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General Information

Governance

North Side Community School (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 Principals are the chief academic officers of the school, responsible for school operations, leadership of the teaching staff, curriculum and instruction, and relationships with parents and families.

Enrollment

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.

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 ten (10) 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 7:30-9 a.m. on the day the absence occurs. This notification is important in that it lets the school know 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 their return to school. All work missed while absent must be made up within three (3) days of the student’s return to school.

Whenever a scholar is absent from school, no matter what the reason or circumstance, a note from the parent must accompany the scholar upon his/her return to school in addition to official documentation. When making retention decisions we will consider whether there is official documentation before deciding on retention.

The written note should include the following information:

- Date the note is written
- Name of the scholar involved
- Reason for the absence
- Date of the absence
- Signature of the parent/guardian or physician.

Please note: Family vacations, trips, birthdays, or “holiday time” are not considered excused absences. Our families and teachers are expected to plan all vacations and trips to happen during school holidays and closings.

Please plan appointments accordingly for when school is out:

**School Year 2019-20 | Special & Closed Days**

*Updated August 13, 2019. Please check online for the most current version of this calendar as some dates may change.*

**August**

- ★ Wednesday, Aug. 14 – First Day of School
- ★ Tuesday, Aug. 27 – Open House & Family Dinner

**September**

- ★ Monday, Sept. 2 – School Closed for Labor Day

**October**

- ★ No School Closings
- ★ Tues., Oct. 22 – Math Night (4:30-6 pm)
- ★ Oct. 28-Nov. 1 – Parent Conferences
November
★ Tues., Nov. 12 – Literacy Night (4:30-6 pm)
★ Friday, Nov. 15 – School Closed for Professional Development
★ Nov. 25-29 – School Closed for Thanksgiving Break

December
★ TBD Winter Musical
★ Dec. 23-Jan. 3 – School Closed for Winter Break

January
★ Monday, Jan. 20 – School Closed for Martin Luther King Day
★ Tues., Jan. 21 – Movie Night (4:30-6 pm)

February
★ Feb. 3-7 – Parent Conferences
★ Monday, Feb. 17 – School Closed for Presidents Day
★ Tues., Feb. 18 – Black History Celebration (4-5:30 pm)

March
★ Friday, March 20 – School Closed for Professional Development
★ March 23-March 27 – School Closed for Spring Break

April
★ Friday, April 10 – School Closed for Professional Development

May
★ Friday, May 22 – Last Day of School

June
★ June 1-26 – Summer School in Session

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 request the needed information. However, phone numbers and addresses change during the year. When such changes occur, parents must make certain the school has your 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 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 the classroom. Teachers will not accept any child into their classrooms after 8:30 a.m (Elementary) 7:30 a.m. (Middle) without a tardy slip.

*Every three tardies and/or early dismissals (15 minutes or more prior to the end of the school day) will equal an absence and will be treated as such.*

**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 form on file in the office to reach a parent. Therefore, as stated earlier in this handbook, it is crucial that parent contact information be current at all times so that you 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 p.m., there is no guarantee that the change will be made.

Parents picking up their children in a vehicle must wait in the car in the pick-up lane in front of the main office building. Children will be escorted to your 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 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-7 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 3-6 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 before or 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 or white 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**. 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.
- Absolutely NO hair scarves on/around students heads at any time.
- 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 purses that are not allowed at 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 for following the etiquette and upholding the rules regarding the use of the internet and their laptops at NSCS. These expectations will be explained and enforced by the classroom teachers.

Technology Etiquette

Students using technology 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 staff.

A student may not:

1. Use the Internet for any illegal purpose including violating a copyright;
2. Use any social networking site (Facebook, Instagram, Snapchat, 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 password(s) or login(s) with anyone except adults at the school; or
8. Use the computer in violation of the Technology Usage Agreement.

Scholars’ Personal Cell Phone Policy

All NSCS scholars must complete a cell phone contract **before** bringing a cell phone on campus. This contract will be completed during registration. Once a cell phone contract is on file, it is valid for the entire time a scholar attends North Side Community School. If a scholar obtains a cell phone after the registration date or cell phone information changes, it is the parent’s responsibility to contact the front office to either complete or update a cell phone contract.

