a child becomes ill during the day, the parent will be contacted and a decision made as to how to proceed. The office will use the emergency contact forms on file in the office to reach a parent; therefore, as stated earlier in this handbook, it is imperative that parent contact information be current at all times so that a parent can be reached immediately in case of any emergency.

Any changes in a student's dismissal routine must be requested by the parent no later than 2:30 p.m. on the day of the requested change and approved by the office. If you call after 2:30, there is no guarantee that the change will be made. Parents picking up their children in cars should wait in their cars in the pick-up lane in front of the main office building. All children picked up by parents will be escorted to their parent's car. **DO NOT** get out of your car to go to the classroom, and please **DO NOT** move your car out of the pick-up lane to go around cars in order to avoid waiting behind cars whose occupants are still waiting for their children. **Dismissal is a very busy time and our children's safety guides all of our dismissal procedures.**

## **Cancellations, Delays, and Early Dismissals**

Generally, we cancel or delay school due to weather conditions when the St. Louis Public Schools cancel or delay. Local radio and television stations will carry these announcements. (Cancellations or delays by St. Louis Public Schools for reasons other than weather will not affect us.) In the event of cancellations or early dismissals due to other causes (eg. a utility failure, etc.), the school will notify parents as to the closing of school by sending out a ROBO call. This is another reason we ask that all families share with the school their updated contact information. Parents should have a plan in mind for securing their children in cases of emergency school closures. (Again, emergency contact information should be on file in the office and should be current at all times.)

## **Homework**

Homework is primarily a means of extending and reinforcing the work done at school. It helps students develop the organizational skills and responsibility necessary for success in school. Additionally, homework strengthens the connections between school and family life. Learning does not end at the end of the school day. School and family are extensions of each other. The more parents are involved, the more they help their children with school work; the more parents know about what their child is doing and learning in school, the more effective the education of the child will be, both at home and in school. Minimum expectations for daily homework for grades K-5 are 15-30 minutes nightly. We ***strongly encourage*** parents to read to or with children every night, in addition to regular homework time. We ***expect*** parents will look-over students' homework each night to ensure they are completing their work accurately and with care.

## **Grades and Grading System**

The school year is divided into three (3) terms. Individual Student Reports (ISRs) will be sent home at the midpoint of the first term and thereafter will be sent home only for academically and socially struggling students. Report cards will be sent home at the end of each term. Students will be evaluated on: 1) progress towards meeting state and school standards, 2) performance in each of the subject areas, and 3) progress on reaching personal and social development goals. A grading scale of 1 to 4, with "1" being the lowest grade and "4" the highest grade, will be used to identify student progress. All reports will contain written comments by teachers.

## Testing

Testing is an important part of our instructional program. It provides teachers with information on the strengths and weaknesses of students, aids in assessing the effectiveness of the school curriculum, and influences teacher decisions on content and instruction for individual students. The most important assessments are the everyday and weekly ones administered in the classroom—teacher-made tests, curriculum-based tests, and observations. The standardized assessment instrument used at NSCS is NWEA (Northwest Education Association). This computer-based assessment tool is administered three times a year (ie. fall, winter, spring). The state-mandated test (MAP) is given in grades 3-5 in the spring of each year.

Testing for special education purposes is coordinated through our special education consultant with the approval of the parents.

**We ask that all parents encourage their children to do their personal best on all tests at all times.**

## Books and Materials

Textbooks will be provided by the school and are the property of the school. Lost, misplaced, or damaged books must be replaced at the parents' expense.

The school provides most of the learning materials the students will need in their classrooms. Classroom teachers will notify parents during the first week of school if any additional items are needed.

## Dress Code

All students must wear the school uniform every day (except on special non-uniform days). The school uniform consists of either a navy blue or light blue polo or button down shirt and navy blue pants/slacks (no cargo pants or jeans). Shorts may be worn until November 1 and after spring break. Girls may wear skirts, jumpers, or skorts, but they must be navy blue. On days when students have physical education, they must wear rubber soled tennis shoes.

Other uniform-related requirements are as follows:

- \* No sagging pants
- \* No jackets or shirts over the uniform shirts (Exception: blue sweaters may be worn when needed)
- \* Tennis shoes should be clean
- \* No sandals or flip-flops (for safety reasons)
- \* Socks and tights worn to school must be **navy blue, light blue, or white** (our school colors). No multi-colored or patterned socks/tights may be worn with our regular uniforms.

