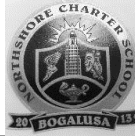




Student Handbook/Code of Conduct
2023-2024

Dee Dee McCullough, Principal/CEO



NORTHSHORE CHARTER SCHOOL

Gaining **A**chievement **T**hrough **O**wnership **R**esponsibility & **S**ervice

Mailing Address/Phone Number/Web Address:

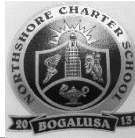
NORTHSHORE CHARTER SCHOOL, INC.
111 Walker Street
Bogalusa, Louisiana 70427

Phone (985)732-0005 Fax (985)732-0580

<http://www.northshorecharterschool.org/>

Instructional Hours:
7:45 to 3:00

School Office Hours:
7:00 to 4:00



NORTHSHORE CHARTER SCHOOL

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NCS CORE VALUES

Gaining

Achievement

Through

Ownership

Responsibility &

Service

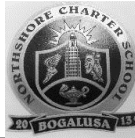
G.A.T.O.R.S

VISION STATEMENT

Our vision is that Northshore Charter School students will be prepared for responsible citizenship and leadership roles in society.

MISSION STATEMENT

Northshore Charter School, in partnership with its parents, teachers, staff, and community, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible citizenship.




NORTHSHORE CHARTER SCHOOL

Gaining Achievement Through Ownership Responsibility & Service

School begins at 7:45 am. Students are considered Late to School at 7:46 am and must be signed in through the office by a parent. Students wishing to eat breakfast must be at school by 7:35am.

2023-2024 Important Dates

Please plan all vacations during those times when school is not in session. Family vacations are not excused absences



Northshore Charter School

2023-2024

Important Dates

August 2023
7th - 9th Professional Development
10th First Day of School

September 2023
4th Labor Day
29th Professional Development

October 2023
2nd Mental Health Day
16th - 20th Washington Parish Free Fair

November 2023
20th - 24th Thanksgiving

December 2023
8th Professional Development
25th - 29th Christmas Holidays

January 2024
1st - 5th New Year's Holiday
8th Professional Development
15th Martin Luther King Holiday

February 2024
12th - 16th Mardi Gras Holiday

March 2024
8th Mental Health Day
29th Good Friday

April 2024
1st - 5th Spring Break

May 2024
16th Last Day of School for Students
17th Professional Development

End of Nine Weeks

October 11th December 22nd
March 13th May 16th

163 Student Days
170 Teacher
395 Instructional Minutes per Day
64,385 Total Instructional Minutes

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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17	18	19	20	21	22	23
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31						

September 2023						
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24	25	26	27	28	29	30

October 2023						
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29	30	31				

November 2023						
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26	27	28	29	30		

December 2023						
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24	25	26	27	28	29	30
31						

January 2024						
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28	29	30	31			

February 2024						
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25	26	27	28	29		

March 2024						
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24	25	26	27	28	29	30
31						

April 2024						
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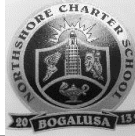
May 2024						
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26	27	28	29	30	31	

June 2024						
S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

First and Last Day of School	Staff Professional Development No Students	Holidays/No School
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If you are struggling and need help let your teacher know but please also utilize this free website, this is a fantastic resource to help you in academic success!





NORTHSHORE CHARTER SCHOOL

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COVID-19 POLICY

Northshore Charter School will follow all Federal and State mandates regarding COVID19 and its variants. When these mandates are made available to the schools, Northshore Charter School will make these available via its website and provide paper copies when requested.

English Language Learners

NCS will provide services for English Language Learners (ELL) in accordance with federal state and local laws (Title IV of the Civil Rights Act of 1964, Equal Educational Act of 1974). The purpose of this program is to provide ELL students with the resources and supports necessary to access the curriculum. For further information on services for ELL students and their parents please contact: Casey Bond.

Language Access

NCS offers language assistance services in person and over the phone. Please fill out and return to the office the Home Language Survey. For more information, please contact: Casey Bond

CITIZENSHIP & THE HONOR CODE

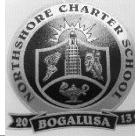
No other aspect of school life carries as much significance as does citizenship. Cooperation, courtesy, and consideration for others contribute immeasurably to the daily life and spirit of the school. The students, faculty, and administration believe that it is a privilege to attend and to work at NCS; that education is our major goal; and that responsibility to others is fundamental. The overriding goal is for each student and each staff member to be responsible for his or her own actions.

Northshore Charter School Honor Code

Portions adapted from the Josephson Institute of Ethics: "Changing Cheaters" & www.charactercounts.org

Preamble

We the stakeholders of Northshore Charter School are dedicated to promoting a learning environment based on the foundation of personal integrity. We are also committed to assuring that our students do not demean their character, damage their credibility or jeopardize their futures by engaging in any form of academic dishonesty.



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Basic Elements of the Honor Code:

No policy can address every situation that may arise in any school or work environment.

These Basic Elements, however, do represent the Spirit of the Honor Code that must frame our NCS Community. This is a “living document” in that each member of our NCS community must apply their own good judgment to the application of these virtues. Some Honor Code Elements include, but are not limited to the following:

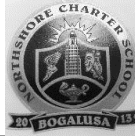
- **Honesty** – Academic grades are a reflection of individual ability and performance. When putting your name on a test or assignment, be sure the work is truly yours.
- **Respect** – Use common courtesy when interacting with teachers, administrators and peers. Respect their individuality, opinions, feelings, space and property.
- **Open-mindedness** – We promote diversity as we must be committed to accepting of different peoples, lifestyles and views. Listen to the ideas of those around you.
- **Ethical Behavior** – Do what is right...fight temptations and strive to live according to the highest principles that bring about pride and honor to yourself, your family and the school.
- **Discipline** – Abide by school rules – they were established to provide all students with a healthy, safe and effective learning environment.
- **Pride** – Challenge yourself to produce quality work that represents your best effort. Be proud of your school, your friends and yourself. Recognize the strengths of your school and work with teachers, administrators and peers to make it even better.
- **Helpfulness** – be mindful of the needs of others and willing to help, physically and academically. Remember that words of encouragement and praise can often provide the most effective assistance.
- **Responsibility** – we all have a role to play to make NCS a better place. Be active in the school, be helpful and take an interest in making the school better for everyone.

Academic Integrity

To create and maintain a culture of Academic Integrity at Northshore Charter School all members of the community must take an active role. A climate of positive scholarship with integrity can be fostered through open dialogue and learning. The following practical suggestions promote a positive academic environment founded on scholarship, inquiry, the pursuit of excellence and mutual trust.

Learn what Academic Integrity means and why it is vital to Mission of Northshore Charter School.

Ask the teacher whenever unsure of what may constitute plagiarism or cheating, or if



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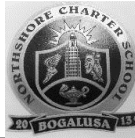
uncertain of what resources or tools may be used in completing an assignment or exam.

I. All forms of academic dishonesty are strictly forbidden, constitute a major offense, and will result in disciplinary action.

A. Cheating on Exams, Tests, Quizzes, and other Assessments (e.g. mile run in PE, art projects, oral presentations, etc.) - using or attempting to use unauthorized assistance, material or study aids during an examination, including but not limited to:

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain information. Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a “cheat sheet” (i.e., a piece of paper or electronic device with answers, formulas, information or notes) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Gaining or providing unauthorized access to examination materials.

B. Plagiarism in Papers and Assignments - “The act of using another person’s ideas or expression in your writing or in your oral presentations without acknowledging the source.” Plagiarism includes “copying another’s sentences



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verbatim, repeating someone else's particularly apt phrase without appropriate acknowledgement, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own, "again without acknowledging the source."

MLA Handbook for Writers of Research Papers.
New York: 1988. pp. 21-23

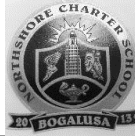
Transgressions involving plagiarism include, but are not limited to:

- Including in any assignment turned in for credit any materials not based on your own research and writing. This includes, but is not limited to:
1.
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
 2. Acting as a provider of paper(s) for a student or students.
 3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
 4. Failing to use quotation marks where appropriate.
 5. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
 6. Making up data for an experiment ("fudging data").
 7. Citing nonexistent sources (articles, books, etc.).

C. Other forms of Academic Dishonesty

Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

1. Misrepresenting the academic accomplishments and/or records of yourself or someone else, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Forging a signature.
4. Hoarding or damaging library materials.
5. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the Code).



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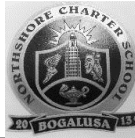
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6. Gaining unfair advantage (i.e., attempting to gain unauthorized advantage over fellow students in an academic exercise).