NSCS is not responsible for lost or stolen cell phones.

When a current cell phone contract is on file at the office, scholars must also meet the following standards at all times to keep a cell phone on campus.
• Cell phones must be turned off in the morning until after the dismissal bell in the afternoon.
• Cell phones may not be used during the normal school day, for any reason. Doing so will result in confiscation.
• The cell phone must be secured and kept out of sight. If a cell phone is seen or heard by any school personnel it may be confiscated.
• If a scholar's cell phone is confiscated, a parent/guardian must pick up the phone. Confiscated phones may not be returned to a scholar. The school will contact parents to notify them that a phone has been confiscated.
• A second violation of the cell phone contract (out in class, rings, etc.) will result in the phone being confiscated until the remainder of the trimester. Phones will be given to scholars or parents on the last day of the trimester.

If a scholar has a need to call a parent during the school day, they are welcome to use the phone in the main office.

**Personal Electronic Devices/Toys**

Electronic devices of any sort are also not permitted at school. Your child is responsible if they bring one to school at any time. The school will not be held responsible if any such electronics go missing from your child's book bag or backpack. It is safest to leave cell phones and electronic gadgets of any sort at home.

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 for a child to use technology at NSCS. If a scholar is not following the Technology Usage Agreement, then they are subject to disciplinary action such as loss of a privilege, loss of a grade, and in more serious cases, meeting with school officials or suspension.

**Student Rights and Responsibilities**

NSCS parents are actively involved in helping their children succeed as students. In turn, NSCS scholars appreciate the hard work they are expected to put into their own education. Finally, the school must deliver the education that our families deserve. Conditions that promote the development of productive student attitudes and behaviors at school are:

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 the child’s 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 being open to discussing the 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) Displays 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 the 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 to improve the quality of life in our NSCS 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 not. **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 or they may be subject to other disciplinary action.

Teachers and other certified educational employees shall maintain discipline in the school buildings and on the 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.

After the end of the regular school day, the NSCS administrative staff may make and enforce reasonable rules of conduct and sportsmanship for athletic and extended day activities.

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 a teacher and communication sent 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 1

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 the 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 they complete a buddy room think sheet, and parent is contacted to discuss behavior incident(s).
   ● Fourth Violation: Teacher requests administrative assistance or sends the student to the 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 2
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 select 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: Meeting with parent to establish outside school support such as physician, mental health provider, and/or referrals.

**Decision Authority**
- Administrator

**General Acts of Misconduct: Level 3**
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 stomping, 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 may be involved 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 4

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 misconduct at this level.

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. Only 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 being faced.
B. The student will be informed of the nature of the evidence and a synopsis of the testimony of any witnesses.
C. The student will be given an opportunity to speak and present defending evidence.
D. The student will be notified in writing of specific rights and procedures for a hearing.
E. The student will not be punished except on the basis of substantial evidence.

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

Students using school bus transportation are expected to follow these guidelines.

- Be at the bus stop at least five (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.

**Morning and Afternoon Bus Procedures and Rules**

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 entering or standing and exiting the bus.

- Switching seats is not allowed.
- Students must keep feet on the floor and face forward.
- Students may converse in low voices with the person next to them.
Shouting or screaming is not allowed.
For safety, no student shall have legs, hands, feet or objects in the bus aisles.
Students will keep all belongings in their book bags; no littering is allowed.
No student shall eat, drink, or chew gum on the bus.
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.
For safety, 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.
Use of profanity, obscenity, or obscene gestures is prohibited.

Morning
- 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.
- At the middle school all scholars will be supervised by the teachers on duty at the door and in the cafeteria until breakfast is over. At this time scholars will be walked upstairs in line basics formation, to the second floor with their homeroom teachers for morning meetings and organization. Scholars will be supervised by their homeroom teachers as they go to their lockers to get organized for the school day.
- At the Early Childhood Center and elementary school campus, all scholars go to recess immediately after breakfast in the cafeteria. At 8:28 a.m., the whistle is blown. Scholars line up in their class lines. Teachers walk their classes to the classrooms.