\* **No** bracelets, necklaces, rings, or earrings (except for stud-type) may be worn to school. Necklaces and earrings pose safety hazards when children are playing during recess and/or during P.E. classes. Bracelets prevent students from resting their hands properly on desktops when writing.

\* Belts must be worn if belt loops are on a student's uniform pants/slacks. **NO** sashes/scarves are to be worn around girls' uniform blouses, shirts, skirts, or jumpers/dresses.

\* Perfume, cologne, and lip gloss are **NOT** to be brought to school. These items can cause allergic reactions in other students and can become "toys" which interrupt the learning process in classrooms. If these items are brought to school, they will be collected and kept in the office until a parent can pick them up. Make-up should also not be worn to school because it, too, can cause distractions in the classrooms which interfere with the educational process.

\* Purses are **NOT** to be brought to school. Students "hide" things in their purses that they know are not to be brought to school, and then these items become distractions to the learning process. (**Exception:** *Girls needing to bring personal care items to school may bring these items in a purse.*)

## **Technology**

Students will be held accountable and responsible to the etiquette and rules around the use of internet at NSCS. These expectations will be explained and enforced by the classroom teachers.

## **Technology Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language.
- Do not reveal the personal information (e.g. home address, phone numbers, etc.) of yourself, schoolmates, and even staff.

## **A student may not:**

1. Use the Internet for any illegal purpose including Internet use which violates a copyright;
2. Use any social networking site (Facebook, Instagram, Vine, Twitter, etc.)
3. Use profane, obscene, impolite or abusive language or view pornographic material;
4. Change computer files that do not belong to the user;
5. Violate someone else's privacy;
6. Engage in computer activity that inappropriately uses an amount of the school's bandwidth greater than the amount needed to complete typical classroom assignments
7. Share his/her password with anyone except adults at the school; or
8. Use the computer in violation of the Technology Usage Agreement.

All students will have access to and use computers in their regular classrooms. However, all of these computer privileges depend on a student's ability to use the technology in a responsible, efficient, ethical, and legal manner. The technology agreement is located in the enrollment packet. This needs to be signed in order for a child to use technology at NSCS. If a child is not following the internet and technology agreement, then a child is subject to disciplinary actions, such as loss of privilege, loss of grade, and/or out of school suspension, and/or meeting with school officials.

### **Student Rights and Responsibilities**

Conditions that promote the development of favorable student attitudes and school discipline:

#### **1) An adequate home which:**

- a) Assumes the primary responsibility for the discipline of the child.
- b) Is aware of the child's responsibility and obligations in the school as well as in the community and establishes home conditions which are favorable to his success in school.
- c) Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
- d) Cooperates with school authorities and participates in all conferences: behavior, health and academic progress of the child.

#### **2) A responsible student who**

- a) Respects constituted authority, which includes not only obedience to school rules and regulations but also conforms to the laws of the community, state, and nation.
- b) Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with everyone in the school community.

#### **3) A responsible school in which the professional staff:**

- a) Encourages the use of strong guidance procedures.
- b) Maintains an atmosphere conducive to making positive behavioral choices.
- c) Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
- d) Plans a flexible curriculum to meet needs of all students.
- e) Promotes effective training or discipline based upon fair and impartial treatment of all students.
- f) Develops a positive rapport among teaching staff and between the administration and teaching staff.
- g) Provides opportunities to involve the entire community in order to improve the quality of life in that community.

## **Discipline & Code of Conduct Policy**

Good conduct at school is essential if students are to learn and teachers are to teach effectively. We believe that no child has the right to disrupt the learning of other students. The school has the responsibility to help each student learn how to behave in an orderly and productive way. Proper behavior is learned, like anything else. Our approach is to teach our students how to behave, reinforce the teaching with rewards and consequences, and then teach it again until students understand and comply. As in all we do, the participation of parents in this process is critical to its success. We believe that disruptive behavior affects the overall atmosphere and mood of the school, making it a less appealing, less healthy, and less productive place for both students and teachers. Our school discipline policy is built upon these beliefs.

Each student should understand what is acceptable and what is inappropriate. We expect each student, teacher, and parent to become familiar with this section of the Handbook so that **everyone is clear of the expectations**. When a student does not comply with these rules, then privileges can be taken away. If students do not follow our rules, they will be subject to disciplinary action.

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds. Teachers will establish classroom rules and consequences, explain them to students, and spend time helping students to understand and follow them. These classroom rules supplement those general school-wide rules and behavior expectations described throughout this handbook. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relationship of parents and guardians to the children. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of the parents and guardians.