If the student is caught plagiarizing or Academic Dishonesty:

- The student will initially fail the assignment, **until they re-do assignment but can only receive up to 66% credit.**
- The student's parents/guardians will be contacted and informed of his/her plagiarism;
- A written disciplinary referral will be placed in the student's file.
- Two occurrences will result in additional consequences, as determined by the administrator.

NOTE: Plagiarism is not always intentional; accidental plagiarism shall also be considered a violation of the Academic Honesty Policy. Not knowing how to cite sources is **not** a reasonable defense for plagiarism. NCS teachers will implement a program which will teach student to cite works properly as well as immediately identify plagiarism.



NORTHSHORE CHARTER SCHOOL

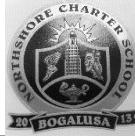
Gaining Achievement Through Ownership Responsibility & Service

ATTENDANCE POLICIES

School Matters!



Attend Today, Achieve Tomorrow



NORTHSHORE CHARTER SCHOOL

Gaining Achievement Through Ownership Responsibility & Service

ATTENDANCE REQUIREMENTS

School begins at 7:45am. Students are considered Late to School at 7:46am and must be signed in through the office by a parent. Students wishing to eat breakfast must be at school by 7:35am.

The Northshore Charter School recognizes the importance of regular attendance in school, which not only enables students to study and learn subject matter, but it also teaches personal responsibility.

The Northshore Charter School is a school of choice that holds high expectations for students in both academics and conduct. When high absenteeism is experienced both of these begin to break down to unacceptable levels.

Parents have responsibility regarding the attendance record of their and must assist the school officials to correct such problems that exist.

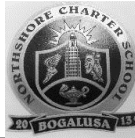
Entrance Requirements

All students upon entering Louisiana schools for the first time shall present an official birth certificate, immunization record, and social security card.

All students entering any school for the first time shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the State Department of Health and Human Resources, or shall present evidence of an immunization program in progress.

Students will not be enrolled until both the Entrance Requirements and Registration Requirements have been met:

1. The parent/guardian enrolling a student must provide valid state issued photo identification.
2. The student shall present a withdrawal form from the school from which he/she is transferring.
3. A certificate of immunization compliance shall be presented to the school when a child initially enters the school system upon registration. This certificate shall be issued by the local health officer or physician.
4. A student not in good standing from the previous school shall be referred to the principal prior to enrollment.



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Letters of Intent to enroll in Northshore Charter School for next school year will be mailed with the 2nd 9 weeks' report cards January 8, 2024. Parents will have until Monday, February 26, 2024 to submit the form to ensure a spot. On Monday, March 4, 2024, an Open Enrollment period will begin and end on April 15, 2024. A lottery will be conducted on Monday, April 22, 2024 for any grade in which the number of applications exceed the space available.

Attendance Policy

The policy states that students must meet the required time amounts to receive credit for class. This means students are required to be present at least 94 percent of the time— or the equivalent of 60,120 minutes per school year. This means students can only be absent 10 days per school year. However, there are some exceptions to this rule.

Types of Absences

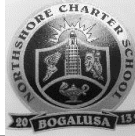
There are four types of absences a student may obtain: non-exempted excused; exempted, excused; unexcused absences; and suspensions. **Only exempted, excused absences are those which will not be counted against students when determining whether a student meets attendance requirements.**

EXEMPTED EXCUSED ABSENCES

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur.

Each of the following shall constitute a valid excuse for absence provided written evidence of the excuse is provided to the principal:

- A. Authorized school activity
- B. Illness or injury
- C. Isolation ordered by county health officer
- D. Death or serious illness of a member of the immediate family (siblings, parents, grandparents)
- E. Medical or dental appointment
- F. Court proceedings
- G. Observance of a religious event



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Students must turn in written documentation for an excused absence to the office within three (3) days of the date the student returns to school. Excuses may be turned in before school, during break, during lunch, or after school. A faxed note will not be accepted! If written documentation is not provided, the day(s) missed will be classified as unexcused absence(s). **On the 5th unexcused absences, the student will be turned in to the truancy officer as required by law.** Only ten (10) K-8th grade days of absences per class will be excused with a note from the parent/guardian. After the tenth (10th) day, an unexcused absence will be recorded. All excuses after the tenth (10th) day must have written documentation from the previous list. **No parent notes will be accepted after the tenth (10th) day of absence.**

NON-EXEMPTED, EXCUSED ABSENCE

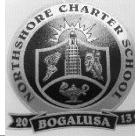
Non-exempted, excused absences are those incurred due to personal or serious illness in the family documented by acceptable excuses, including a parental note. These absences allow the student to make up for work missed, but are not considered in determining whether the student meets attendance requirements.

Unexcused absences are any absences that do not meet the requirements set forth in the excused absences and extenuating circumstances definitions, including absences due to any job (unless it is part of an approved instructional program). Students are allowed to make up work missed however, students will be given a “**O/F**” for those days missed if work is not made up. Responsibility for makeup work falls on the student/parent to make sure work is completed within the NCS makeup work guidelines.

According to Louisiana State law: RS 17:221 SUBPART C. SCHOOL ATTENDANCE §221. School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

A.(1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a



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minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

Extenuating Circumstances

The only exception to the attendance regulation shall be delineated extenuating circumstances that are verified by the principal as follows:

1. Extended personal, physical, or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.

EXTENDED ABSENCES

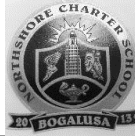
If a student is going to be absent for an extended period of time due to extenuating circumstances, the parent/guardian is required to notify the school in advance. Notification of the absence does not insure that the absences will be excused. Proper written documentation must be provided. Missing work may be requested from the teachers provided the student has an excused absence.

ENTERING CAMPUS IN THE MORNING

Morning: Parents bringing students to school will drop off at the Industrial Parkway side entry of the School. Students may arrive as early as **7:30a.m.** but not before, due to required staff supervision. Kindergarten and 2nd grade will eat breakfast in the cafeteria. 3rd-5th grade will enter campus through the gate between the cafeteria and Maintenance Building, get breakfast from cart and report to classroom. Middle School 6th-8th Grade will enter campus through the gate between the cafeteria and Maintenance Building, get breakfast from cart and report to designated outdoor areas. Inclement weather and temperatures under 40 degrees, students will report to classrooms for breakfast.

LATE TO SCHOOL (1st Period)

Students who are tardy disrupt the educational process for all students in the class. If a student is late to school, 7:46 a.m., he/she must be signed in by a parent. Students will not be allowed



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in class unless they have a tardy note from the office. After the first set of 5 late to school/tardiness the student will receive a warning and a minor referral will be recorded for the student. **On the student's sixth late to school, the truancy officer will be notified.** After the second set of 5 late to school/ tardiness (10 total) the Student will receive a minor office referral and will be required to serve seat time. On the student's 3rd (15 total) late to school/tardiness the student will receive a major office referral and be required to serve 3 days of ISS. Subsequent tardiness will result in the next steps (6 days ISS, 9 days ISS, Disciplinary Hearing). Faxes, phone calls and notes will not be accepted. Students will not be charged with a tardy when their bus is late. Northshore Charter School, in an attempt to reduce the number of tardy(s) to school, will implement this tardy policy with fidelity. Parents are required to cooperate with the teachers, counselors, and truancy officers throughout the school year. Truancy panel may be held at the school site or at the Youth Services Bureau / Office of Children & Family Services when this policy is violated.

TARDINESS TO CLASS (Periods 2-4)

Students are allowed ample time to pass from one class to another. Tardy to class for periods 2-4 is defined as unexcused lateness to class less than 5 minutes in length; anything over 5 minutes will be considered skipping (see page 42). On the fourth tardy with a referral, a student will receive two (2) days recess-detention and on the fifth tardy to class, the student will receive one (1) day of In School Suspension for each tardy to class.

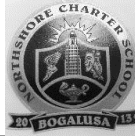
Remember, a teacher cannot hold a student after class to make them tardy for another teacher's Class however, any teacher can hold any student to take away their recess or snack time.

TRUANCY

A student absent without the consent of a parent, guardian, or school official is truant. Repeated truancy may be cause for disciplinary action, suspension, Discipline Hearing, or legal action. You are truant if you do one of the following:

1. Leave school without signing out in the Main Office.
2. Leave school at lunch time – we operate a closed campus policy.
3. Are absent from class without permission (Skipping).
4. Come to school but never attend class.
5. Obtain a pass to go to a certain area of the school, but never go there.
6. Loiter anywhere on campus during school hours.
7. Arrive at school late and never sign in at the Main Office.

Elementary and Middle School who have 10 unexcused absences MAY Fail due to Excessive Absences (FEA) and must be flagged as truant with a Families In Need of Services (F.I.N.S.)



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referral. Students may also be removed from enrollment at NCS after 10 consecutive unexcused absences.