Afternoon
- At dismissal, students will walk in a line with their classroom teacher to their assigned buses.
- Second through seventh grade students are not included in the 3:30 p.m. dismissal procedures and are not released until 4:45 p.m., Monday-Wednesday because of the Extended Day. At the middle school the fifth and sixth grade students are dismissed at 4:30 p.m. Monday-Wednesday. On Thursday, dismissal is at 3:30 p.m. and on Friday at 3:15 p.m.
- 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 there to supervise them. (See your Principal with 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 one (1) or more days (discretion of
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 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**

North Side Community School believes strongly in the partnership among teachers, students, and families. There are two (2) required parent teacher conferences (in the fall and spring) so that parents and teachers can discuss the scholar’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. Each child must have a signed field trip form on file to participate.

**Food Program**

We serve students breakfast, lunch, and a 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 to receive items other than those regularly served during meals and snacks.

**Recess**

Every child receives at least one (1) 20-minute recess break per day.

**Health Forms**

Current medical records must be turned into the school office for each child. For your child’s health and safety, these records must be kept accurate and up-to-date.
Medication

All medication must be submitted to our school secretary in its original container from the pharmacy. The medication must be sent with a note from the medical doctor. The school nurse and the secretary will follow the 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 a scholar 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 that good health has been restored.

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 among 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 home visit. One more home visit is required by the end of October for a total of two home visits for each scholar for the school year. Remember, your scholar’s teacher will contact you to arrange the home visits. 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-Wednesday, from 3:45-4:45 p.m. for 2nd-4th grade students and 3:30-4:15 p.m. for 5th-7th grade students. This program is for all 2nd-7th grade students to receive an opportunity to spend the last hour of their school day participating in various extra-curricular activities.

Family Involvement Goals and Plan

North Side’s plan to facilitate family involvement includes the following six (6) goals:

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

North Side’s plan for meeting these goals is to:
1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between NSCS and other agencies or groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

2. Implement strategies to involve parents/families in the educational process, including:

   ▶ Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
   
   ▶ Providing access to educational resources for parents/families to use together with their children.
   
   ▶ Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into NSCS policies and volunteer time within the classrooms and school programs.

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

5. Perform regular evaluations of parent/family involvement at each school and at the district level.

6. Provide access, upon request, to any instructional material used as part of the educational curriculum.

7. If practical, provide information in a language understandable to parents.

**Title I Program Parent Involvement**

All North Side students participate in the Title I program. All parents are encouraged to help develop and agree upon a written parent involvement policy that will describe how North Side will:
1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.

2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

3. Build the schools’ and parents’ capacity for strong parental involvement.

4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the school.

North Side will distribute to parents this written parental involvement policy:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.

2. The policy requires a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

3. There will be a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

**Suicide Policy**

Our policy is modeled on those of the Missouri Department of Elementary and Secondary Education (DESE), the American Foundation for Suicide Prevention, the American School Counselor Association, the National Association of School Psychologists, and the Trevor Project. Our policy is in compliance with Section 170.048 RSMo.
This policy covers the actions that take place in the school, on school property, at school-sponsored events, on school buses, and at school-sponsored events off campus where staff are present. This policy applies to all three North Side Community School campuses and will address suicidal or high risk behaviors that happen outside the school as well.

**Purpose**

As an early childhood, elementary, and middle school, we are uniquely positioned to be able to notice signs and symptoms of risk for suicide at an early age. This policy outlines our protocol to prevent, assess the risk of, intervene in, and respond to suicide. The purpose of this policy is one part of our efforts to protect and support the health and well-being of all of our students.

**Important Note:** Concerns about suicide are not confidential and may be revealed to parents, guardians, staff, and/or other authorities as needed to maintain the safety and well-being of the person of concern.