The NSCS administrative staff may make and enforce reasonable rules of conduct and sportsmanship for athletic and extended day activities.

When self-discipline fails, action will be taken by the staff to enforce the rules set forth by the School Administrators and staff. School administrators and staff will work with community resources to help each student develop self-discipline. We have this legal responsibility. The development of peer mediation skills are encouraged when appropriate. NSCS Board and Administrative staff believe that “to be effective, a punishment should be a logical consequence of the offense. It should be prompt. It should be applied consistently.”

### **Student Code of Conduct:**

NSCS will follow all reporting requirements by State statutes and charter school legislation. Specifically, we will comply with reporting requirements for violent behavior

as defined in Missouri Statutes 160.261; suspension/expulsion guidelines for violence, danger to others, impairment of morale and orderly/safe operation of the school as outlined in 167.161 provision of alternative education in cases of expulsion as outlined in 167.164; and due process in suspension/expulsion cases as outlined in 167.171. In cases of criminal conduct, we will follow the definition and reporting requirements (to civil authorities, our staff, and other interested parties) as outlined in Missouri statutes 167.115 and 167.117.

Discipline records will be maintained by the school secretary and overseen by the Principal. All incoming students will be required to furnish discipline records from previous schools. Discipline records of students transferring out of NSCS will be sent promptly to new schools as required by Missouri statute 167.020.

**Note:** any behaviors that do not perfectly align with one of the levels will be handled on a case by case basis by an administrator

### **General Acts of Misconduct -- Level 0**

**a) Dress Code Violation**

**b) Consequences**

- First Violation--Warning by Teacher and communication home by the teacher
- Second Violation--School social worker and/or administrator will call to set-up a home visit immediately

### **General Acts of Misconduct -- Level I**

**a) Behavior:**

- Violation of established classroom, lunchroom, and recess rules
- Possession of sporting equipment outside of an athletic area without written permission of a staff member \*
- Inappropriate language/profanity between children when heard or observed by an adult--written, verbal and nonverbal
- Pushing, shoving, snowball fights, and/or physical contact (no physical injury)
- Flashing gang signs or using graffiti
- Loitering in the hallways or present in unauthorized areas, (e.g. copy rooms, kitchen rooms, school buildings and outside areas etc), at unauthorized time running in the hallways
- Littering (all designated school buildings and outside in the outside areas)
- Sleeping in class

**b) Consequences**

- First Violation--Warning by Teacher.
- Second Violation--Student's Color chart is pulled to one color level down and child is sent to Refocus Chair.

- Third Violation - Student's Color chart is pulled to one color level down, child is sent to a buddy room where s/he completes a buddy room think sheet, and parent is contacted to discuss behavior incident(s).
- Fourth Violation-- Teacher requests administrative assistance for noncompliant students or sends student to office with a note specifying 4th violation of the day for parental pick-up or detention. Teacher enters information into Common Goals when time permits.

**c) Decision Authority**

- First three violations—Classroom teacher
- Fourth and above Violations— Administration

*\* Child starts over at the beginning of the next day*

**General Acts of Misconduct -- Level II**

**a) Behavior:**

- Cheating/Plagiarism - Teacher Discretion
- Possession of inappropriate images or drawings (magazines, books, etc.)
- Forgery
- Lying
- Pushing, shoving, snowball fights, and/or physical contact (with physical injury)
- Visible or audible electronic devices, including cell phones, and/or are turned on
- Fight spectators: Students who stop to gather around a fight as an instigator or onlooker

**b) Consequences**

- First violation -- Warning by teacher
- Second violation -- Student's Color chart is pulled to one color level down, call parents/guardian, and notify administrator
- Third violation -- Three to five days of loss of recess
- Fourth Violation -- 1-2 days of Suspension and student must return with parent/guardian and together selecting a tier 2 strategy to implement moving forward (e.g. check-in check-out, etc.)
- Fifth Violation -- Meeting with administrator, teacher, social worker, parent, and child to establish an action plan to eliminate the behavior and create a behavior intervention plan
- Sixth Violation -- Meet with parent to establish outside school support such as physician, mental health provider, and/or referrals.
- **Decision Authority**
- Administrator

**General Acts of Misconduct -- Level III**

**a) Behaviors:**

- Vandalism

- Minor theft (including but not limited to taking possession of items valued at \$1 or more)
- Fighting or posturing to fight
- Leaving campus without proper staff authorization
- Disrespect or insubordination to persons in authority such as stumping, turning back at teacher while speaking, yelling at teacher, etc.)
- Threatening or intimidating acts including sexual harassment
- Possession and/or use of a lighter or matches
- Inappropriate use of Technology Equipment
- Inappropriate ethnic and/or racial comments or slurs
- Bullying, hazing or any kind of aggressive behavior that does or intends to do physical or psychological harm a staff person or another student; or encourages other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, public humiliation, retaliation, hazing, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

**b) Consequences:**

- All Violations -- Up to ten days of Out-of-School suspension and a possible recommendation for expulsion. Police involvement may be utilized based on the judgment of the Administrator. At the administrator's discretion, meet with parent to establish outside school support.