Absence Reporting Procedures

1. When a student is absent, a parent should notify the main office (985-732-0005) by telephone between 7:46 and 9:00 a.m. Please call during each day of the absence, unless you have made it clear in a previous call that the student will not return for a longer period.
2. If no contact is made with the parent, the absence will remain UNEXCUSED.
3. On the day the student returns following the absence, the student must bring a formal absence letter (legally accepted excuse) and present it to the main office within three business days in order for the absence to become excused.

State policy requires a doctor's note in addition to the absence letter for a student who is returning after any contagious illness or after a student has been absent for three or more consecutive days due to illness.

CHECKING OUT OF SCHOOL

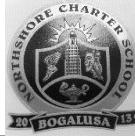
No student at NCS regardless of age can check themselves or another NCS student out. Any student with excessive check-outs (over 5) without doctor's excuses will be turned over to the truancy officer. Students can only be signed out of school by the parent/guardian or other adult(s) specified by the parent/guardian on the student's registration form. The parent/guardian or other designated adult must come to the office to sign the student out of school. For your child's safety, a picture identification will be required to check out a student. Checkout notes, phone calls, or faxes for early dismissal cannot be accepted. Student(s) will not be allowed to leave with a person(s) who is not listed on student's sign-out list or who does not have a photo I.D.

Students will not be allowed to check out for lunch.

TRANSPORTATION CHANGES

Temporary bus changes are required to have written notification to the school office and the teacher in advance if there is to be a change in transporting your child. Phone calls to change the student's bus will not be accepted.

IF WRITTEN NOTIFICATION IS NOT RECEIVED, YOUR CHILD WILL FOLLOW



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HIS/HER USUAL METHOD OF GETTING HOME.

Permanent bus changes are required to have a change of address form on file before the student will be allowed to ride a different bus.

In order to avoid interrupting instruction and to insure the safety of you child, please make plans with your child as to how to get to and from school before leaving home in the morning.

NO TRANSPORTATION CHANGES WILL BE MADE AFTER 2:00 p.m. This is done for your child's safety. We must have time to adequately ensure that the information is given to teachers and students. Also, any and all transportation changes must be done through the office and not by phone. Parents **CANNOT** change a child's bus, **ONLY THE OFFICE** can change a child's bus. For questions contact Transportation Department at 985-732-0005.

LEAVING CLASS

Leaving the classroom without the teacher's permission will result in the student being placed on the discipline ladder. Teachers are not required to let students leave their classroom.

Bathroom visits should be conducted between classes, before or after school, during break, or during lunch, not during class time.

LEAVING SCHOOL GROUNDS

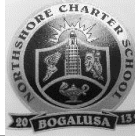
When a student leaves home, their parents assume that they are in school. In order for teachers and the administration to supervise students, it is very important that all students follow their schedule closely. A student is not allowed to leave the school grounds without his/her parent/guardian, or adult on the checkout list. No faxes, notes, or phone calls will be accepted as a means of checking out a student. A student should never leave school for any reason without permission from the principal. Once a student boards a school bus or arrives on the campus by any means, the student must check out through the office before leaving school for any reason.

EXTRA-CURRICULAR ACTIVITIES AND ABSENCES

Extra-curricular activities are seen as an extension of the school day. Therefore, all rules governing the regular school day apply to all activities at home or away. **A student must attend school the entire (100%) day in order to participate in school activities held on that day or night (To include both Saturday and Sunday if the 100% day is a Friday). Students must be at school before 7:46 to be counted as a 100%.** This also applies to scheduled practices. In cases of emergencies or medical situations, the principal may make exceptions.

Students that are ISS or OSS cannot participate in after school activities the day of their suspension or while serving in ISS. They must have attended a full day of school to be eligible to participate in the next activity after coming back from ISS or OSS.

Any student arrested/charged by law enforcement either on campus or off campus during school hours or after school hours can be suspended for participation for the remainder of



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the year. This includes possession of alcohol, drugs, weapons, assault, vandalism, etc.

Cutting a Class/Leaving Campus: We regard cutting as a serious offense and we will deal with it seriously. We consequences as set forth in the student code of conduct. Anyone who leaves campus without proper permission will receive in-school suspension and the police may be notified.

FIELD TRIP GUIDELINES

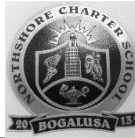
Students will be provided the opportunity to attend off campus field trips as part of the learning process. Chaperones may be teachers, paraprofessionals, or parents. For students to attend field trips, they must meet the following guidelines:

- 1) Student cannot have been suspended (ISS, OSS or alternative school) from school for any reason during the 9 weeks in which the field trip has been scheduled. Students assigned to ISS or other suspension the day of the field trip will not be allowed to attend.
- 2) Students not eligible to attend the field trip will be given an alternate assignment.
- 3) Students will be required to wear full school uniforms. Exceptions may be made through the principal's office.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal and transferring is as follows:

1. Secure written authorization for withdrawal or transfer from your legal parent or guardian.
2. Obtain Withdrawal Form from Data Coordinator Alicia Harvin.
3. Return all schoolbooks and property and make sure all fines and fees are paid.

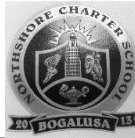


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SCHOOL POLICIES AND PROCEDURES





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TEXTBOOKS – (Damaged/Lost)

Students are responsible for their textbooks. Students must replace a lost textbook by paying the current cost of the book. Damage to textbooks will be assessed based on the severity of the damage.

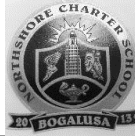
IPad/Laptop/Chromebook – (Damaged/Lost)

Students are responsible for their IPad/Laptop/Chromebook. Students must replace a lost IPad/Laptop/Chromebook by paying the current cost of the electronic device. Damage to IPad/Laptop/Chromebook will be assessed based on the severity of the damage.

Northshore Charter School Computer Use Regulations

The use of Northshore Charter School's computers are a privilege. The following are the rules for computer use:

1. Computers are to be used for academic work only. They are not to be used for personal entertainment (games, music, CD's, etc.)
2. Students are provided with a school email account which must be used for all school related activities. Students may not use school computers to send or receive email from personal email accounts. All school related communication with staff and students should be via school email accounts.
3. Students should use a computer only if a faculty/staff member is present and has given permission for that student to use it. Students should not use computers if a substitute is in charge of the class unless a computer assignment is given for that class period.
4. Food, drink or food and drink containers should not be brought near any computers.
5. No one should add or delete programs or change anything in the computer's system (settings, screen savers, background, etc.)
6. Students must inform teachers immediately if any configurations have been changed on a computer they are using, or they will be held responsible for the changes.
7. When a student leaves the computer the student must log off. At no time may a student use another student's login information.
8. The student is responsible for any actions taken under their login. No student files may be saved on the computer hard drive. Files should be saved in the student's google drive connected with their email account or on a personal flash drive.



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9. Students may use school computers only for assigned tasks and may use only those programs assigned by a teacher.
10. Please notify the teacher immediately if there is a problem.
11. Students must abide by the regulations set forth in the Northshore Charter School's Acceptable Use Policy.

NCS CAFETERIA RULES

NCS, like other public schools, will accept funds from the Federal government for school lunches. These guidelines are very strict. Among other things, the regulations dictate what food can be served in the cafeteria as well as who gets snacks and when.

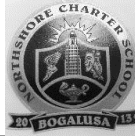
No snacks are allowed between breakfast and lunch.

Students are also allowed only 100% fruit juice, water, or milk at breakfast and at lunch. Absolutely no soft drinks or sports drinks for students are allowed at any time (including recess); however, flavored water is fine.

Students are not allowed to order or call food in to be delivered during lunch nor are students to bring food with chain or local restaurant logos on: wrapping, bags, boxes cups or any other style as determined by NCS administration.

The cafeteria is offered as a convenience to the student body. Please abide by the following rules when in the cafeteria:

1. Stay in a single file line while waiting to enter the cafeteria and up until you receive your food.
2. No Running / Horseplay / Yelling / Throwing anything
3. Once you receive your food you are to follow your teacher's instructions on the procedures which table and where to eat.



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Uniform Policy Kindergarten – Eighth Grade

If students are out of uniform, the parents/guardians will be called and asked to bring the appropriate items to the school and students will remain in ISS until they are in uniform. This not only causes a disruption in your day, but also causes missed instructional time for our students.