**Prevention**

**Staff:**

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

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

**Students:**

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

**Guardian(s):**

Access to this policy is public. It is included in the parent handbook and posted online. The school encourages any caretaker who notices signs or symptoms of mental health issues to promptly contact the school for support. At North Side Community School we build close connections with our students as well as their caregivers at home and we strive to be a safe and supportive place for people during difficult times.

**Assessment and Intervention**

**Identification:**

Students may self-identify or be identified by staff members or other students. Students may be considered at risk because of statements, actions, drawings, writing, and/or any other obvious risk factors. Reports should be made to the school counselor/social worker. The counselor/social worker will then report it to the principal who will review the information and pursue next steps which could include but are not limited to:
1. Contacting parents
2. Scheduling counseling sessions at the school
3. Recommending counseling sessions outside of the school
4. Requiring family to meet with an outside medical professional
5. Calling 911

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

Assessment:
How quickly an assessment by a mental health professional (MHP) is needed will be altered based on the student’s level of risk. If a student seems to be at moderate or high risk he/she will be monitored until seen by a MHP within the same day. A MHP may include the school counselor or social worker or an outside agency if a school MHP is unavailable. If a MHP is not available that day then a school administrator or trained staff will fill this role and a mental health professional will follow up as soon as deemed necessary. For moderate or high risk, it may be determined by the school MHP, administration, and/or guardian(s) that the student needs to be seen right away and a local mental health organization will be called. In extreme cases police/911 may need to be called. A guardian may also choose to use their own mental health professional. If guardian(s) use their own resources, the school may request documentation, a signed release of information between the school and MHP, and/or a copy of a safety plan. If a guardian does not cooperate and there is any doubt regarding student safety, law enforcement or Children’s Division (Abuse & Neglect Hotline) may be contacted.

Intervention:
Guardian(s) will be notified promptly if their student is determined to be at risk. If staff determine in their best professional judgement that contacting guardian(s) may endanger the safety or well-being of the student then staff may delay or forgo contact. A safety plan will be created involving the student, a guardian, staff, and/or a mental health professional that may involve close monitoring, awareness of signs/symptoms, coping plans, regular counseling, in-patient treatment, and/or re-entry to school. The school will request permission to speak with other agencies involved to ensure student safety and to coordinate as a part of student’s treatment team.

After Trauma:
If the school community is impacted by suicidal behavior or a death by suicide, the administrative team will confer to create an action plan that may include all or some of the following as well as any other actions deemed necessary:
- disclosing information about the death to media, guardians, staff, and/or students as appropriate
- making supports available to staff and students as deemed necessary
- consulting with staff to identify students who are more likely to be significantly affected and to determine appropriate supports
- reducing contagion by avoiding sensationalizing suicide; NSCS will work to focus the community message on resources available and preventing future suicides.

**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.

**ESSA Complaint Procedure**

North Side Community School, in accordance with the Every Student Succeeds Act of 2015 or Title I (Public Law 107-110), provides parents the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- In addition to the information that parents may request, districts must provide to each individual parent:
  - Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
  - Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

The provisions of ESSA include an ESSA Complaint Procedure. The process is outlined through this link.

[https://www.northsidecommunityschool.org/cmss_files/attachmentlibrary/qs-fedcomp-Complaint-Procedures-ESSA--1-.pdf](https://www.northsidecommunityschool.org/cmss_files/attachmentlibrary/qs-fedcomp-Complaint-Procedures-ESSA--1-.pdf)
MOCAP Guidance

Children at North Side have rights to learn via state-approved online course work. Read more about the MoCAP offerings and access processes here.

Family and Student Handbook Acknowledgement Form

Parents, please print, sign this page and return it to school. Your child’s teacher will place the 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’s Executive Director or my child’s Principal regarding any questions not answered in the handbook.

As 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 in partnership with the Board of Directors have the ability to revise policies in this handbook.

I have received the handbook either in hard copy or electronically, 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.

_____________________________________________________           __________
Parent Signature                                                                                       Date

____________________________________________________________________
Parent Name (Please Print)

____________________________________________________________________
Student(s) Name (Please Print)