**c) Decision Authority**

- All Violations – Administrator

**General Acts of Misconduct -- Level IV**

**a) Behaviors:**

- Arson
- Extortion
- Assault on staff member
- False alarms
- Possession or use of explosives includes fireworks \*
- Possession or use of weapons, weapon paraphernalia or look alike weapons \*
- Major theft (including but not limited to taking items valued greater than \$20)

**b) Consequences**

- All violations: Up to ten days of Out-of-School Suspension and a possible recommendation for expulsion. Police involvement will be utilized for General Acts of Misconduct Level IV.

**c) Decision Authority**

- All violations: Administrator

**Out-of-School Suspension:** The term *suspension* means any disciplinary action whereby a student is separated from school for a period of not less than one day or more than ten days and which does not constitute an expulsion. The executive director and Principals are authorized to suspend students from school.

- While a student is serving an Out-of-School suspension, that student shall not attend school nor any extracurricular activities.
- Following or prior to an Out-of-School Suspension, a conference between an Administrator and the student's parent(s)/guardian(s) will be required before the student's re-entry to school.

**EXPULSION:** The term “expulsion” means disciplinary action taken by the Board of Education whereby a student:

- Is separated from the school for the balance of the current semester or current year.

**The following procedures will be followed prior to an expulsion from school:**

- A. The student will be advised of the charges against him/her.
- B. He/she will be informed of the nature of the evidence against him/her and a synopsis of the testimony of any witnesses.
- C. He/she will be given an opportunity to tell his/her side of the story and to present evidence.
- D. He/she will be notified in writing of his/her specific rights and procedures for a hearing.
- E. He/she will not be punished except on the basis of substantial evidence.

***Note:*** Administration reserves the right to modify the aforementioned code of conduct when situations arise.

## **Bus Transportation**

North Side Community School serves a specific geographic area in St. Louis. Most students live within two miles of the school. Parents living within this geographic area are encouraged to provide transportation for their child. If they cannot, we attempt to accommodate them using our bus transportation. NSCS will work with parents to satisfy the transportation needs of all students. However, its resources are limited and the school must adhere to all state transportation regulations, which may prevent meeting the needs of some students/parents due to their home proximity to the school.

Those students using school bus transportation are expected to follow these guidelines:

- be at the bus stop at least 5 minutes before the scheduled pick-up/drop-off times
- follow bus rules while on the bus
- ride only your assigned bus to and from school stop.

Specific procedures and rules of behavior on the bus are as follows:

**AM and PM:**

All bus riders are expected to **sit** in their seats during the bus ride to and from school. They will wait for the bus to come to a complete stop and will wait for the bus driver's signal before standing, alighting and exiting the bus.

- Switching seats is not allowed.
- Students must keep feet on the floor and face forward. They can converse in low voices with the person next to them. Shouting or screaming is not allowed.
- For safety reasons, no student shall have legs, hands, feet or other objects in the bus aisles.
- Students will leave all belongings in their book bags; no littering is allowed on the buses.
- Throwing objects on the bus or out the windows is not allowed.
- Extending arms, legs, or head out of the bus windows is not allowed.
- Students should not talk to the bus driver except in an emergency.
- Students will keep hands, feet, and all other objects to themselves.
- Fighting, punching, shoving, etc. will not be tolerated.
- No student shall eat, drink, or chew gum on the bus.
- Use of profanity, obscenity, or obscene gestures is prohibited.

**AM:**

- Upon arrival at school, all students will exit the bus in a calm, orderly fashion.
- All bussed students will walk to the cafeteria with their belongings.