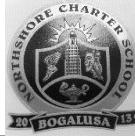
- Hunter Green Polo or T-Shirt or spirit shirts purchased from the school. Spirit Shirts not purchased through NCS that have a gator design are allowed on Fridays only!
- Khaki Pants (Cargos accepted)
- Khaki Shorts, must be finger-tip length
- Only NCS Spirit Hoodies/Sweatshirts purchased from the school **OR** Solid Plain Hoodies/Sweatshirts in Hunter Green, Gray, or Black
- No Saggy Pants
- Closed toed shoes must be worn for PE (6th-8th). Points will be deducted in PE class for not adhering to this policy.
- Open-toed shoes **MUST** have a back strap

Jacket Policy

- Button-Up Shirts and Zip Jackets are *not allowed EXCEPT* in solid-colored Hunter Green, Gray, or Black
- There are no color restrictions on winter coats when temperatures are 60 degrees or below

The following are not allowed on NCS Campus:

- Bandanas
- Pajamas
- Slippers/House Shoes/Slides
- Hair Wraps
- Baseball Caps
- Hats (other than winter-wear and worn outside only)
- If you have any questions as to whether or not something is permissible or not, the best policy is to ask first before you wear it to school. The Principal has final say over what is considered appropriate and what is not.



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PROCEDURES AND OTHER SCHOOL INFORMATION

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge. The teacher will then report it to the office and/or administrator. A Student Accident Report should be completed by the teacher and turned in to the office.

FINES/FEES

Any owed Fees from current or previous years will prevent students from participating in ANY extracurricular activities such as (field trips, dress down days, class parties, etc.); unless student has entered into a repayment plan. At least the first payment in a repayment plan must have been made prior to extracurricular activity for a student to participate.

CLUBS AND ORGANIZATIONS

All clubs and organizations on the school campus must be approved by the Principal/Director and must have a faculty sponsor or a parent approved by the Principal/Director.

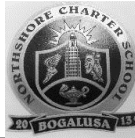
EXTRA-CURRICULAR ACTIVITIES (After-school programs)

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extra-curricular activities. All students attending after-school programs **must report immediately** to their designated locations after being dismissed from the last class. Students are not to loiter in the building and must remain under the supervision of the program sponsor(s). Parents are required to make arrangements for students to be picked up on time when transportation is not provided by the after-school program.

ELECTRONIC DEVICES/TOYS

Radios, videos, CD-players, CDs, DVD-players, DVDs, and other electronic devices are not allowed on campus. These items will be taken from the student and **will be returned only to the student's parents. Any unclaimed electronic devices/toys will be destroyed after 30 days, students who are habitual offenders of this policy may face further disciplinary consequences such as afterschool detention or even suspension.** NCS will not be responsible for any electronic devices that may be stolen or destroyed.

Toys are not appropriate to have at school. These items will be taken from students and **will be returned only to the student's parents** and may result in disciplinary action.



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CELL PHONES

Absolutely **NO** cell phones/electronic communication devices will be allowed by any NCS students on campus. If a student mistakenly brings a cell phone on campus and wishes to avoid consequence; they may turn the phone into the teacher or administration and it will be returned at the end of the day. If a student had the opportunity to have a teacher or administration hold their phone but, are later found in possession of a cellphone they must surrender the phone, SIM card, and battery. If the student refuses to surrender the cellphone, SIM card, or battery they can be placed on the discipline ladder at the discretion of the principal or his/her designee. **The parent/guardian will be responsible for obtaining the confiscated device. The school is not responsible for locating a lost or stolen cell phone.** Any unclaimed cell phones/electronic communication devices will be destroyed after 30 days.

If a cell phone is confiscated at NCS school officials will keep the phone for thirty (30) days unless the parent/guardian pays the fine as follows:

Students who are found to be in possession of a prohibited electronic device will receive consequences as follows:

1st offense – Device will be confiscated. Device will only be returned to the student’s parent or guardian at the end of the day.

2nd offense – Device will be confiscated. It will be returned to parent or guardian after the student has: Waited 30 days or paid a \$25.00 fine

3rd offense –In school suspension from school, and the device will be confiscated. It will be returned to parent or guardian after the student has: 1. Completed the suspension and 2. Waited 30 days or paid a \$50.00 fine.

Subsequent offenses - In school suspension from school a fine of \$75.00 or the phone/device will be held till end of school year. If the phone/device is not reclaimed by the 5th day after the last day of school, the phone or electronic device will be destroyed. The school is not responsible for lost cell phones or electronic devices.

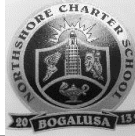
EMERGENCY DRILLS

Fire, tornado, and other evacuation drills are held throughout the school year. Remember the following basic rules:

1. Check the posted instructions in each classroom indicating how to leave the building in case of a drill or actual emergency.
2. Walk. No talking. Move quickly and quietly to designated areas.

SCHOOL CLOSINGS

Occasionally school may be closed because of inclement weather or other unusual circumstances. Please do not call the school or school personnel. The local TV/Radio stations will be notified by school officials as well as notification through the JCall service and the



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parent Facebook page. **It is imperative that we have your correct phone number.**

FACULTY LOUNGE AND RESTROOMS

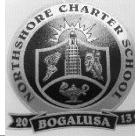
The **teacher's lounge** facility and restrooms provided for **teachers** are to be used only by staff and faculty members. **These areas are off limits to students at all times (during the school day or after school hours when students are participating in extra-curricular events and/or practicing).**

FUND RAISING

The principal must approve all fund-raising projects. **Students may not sell any items without the approval of the principal.**

HEALTH PROBLEMS

Students with health problems should report to the school office at the beginning of the school term or when such a problem arises. Forms must be picked up from the Office. The forms must be filled out and returned to the school. Special health problems that need reporting include vision disorders, hearing disorders, epilepsy, diabetes, recent surgery, or anything that might limit or hinder your progress or endanger your health at school.



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MEDICATION

If it becomes necessary for a student to take any form of medication at school, a completed form from the treating physician must be presented to the school nurse and kept on file in the Office. (Forms may be picked up in the office.) In the event a student becomes ill during the day, he/she should get a hall pass from his/her teacher and go directly to see our school nurse. If it is determined that the student is too sick to attend classes, the nurse will contact a parent or guardian to come and get the student. Students are not allowed to bring any types of medication to school, including over the counter pain relievers. Parent(s) must bring all medication to the school.

MEDICATION GUIDELINES

As a general principle, medications will not be given at school. However, when circumstances arise in which a student must take medication at school; the following will be adhered to:

- Medications must have a proper medication order form completed by the physician detailing the name of the medicine, the dosage, and exact time to be given.
- Parents must meet with the School Nurse to sign appropriate medication forms before any medication can be administered at school.
- Medication must be brought to the school by a parent or guardian in a current container appropriately labeled by the pharmacy. No more than 25 dosages in a tablet form can be kept at the school for each child. **NO MEDICINE WILL BE ACCEPTED IN PLASTIC BAGS OR MISLABELED BOTTLES!**
- If a dosage should change, the office must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, whereby a childproof cap bottle must be given to the office with the correct dosage and dispensing information. If the medication and dosage changes and a written statement is not received, the child will not be given his/her medication.

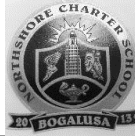
NO SCHOOL EMPLOYEE CAN ADMINISTER MEDICINE EXCEPT DESIGNATED PERSONEL

NO OVER THE COUNTER MEDICATION CAN BE GIVEN unless prescribed by a doctor or dentist. (This means Aspirin, Tylenol, Cough syrup, Cough drops, Antacids, etc.).

NO EYE OR EAR DROPS CAN BE GIVEN AT SCHOOL. Antibiotics should be given in a time-span so they may receive it at home if at all possible.

HEAD LICE

Students who are identified with head lice **MUST** be cleared by the school nurse before returning to classes. **NCS has a strict no live bug policy.** In order for a student to return to school, parents **MUST** bring them and meet with the nurse for clearance. Thank you for your cooperation in this matter. If you have any questions, please call the school.



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LOST AND FOUND

Students who have lost or misplaced personal items or school materials should check with the office. You must provide verification that the item belongs to you. All unclaimed items will be donated to a thrift store or a family in need at the end of 30 days

SEARCHES

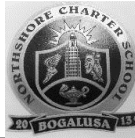
Any administrator, school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of NCS policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher in the presence of an administrator may search a student or the student's personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, NCS policy, or a school rule.

POSTERS AND ADVERTISEMENTS

The principal must approve all posters, announcements, or advertisements to be displayed anywhere in the building or on the school grounds.

TELEPHONE

Students will not be allowed to use the office phones for personal calls. In the event that a student receives an emergency call, he/she will be called out of class. **If not an emergency, a message will be taken and giving to student during their lunch break.**



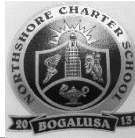
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Academics





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1st – 8th GRADING SCALE

A = 100—93

B = 92—85

C = 84—75

D = 74—67

F = 66—0

Kindergarten GRADING SCALE

S = SATISFACTORY

N = NEEDS IMPROVEMENT

U = UNSATISFACTORY

*Promotion is dependent on the grade level Pupil Progression Plan.

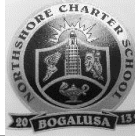
HOMework

Individual study at home or at school is a necessary part of each student's education program. Each student is expected to spend some time away from school reviewing material or preparing for learning new material. Whether or not the teacher assigned actual homework, students should always arrange some time to study those subjects in which they are experiencing difficulty. Homework assignments will vary according to the subject and the teacher. Any student who is absent is responsible for checking with teachers to find out the lessons or material missed. It is the student's responsibility for such make-up work. The number of days the student is absent is the amount of time he will have to make up the work once they return to school. The absence must be excused to make up tests.

HONOR ROLL

Students being recognized as honor roll students must meet the following criteria:

Banner Roll	Students with a 4.0 GPA for the nine weeks.
Honor Roll	Students with a minimum 3.0 GPA for the nine weeks and no grade lower than a B.



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PROGRESS REPORTS

Progress reports will be sent home in the middle of each nine weeks.

REPORT CARDS

Report cards will be given every nine weeks to students. Report cards notify parents of their child's progress. The number of times your child has missed class is also recorded on the report card.

SPECIAL EDUCATION SERVICES

NCS shall comply with all laws governing the education of students with exceptionalities in accordance with federal, state and local law (Individuals with Disabilities Education Act (IDEA), Title II of the Americans with Disabilities Act of 1990 (ADA), Louisiana's Education of Children with Exceptionalities Act (R.S. 17:1941 et seq.)). According to the Individuals with Disabilities Act (IDEA), the term "special education" means specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability. If a child is experiencing learning difficulties, the parent should contact their child's special education case manager, teacher or the head of school to discuss options for accommodations that may help facilitate the child's educational progress. At any time a parent is able to request an evaluation for special education services.

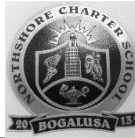
Qualifying students may receive speech services. Speech services are offered to students who qualify. Students must be referred through the Student Assistance Team and must be screened in order to qualify for services.

NCS offers a continuum of support to meet the academic and behavioral needs of each student. For more information regarding the rights of students with disabilities, please visit the Louisiana Department of Education website at:

<https://www.louisianabelieves.com/resources/library/family-support-toolbox-library>

Academic Recovery

Based on student need, Academic Recovery will be held at a time and date to be determined. Teachers who have previously documented notification of parents/guardians regarding their child's: failure to complete assignments either in class or at home, sleep in class and do not attempt the daily required assignments, refuse to do assignments or tests during normal class time or any other instance of a student not complying with teacher required assignments **SHALL** be placed in Academic Recovery until all assignments are satisfactorily completed. Students who miss more than 10 unexcused days **WILL** be placed in Academic Recovery. Academic Recovery is not for extra credit or bonus assignments. Parents **WILL** be responsible for picking their child up from Academic Recovery.

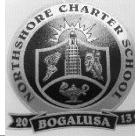


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STUDENT CODE OF CONDUCT





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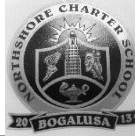
STUDENT CODE OF CONDUCT

Every student of Northshore Charter School shall be held to a high standard of behavior at school, on the playgrounds of the school, during extra-curricular activities, and even while traveling to and from school. At all times the students of Northshore Charter School shall be expected to exemplify model student behavior.

To this end, the principal and classroom teachers shall have both the authority and duty to take appropriate action whenever the behavior of any pupil(s) interferes with or disrupts the maintenance of a proper atmosphere for learning. An education cannot exist without an orderly classroom and school environment.

Based on Louisiana Revised Statute 17:416, every teacher shall endeavor to hold every student to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. School principals may assign consequences as they see fit when any pupil who is guilty of willful disobedience; who treats with intentional disrespect a teacher, principal, director, member, or employee of the local educational authority; who makes against any one of them an unfounded charge; who uses unchaste or profane language; who is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates; who uses tobacco, alcoholic beverages, any controlled dangerous substance governed by Uniform Control Dangerous Substance Law in any form in school building, on school grounds or on school buses; who disturbs the school and habitually violates any rule; who cuts, defaces, injures any part of public school buildings, any property belonging to the school buildings, any school buses; or who writes any profane or obscene language or draws obscene pictures in or on any school material or any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school; or who is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; or who throws missiles on the school grounds liable to injure other pupils, or who instigates or participates in fights while under school supervision; or who leaves his/her classroom during class hours or detention without permission; or who is habitually tardy or absent; or who commits any other serious offense.

Note: Each teacher will contact parent when a problem persists or the teacher determines it is serious enough for parental intervention



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Gaining **A**chievement **T**hrough **O**wnership **R**esponsibility & **S**ervice

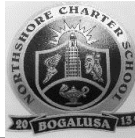
TEACHER BILL OF RIGHTS

(LSA-R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various rights conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S.17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

*No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of rights shall not be construed to supersede any other state law, BESE Policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.



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ANKLE BRACELETS / HOUSE ARRESTS

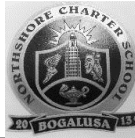
Any student with a house arrest ankle bracelet will be dealt with on an individual basis and may be transferred to the alternative school. They will remain there through the end of the grading period in which the ankle bracelet is removed.

BUS DISCIPLINE PROCEDURE

The following procedures are not designed to be used in the case of a severe behavior incident which is defined at the end of this policy. A minor offense is defined as one that disrupts the normal and/or safe operation of the school bus. Discipline on the school bus is determined by the administration. Placement off of the school bus will follow the three (3), six (6), nine (9) and remainder of the school year for the entire school calendar year as deemed necessary by the school administrator.

Steps	Action (by school bus driver)	Consequence
Step #1	Student is corrected and warned. "This is your first offense. This behavior is not acceptable."	Written documentation by the school bus driver. Parent/guardian notified of discipline/safety violation.
Step #2	Student is corrected. School bus driver writes an office referral/ School Bus Behavior report and sends to the office	Principal/Designee handles. Removal from school bus for 3 days
Step #3	Student is corrected. School bus driver writes an office referral/ School Bus Behavior report and sends to the office	Removal from school bus for 6 days
Step #4	Student is corrected. School bus driver writes an office referral/ School Bus Behavior report and sends to the office	Removal from school bus for 9 days
Step #5	Student is corrected. School bus driver writes an office referral/ School Bus Behavior report and sends to the office	Removal from school bus for the remainder of the school year.

Severe behavior refers to the possession of tobacco, vape, willful disobedience to bus driver or bus monitor, fighting, use of profanity or possession of a weapon, and results in an automatic school bus suspension as well as potential ISS/OSS or Disciplinary Hearing.



NORTHSHORE CHARTER SCHOOL

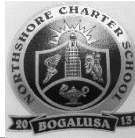
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FIGHTING/ALTERCATIONS-(on bus or campus)

All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for Discipline Hearing for the current semester or the entire school year and may be referred to local law enforcement for possible arrest. **Incidences deemed necessary will be brought to the Discipline Committee (principal or designee, teachers, and staff) by the administration of NCS for further review. Decisions are at the discretion of the principal or his/her designee.**

Northshore Charter School Technology Discipline Chart

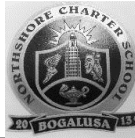
Infraction	1st Offense	2nd Offense	3 rd Offense	4 th Offense
Deletion of browser history and/or using private browser.	Confiscation of device (1 week)	Restricted to computer use only at school (cannot take home).	ISS 3 days and no computer use.	*See using a device while on restricted or no user status.
Use of device in a way not instructed (games, YouTube, non-academic browsing, etc.)	Minor referral	Minor referral and confiscation of computer for (1-2 days)	Referral to Technology Office** confiscation (1 week)	Referral to Technology Office** confiscation (1 month)
Unauthorized apps or websites	Referral to Technology Office** (and minor referral) Confiscation of device (1-2 days)	Referral to Technology Office** (and minor referral) Confiscation of device (3-5 days)	Day User only	No User
Stealing or vandalizing other students' technology	Discipline hearing; invoice from NCS for loss or damage of device	Discipline hearing; invoice from NCS for loss or damage of device	Discipline hearing; invoice from NCS for loss or damage of device	Discipline hearing; invoice from NCS for loss or damage of device
Use of device and its capabilities to bully/threaten/cyberbully	See NCS bullying policy and consequences	See NCS bullying policy and consequences	See NCS bullying policy and consequences	See NCS bullying policy and consequences