**PM:**

- At dismissal, students will walk in a line with their classroom teacher to their assigned buses.
- 2<sup>nd</sup> – 5<sup>th</sup> grade students are not included in the 3:30 pm dismissal procedures and are not released until 5:00 pm (Extended Day).
- Students must be seated immediately upon entering the bus and remain seated until they arrive at their stop.
- No student will be allowed off the bus without an adult supervision (see principal for any questions)

**Consequences:**

**First Violation:** Students who fail to follow bus rules will be given one (1) verbal warning.

**Second Violation:** Parent notification of potential loss of bus privileges if another bus referral occurs.

**Third Violation:** Loss of bus privileges for 1 or more days (discretion of administrator)

If a parent wishes to change transportation arrangements for a specific day, the school must be notified by the parents either in writing or verbally no later than 2:00 p.m. on the day of the requested change so that teachers and drivers can be notified. Verbal requests from students for transportation changes will NOT be accepted.

**Decision Authority: School Administrator**

### **Conferences**

We believe strongly in the partnership between teachers, students, and their students' families. There are 2 required parent teacher conferences we set-up in the fall and spring so that parents and teachers can discuss the child's areas of strength and need. We need families to partake in these meetings so that we can continue to work collaboratively to do what is in the best interest of each child. Other conferences may be set-up between parent and teacher or any other parties who might be needed based on the individualized needs of each student.

### **Field Trips**

Field trips are strongly encouraged at North Side. We encourage parents to volunteer to join the classes on their field trips. It is a unique opportunity for students to participate in experiential learning experiences. Each child must have a signed field trip form in order to participate.

### **Food Program**

We serve students breakfast, lunch, and snack during the regular school year. During summer school, students are served breakfast and lunch. We provide all meals at no cost to families due to federal programming. Students who are lactose intolerant, allergic to milk, or allergic to any foods (nuts, seafood, etc.) must have a letter from a physician on file in the school office in order to receive items other than those regularly served during meals and snacks.

### **Recess**

Every child receives at least 20 minute recess breaks per day.

## **Health Forms**

Every child must have turned into the office all medical records. These must be accurate and up-to-date.

## **Medication**

All medication must be submitted to our school secretary in its original container from the pharmacy. Medication needs to be sent with a note from the medical doctor. The school nurse and the secretary will follow doctor's directions when dispensing medication.

## **Health/Sickness Rules**

It is a school policy that students stay at home when ill, for the benefit of other students and teachers, as well as for their own. The school does not have the facility or the staff to care for sick children, beyond emergency care, first aid and CPR. If a student becomes ill at school, parents will be notified. The Missouri Department of Health guidelines, listed below, will be used to determine if he/she should be sent home.

- Flu symptoms (headache, stiff neck, vomiting, diarrhea)
- Severe coughing
- Conjunctivitis (pink eye)- discharge, redness in eyes
- Unusual spots or rashes; infected skin patches
- Sore throat and trouble swallowing
- Fever over 100 degrees
- Severe itching on skin or scalp

If the child has a temperature, they can come back 24 hours after being fever-free. Contagious childhood illnesses (chickenpox, strep throat, head lice, flu) should be reported to the school and the child kept at home until the period of contagion has passed. To return to school, the student must have a note from a doctor certifying he/she is free of the illness.

**Visitors**

All visitors must report to the school office upon arrival to sign-in and get a visitor's badge.

**Teacher Home Visits**

We believe that building the relationship between our teachers, students, and their families is a key factor in a child's academic success. One special opportunity for teachers to better learn about their students, is to meet their students and families in the home environment. Our teachers contact all families before or at the beginning of the school-year to set-up a short visit with their student and families. We strongly encourage all families to participate in this opportunity.

**Special Education**

We serve 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. NSCS 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, then please notify our school immediately. Our Special Ed Director will schedule a meeting with you to discuss the supports that can be put in place and schedule any required meetings.

**Field Day**

Towards the end of the year, NSCS hosts two field days to provide our students a community-building opportunity to celebrate their hard-work this school year. We partner with MICDS for one of these events, in which their students host the celebrations and work interactively with our students.

**Extended Day**

Our extended day program runs Monday - Thursday, from 3:45-4:45pm. Extended day begins on August 28th - May 18th. This program is for all 2nd-5th grade students to receive an opportunity to spend the last hour of their school day participating in various extra-curricular activities.

## **Family and Student Handbook Acknowledgement Form**

**(Parents, please sign this page and return it to school. Your child's teacher will place a signed copy of this form in your child's file.)**

This handbook describes important information about the school, and I understand that I should consult the School Leader regarding any questions not answered in the handbook.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that the revised information may supersede, modify, or eliminate existing policies. Only the Executive Director has the ability to adopt any revisions to the policies in this handbook.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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**Parent Signature**

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**Date**

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**Parent Name (Please Print)**

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**Student(s) Name (Please Print)**