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Infraction	1st Offense	2nd Offense	3 rd Offense	4 th Offense
Sites, sounds, music and/or images of a highly sexual nature (pornography) *major	Up to 3 days of OSS or a disciplinary hearing for possible long term suspension; No User	Disciplinary Hearing for potential long term suspension	Disciplinary Hearing for potential long term suspension	Disciplinary Hearing for potential long term suspension
Device contains inappropriate and/or non-academic videos, images, text, etc. (on cell phone or school computer) *minor	ISS (1 days); confiscation (1 week)	ISS (2 days); confiscation of device (1 month)	Day User; OSS (3-6 days)	No User; Disciplinary Hearing; OSS (6-9 days)
Violating the academic purpose of technology (airdrop, private email, inappropriate language on device, misuse of Google apps or Drive)	ISS (1 days); confiscation (1 week)	ISS (2 days); confiscation of device (1 month)	Day User; OSS (3-6 days)	No User; Disciplinary Hearing; OSS (6-9 days)
Manipulation of another student's work	Office referral; ISS (1 day)	Office referral; ISS (2 day)	Day User; (3-6 days) ISS	No User; OSS (3-6 days)
Using a device while on restricted or No User status	Restricted= confiscation of device (1 month); No User= ISS (3-6 days)	Restricted= No User; No User= OSS (3-6 days)	Restricted= ISS (3-6 days); No User= OSS (6-9 days) with a Disciplinary Hearing	Restricted= OSS (3-6 days); No User= Disciplinary Hearing
Unauthorized use of camera for photos or video; Unauthorized picture of students and/or staff (violation of FERPA)	Referral to Technology Office** (and a minor referral) & confiscation of device (1-2 days)	Referral to Technology Office** (and a minor referral) & confiscation of device (1 week)	Day User	No User



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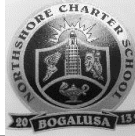
Gaining **A**chievement **T**hrough **O**wnership **R**esponsibility & **S**ervice

Infraction	1st Offense	2nd Offense	3 rd Offense	4 th Offense
Habitually bringing an uncharged device to school or not bringing the device at all	Referral to Technology Office** (teacher records a minor referral & calls home) student made a day user for one week- expected to check in and out with Mrs. McDaniel	Referral to Technology Office** (teacher records a minor referral & calls home) student made a day user for one week- expected to check in and out with Mrs. McDaniel; 1 day of ISS	Permanent Day User; 2 days of ISS	No User; 3-6 days of ISS

***Students with multiple infractions will receive discipline in relation to each infraction at the discretion of administration in accordance with NCS discipline.**

****A referral to the Technology Office means that the teacher has put the referral into JCampus, but has also contacted Mrs. McDaniel with specific information so she can address the infraction.**

*****Teachers, if in doubt bring the device and the write up to the Technology Department.**



NORTHSHORE CHARTER SCHOOL

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BULLYING POLICY

Definition of Bullying

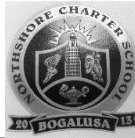
1. *Bullying* is defined as a pattern of one or more of the following behaviors:
 - a. gestures, including but not limited to obscene gestures and making faces;
 - b. written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
 - c. physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
 - d. repeatedly and purposefully shunning or excluding from activities.
2. Behavior defined as bullying is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. Bullying must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Northshore Charter School directs students, school board members and employees and school volunteers to report any incidents bullying of a student by another student. For purposes of this policy, the term “**bullying**” shall contain all 3 of the Steps in any form whether it be intentional gesture or written, verbal or physical act that:

3 STEPS OF BULLYING

1. Is **Repeated** –Does it occur more than once or twice?
2. Is **Mean**- Are they trying to truly harm you or your feelings
3. Is **Imbalanced**-Are they bigger or older or exclude you from a different group

If your child experiences bullying based on the aforementioned 3 steps or you have concerns then report the bullying to the Dean of Students at 985-746-6956- phone receives calls 24 hours a day (after 5:00pm and Saturday and Sunday leave detailed voice message).



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Northshore Charter School will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred; the students involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student(s) involved; a conference with parents/guardians, a warning, or in more serious cases, the student(s) may be suspended or face a discipline hearing from school.

Uniform Code of Discipline

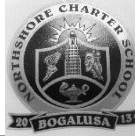
Disciplinary action taken by the principal or classroom teacher may include, but is not limited to the following:

1. Oral or written reprimand in the case of first time violations.
2. Referral to a guidance counselor, for a counseling session, which may include but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, stress management, exclusion or time-out.
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be filed with the principal.
4. Assignment to an after-school detention program.
5. Other disciplinary measures as permitted by school policy.

Northshore Charter School shall employ a Uniform Code of Discipline incorporating the policies set forth in the Student Code of Conduct. All NCS faculty and staff shall consider all extenuating circumstances before resorting to disciplinary action occurs and to assure that students receive due process. For the purposes of this policy, extenuating circumstances include but are not limited to, the following factors:

- The seriousness of the offense
- Student's prior conduct
- Parent's cooperation
- Student's age, maturity and placement
- Student's willingness to make appropriate (as deemed by principal or designee) restitution.
- Student's attitude
- Parent and student's willingness to enroll in a student intervention program

Potential disciplinary actions are not listed in any particular order under each Infraction heading.



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MINOR INFRACTIONS

After three (3) minor infractions the student will automatically receive one (1) major infraction, placing them on Step 1 in the office.

SPECIFIC MINOR INFRACTIONS AND CONSEQUENCES

The following are considered minor infractions and may be corrected by the principal and/or classroom teacher without removal from class or specific disciplinary action unless the behavior continues after specific directive to cease and desist, or repeating the same violations of rules:

- Talking in class without permission
- Tardy for class
- Loud talking in hallways
- Running in hallways
- Pushing or shoving of students in a non-harmful manner
- Walking or running in restricted areas of the campus
- Violation of the student uniform policy and/or the Student Grooming and Dress Standards.
- Lack of proper classroom preparation (i.e., preparing homework or assignments)
- Lack of proper classroom participation
- Eating/Drinking (other than water) during class time and in classroom (Approved parties are an exception to this rule).
- Failure to comply with the school's Classroom Behavior Standards

First Offense

Warning/Parent Call/Note home

Second Offense

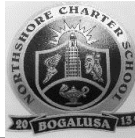
Phone Call/Parent conference/
classroom consequence

Third Offense

Phone Call/Parent conference/
classroom consequence

Fourth Offense

Office Referral



NORTHSHORE CHARTER SCHOOL

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INFRACTION 1: The following violations encompass inappropriate behaviors by students in the classroom or on the school campus:

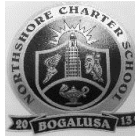
- 1-1 Running and/or making excessive noise in the hall or building
- 1-2 Cheating and/or copying work of another student
- 1-3 Displaying any behavior that is disruptive to the educational environment
- 1-4 Loitering/in hallways, bathrooms, common spaces without a pass during scheduled class time or when students should be in cafeteria for lunch.
- 1-5 Repeated/unexcused tardiness to class after 1st period (5 minutes or less) – a letter/phone call to the parent on the fifth (5th) tardy, on the sixth (6th) through eighth (8th) tardy, the student will be assigned to Lunch detention. On the ninth (9th) tardy and each successive tardy thereafter, the student will be assigned three (3) days ISS.
- 1-6 Littering anywhere on campus
- 1-7 Selling, trading, and bartering items on school property
- 1-8 Possession of cell phone or other electronic communications devices, CD players, games, iPods

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Exclusion
- Recess Detention
- Campus Beautification/Trash Pick-Up/Weed Flower Beds
- ISS

INFRACTION 2: The following violations encompass inappropriate behaviors that disrupt the educational environment on the campus:

- 2-1 Posting or distributing unauthorized or other written materials on school grounds
- 2-2 Leaving the school grounds without permission (including the bus loading zone)
- 2-3 Exhibiting any hostile or unacceptable physical actions
- 2-4 Failing to abide by school rules and regulations
- 2-5 Using or publishing profane, obscene indecent, immoral, libelous or offensive language and/or gestures
- 2-6 Defying (disobeying) the authority of school personnel
- 2-7 Failure to provide proper identification



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- 2-8 Failing to attend class without a valid excuse (Skipping)
- 2-9 Initiating any unacceptable physical contact
- 2-10 Misconduct at school-sponsored events
- 2-11 Violation of the Dress Code
- 2-12 Leaving a classroom without permission
- 2-13 Disruptive behavior on the school bus
- 2-14 Lying to school personnel
- 2-15 Possession or drinking of energy drinks is prohibited at school or any school functions

POSSIBLE DISCIPLINARY ACTIONS

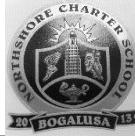
- Teacher-Student-Parent-Administrator Conference
- Exclusion
- Disciplinary Reassignment
- Campus Beautification/Trash Pick-Up/Weed Flower Beds
- Detention
- ISS
- Removal from school bus

INFRACTION 3: The following violations encompass inappropriate behaviors that seriously disrupt the educational environment of the classroom or campus:

- 3-1 Gambling
- 3-2 Fighting – two (2) people.
(Students gathered around a fight will be assigned Detention)
- 3-3 Instigating or participating in a fight
- 3-4 Profane, obscene, indecent, immoral, or seriously offensive language (racist & sexually harassing) or gestures, propositions, exhibits (drawings/images) or Internet searches
- 3-5 Cameras, laser devices, or shocking devices
- 3-6 The playing of loud or offensive music on school grounds
- 3-8 Any behavior that is seriously disruptive
- 3-9 Endangering the health of another by piercing any part of the person's anatomy

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Disciplinary Reassignment
- Campus Beautification/Trash Pick-Up/Weed Flower Beds
- Detention
- ISS



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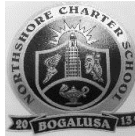
● Alternative Placement

INFRACTION 4: The following violations encompass inappropriate behaviors that seriously disrupt the educational environment of the classroom or campus. In most cases, these behaviors are also illegal:

- 4-1 False activation of fire alarm
- 4-2 Extortion
- 4-3 Assault
- 4-4 Gang related activities, signs, colors, number, etc.
- 4-5 Vandalism/criminal damage to property
- 4-6 Bullying, harassment, cyber bullying, discrimination against, intimidation, coercion, or force (RS 17:416.13 & RS 17:416.15) when on campus or under school supervision including using school issued laptop
- 4-7 Theft or possession of stolen property
- 4-8 Possession, use, or delivery of fireworks including snap pops and party poppers
- 4-9 Persisting in serious acts of disobedience or misconduct
- 4-10 Inciting or participating in a riot
- 4-11 Intentional disrespect
- 4-12 Sexual harassment
- 4-13 Alter school records
- 4-14 Using technology without authorization
- 4-15 Possession/Threat of the use of a knife, gun, razor blade, or other weapon
- 4-16 Possession of material that advocates an illegal act
- 4-17 Drug paraphernalia / look-a-like substances and CBD products
- 4-18 Hazing
- 4-19 Possession of and/or under the influence /appearance** of alcohol
- 4-20 Possession and/or distribution of pornography on school grounds through the use of any media (electronic device, paper, or text messaging) are prohibited.
- 4-21 Threat of/or bodily harm to student

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Disciplinary Reassignment
- Campus Beautification/Trash Pick-Up/Weed Flower Beds
- Detention
- ISS
- Alternative Placement
- Restitution if applicable



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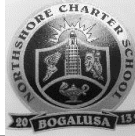
- Possible police notification
- Department of Children and Family Services (DCFS), OCS and Families In Need of Services (FINS)

INFRACTION 5: These violations include those illegal student behaviors that most seriously disrupt the orderly educational process of the educational environment in the classroom or on campus:

- 5-1 Aggravated assault attempts
- 5-2 Arson
- 5-3 Use, possession, and/or concealing of a weapon or look-alike firearm
- 5-4 Robbery
- 5-5 Burglary
- 5-6 Delivery or distribution of any controlled dangerous substance
- 5-7 Sex violations
- 5-8 Aggravated battery
- 5-9 Disorderly conduct
- 5-10 Trespassing
- 5-11 Possession, knowledge of, or under the influence/appearance** of a look-alike substance, or mood-altering chemical or drug
- 5-12 Possession, knowledge of or under the influence/appearance** of any controlled dangerous substance
- 5-13 Engaging in any other illegal behavior
- 5-14 Vandalism/criminal damage of personal property or school property
- 5-15 Bomb threat
- 5-16 Threat of/or bodily harm to school personnel
- 5-17 Fighting – more than two (2) people making physical contact with one another
- 5-18 Possession of tobacco products, lighters, matches or evidence of tobacco use including electronic vape and nicotine delivery systems as well as any oils /” juice” designed for aforementioned devices.
- 5-19 Use of counterfeit money to purchase any items on campus

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Disciplinary Reassignment
- Detention
- ISS
- Alternative Placement
- School driving privileges revoked
- Restitution if applicable)



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- Police must be notified
- Department of Children and Family Services (DCFS), OCS and Families In Need of Services (FINS)

* In school suspension is referred to as ISS.

* Out of school suspension is referred to as OSS.

**Determined by School Nurse and Principal

Note: Students who consistently abuse the first steps in the discipline ladder may have a discipline ladder developed to best meet the needs of the individual student. This new ladder will be in effect for the student when the parent has been contacted and informed of the new discipline ladder. Note: If misbehavior occurs during the last ten (10) days of school, the punishment may be carried over to the next school year.

DETENTION POLICY

RECESS DETENTION

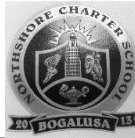
Failure to report for detention as scheduled will result in additional disciplinary action. Detention will be held during the students recess. Detention dates and times will not be changed. Only doctor's excuses and/or court dates will be accepted as excuses for a change in detention dates. Students will report to the designated Detention area immediately following their dismissal from class. If a student reports to Recess Detention 2 minutes or later the student will be given additional day (s) of recess Detention. After being assigned recess detention and missing it and then being reassigned and not serving that recess detention, student will receive a referral for failure to complete assigned consequence and be placed on the next discipline step in the office.

AFTER SCHOOL DETENTION

If administration determines that after school detention is necessary for students, parents will be given 24 hour notice and student will serve detention from 3:00 to 4:30 pm Tuesday and/or Thursday. **It will be assigned at the discretion of the principal** for violations of school rules. Detention will never be assigned the same day the behavior violation occurred so, that parents / guardians will have time to arrange for after school transportation (usually a 24 hour notice). The following rules apply:

***ALL DETENTION STUDENTS MUST BE PICKED UP BY Parent/Guardian ***

1. The student must report by assigned time. Any student who is late will not be admitted. If a student is not admitted, he/she will be assigned ISS the following day.



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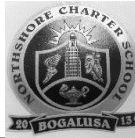
2. Students who are in detention may not eat, drink, or sleep.
3. Misbehavior in detention will result in further disciplinary action, possibly suspension.
4. Not having transportation shall not be an excuse for missing detention. If an emergency arises and a student cannot attend, parents must contact the principal prior to detention so that it may be rescheduled.
5. Students must wear school uniforms to detention.

IN-SCHOOL SUSPENSION (ISS)

The school's in-school suspension program is designed to minimize non-productive behavior(s) within the educational process and to act as an alternative to out-of-school suspension (OSS). Teachers of a student assigned to ISS will prepare daily assignments that include the work the student is missing during his/her absence from class, and these assignments will be completed in ISS and then returned to the classroom teachers. Students assigned to ISS will not be allowed to participate in any school activities, such as pep rallies, assemblies, etc., that take place during the normal school hours. Students will be counted present for attendance and will receive credit for all assignments completed while in ISS. **To gain re-entry into the regular school setting, the student must complete his/her assignments and comply with all ISS guidelines and requirements.** Any student who violates the ISS guidelines or fails to attend ISS when assigned will be assigned 3, 6, or 9 days of OSS. **Students assigned to ISS are not allowed to ride the school bus and MUST be signed in by 7:45 am and picked up by a parent or legal guardian no later than 2:45 pm, parents must promptly pick up ISS assigned student. Students are not allowed to talk, sleep, or get out of their assigned ISS seats.** Any violation of ISS rules will result in student being suspended out of school. If a student leaves or checks out of school early, or comes in tardy after 8:01 a.m. (before the end of the school day), they will NOT receive credit for that day in ISS. ISS is for the entire school day.

IN-SCHOOL SUSPENSION RULES

- * A student will have an assignment upon entering the ISS room. All ISS forms must be complete with signatures upon entering the ISS room.
- * A student will not leave ISS without permission or face disciplinary referral resulting in more assigned days and /or student being sent home.
- * A student will complete an entire day of ISS - a partial day will not count as a day served of ISS. (No excuses from parents or doctors etc. will be accepted). Except hospital admission or Covid-19 quarantine, must have documentation upon return to school.



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* A student will be allowed **one** restroom break in the morning and **one** in the afternoon. Unless ISS facilitator deems more are needed or student has medical excuse.

OUT OF SCHOOL SUSPENSION (OSS)

When a student's action is of such a nature to require an out-of-school suspension (OSS), the parent will be contacted immediately. The principal may elect to send a letter, hold a telephone conference, or conduct a personal conference. For absences due to suspension, the student will be allowed to make up any class or homework assignments missed during the suspension but it is the student and parent responsibility to make sure these assignments are completed and turned in in accordance with NCS makeup work policy. In order for a student who has been suspended from school to be readmitted following his/her suspension, the parent/legal guardian must accompany the student for a conference with an administrator to sign a statement of assurance and individualized behavior plan. Failure to have a parent or guardian sign a student in after OSS will result in student being placed in ISS until parent/guardian meets with administrator. Any student suspended from school will be considered a trespasser if he/she is found on school grounds or any school property during the period of suspension without prior approval.

ALTERNATIVE SCHOOL

All NCS students who have had a disciplinary hearing and are assigned to Alternative School/extended ISS will attend the Alternative Classroom (ISS room) on the NCS campus. **This placement is considered Alternative School and not ISS.** Once the student's placement is served, they will be allowed to return to regular NCS classes.

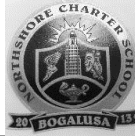
ELASTIC CLAUSE

NO STUDENT HANDBOOK CAN COVER EVERY SITUATION WHICH MAY OCCUR IN A SCHOOL.

The administration reserves the right to take any steps, at any time, which in their judgment, are necessary for the wellbeing of the students and for maintaining the standards of the school. Any procedure, rule, or regulation preceding this clause is also subject to this clause.

DOCUMENTATION

All disciplinary referrals made by a classroom teacher and disciplinary actions taken by a classroom teacher shall be documented and kept on file in the classroom teacher's records. All



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disciplinary actions taken by the principal or classroom teacher shall be documented and kept on file in the school office.

PARENTAL APPEAL

The parents of any pupil suspended or recommended for Discipline Hearing from the Northshore Charter School who believes the suspension or Discipline Hearing is unjustified, shall have the right to request a hearing before the NCS Principal. In such cases the request must be made in writing to the Principal. Upon receiving such a request, the NCS Principal shall schedule a hearing within ten (10) days. Attendance at the hearing shall be limited to the parents and legal counsel if present, the student, the principal, teacher(s), the school's legal counsel, and any other Northshore Charter School employee who has knowledge of any facts involving the matter.

Following the hearing, the director shall decide to sustain or reverse the suspension in a case involving a suspension, or to approve or deny a recommendation in a case involving a Discipline Hearing. The action of the Principal and/or his/her designee following such a hearing is final and there shall undertake no further consideration of the matter.

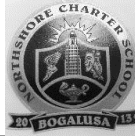
DISCIPLINE POLICY REVIEW

Annually the Board shall review all policies of the school that are related to student discipline and make such changes as may be appropriate.

DISCIPLINE HEARING

The principal of Northshore Charter School or his/her designee along with the Child Welfare Officer at Bogalusa City Schools shall hold a hearing if an offense committed by the student is serious enough to warrant such action or is in violation of school policies, rules, regulations, or is in violation of state or federal law.

Upon receiving a recommendation for Discipline Hearing of a student from the principal and Discipline Committee, the principal or his/her designee shall conduct a hearing to determine whether Discipline Hearing or other disciplinary action shall be taken. At the hearing, the principal, any teacher, and/or any other employee of the school who has any knowledge of such violation(s) as may have been committed by the student shall be heard and all relevant facts presented relative to the case. Until the hearing is conducted, the student shall remain suspended from all classes and school activities.



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The hearing regarding shall be closed to the public. The student may be accompanied by a parent and/or legal guardian of record. The hearing shall begin with a presentation of facts by the Principal, Discipline Committee, a Teacher and/or other designated school employee, followed by a specific recommendation from Northshore Charter School. Following the presentation of facts and recommendation, the student and his/her parent(s) and/or guardian(s) shall be given an opportunity to present any facts which they believe to be relevant to the recommendation. If either side intends to present witnesses that will substantiate or support their position, this must be made known to the principal or his/her designee at the beginning of the hearing. Witnesses will only be allowed to remain in the hearing during the time of their testimony.

Following the hearing the principal shall determine the appropriate disciplinary action that shall be taken in the case.

Northshore Charter School is a school of choice and makes clear its policy on discipline and the requirements of parental involvement in enforcing policies conducive to learning.

SUSPENSION AND DISCIPLINE HEARING FOR STUDENTS WITH DISABILITIES

Suspension and Discipline Hearing of students with disabilities shall be in accordance with the Discipline of Students with Disabilities Statute, which can be found within the NCS Special Education Handbook.

SECURITY VIDEO

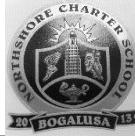
The Family Educational Rights and Privacy Act (FERPA) decision 10 FAB 25, 107 LRP 685 states that a video is considered an educational record protected by FERPA, if it contains information that is directly related to a student. Therefore, **a parent cannot view a school security video or a bus security video, because the student's or students' FERPA rights would be violated by such a viewing.**

Terrorizing Policy

The policy concerning terrorizing will be as follows:

I. Definition of Terrorizing

Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, with the intent of causing members of the general public to



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be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

II. Reporting of Terrorizing

Student – A student who comes into contact with a terrorizing threat will report it immediately to the nearest school employee.

Employee – Any employee who is exposed to a terrorizing threat shall immediately report the threat to an administrator of that school.

Administrator – School administrator will analyze the terrorizing threat and contact the Northshore Charter School Board immediately and law enforcement as deemed necessary.

III. Handling a terrorizing threat - evidence

Type of terrorizing threat:

Note – written note will be secured in principal's office with as little physical contact as possible.

Graffiti – area is to be sealed off by administrator. Student/public exposure is to be held to a minimum if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.

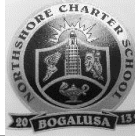
IV. Communication

Once a terrorizing threat is made, it will be dealt with accordingly:

Threat to a student:

Threatened student will be informed of terrorizing threat immediately and maintained in a secure posture in an administrative office with a school employee.

Parent(s) of threatened student will be informed immediately. Decision to take student off campus or allow student to remain in school will be made by parents.



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Threat to an employee:

The employee is to be informed immediately.

Media Contact:

The board members will serve as the only media contact in a terrorizing threat situation. It is recommended that school administrators and/or teachers refrain from making comments to media.

V. Follow up

Principal will document threat situation via a detailed written report within twenty-four hours. Copies of the report are to be forwarded to the Director and/or Designee. A board member will meet with school administrator(s) to review the threat situation as soon as possible. Director will meet with faculty to discuss/access situation at earliest convenient time. If deemed necessary, Director may also meet with student body. Director will make herself available to parental concerns.

VI. Consequences

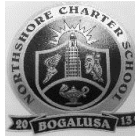
Any student found guilty of a terrorizing threat shall be recommended for Discipline Hearing from school.

VII. Law enforcement

Terrorizing is against the law. Therefore, a student may be charged with this act of violence according to law enforcement procedure. This statute provides that whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars (\$15,000) or imprisoned with or without hard labor for not more than fifteen years, or both.

PARENT CONDUCT

Northshore Charter School has been established and advertised as a school of choice with high standards. The concept of a partnership of mutual respect between parents, teachers, and students will be one of the strengths of NCS. The educational climate at Northshore Charter School cannot be maintained in accordance with the NCS mission, goals, and objectives if there is a breakdown in any aspect of the partnership. Accountability of all people provides this partnership. Teachers are trained to use classroom management techniques that foster



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optimum learning conditions, and to communicate with parents their expectations for students. Policies exist whereby teachers who do not perform their teaching duties and other duties in their job descriptions will not be rehired. Policies are on file whereby students are held accountable, and if conformity to the high standards is not maintained, the students may be recommended for dismissal from Northshore Charter School.

This partnership between students, teachers, and parents requires parents to support NCS and its teachers, as the school attempts to carry out its mission. Parents shall be made aware of all policies by means of the student handbook and the policy manual kept in the office and available to parents.

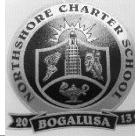
Parents who exhibit open hostility to teachers and other NCS staff members by means of abusive language, either verbally or written communications, will not be permitted to return to the school campus for any reason. The Principal may suspend any parent from coming onto the school campus for any violation of this policy until such time as the NCS School Board can review the matter. NCS School Board may uphold the parent's suspension or change its terms as it determines appropriate.

Parents who have been assigned by the court to attend classes with their students **MUST** abide by the school policies on dress code, eating/drinking in classroom, cellphone/electronics policy as well as refrain from disruption of the educational environment. Parents who violate the school policies will meet with the principal to determine whether they may continue to attend classes.

Without such accountability, the mission of the Northshore Charter School cannot be maintained, and the high standards established for the school will be difficult to uphold. Parents should instruct their children to show respect for all teachers and other NCS staff members, as well as the other children who attend Northshore Charter School.

STUDENT GRIEVANCE PROCESS GRIEVANCES

In a school community the size of Northshore Charter School there will be areas in which there will be different opinions regarding different issues. Communication is a key factor in solving issues. If a student/parent has a complaint, the Grievance Policy will be followed. Students and parents need to discuss concerns with the teacher first. If not satisfied with the outcome of this discussion, the student/parent may request a meeting with the administration. The teacher or student/parent need to request a meeting and it will be scheduled. The administration will follow the policy and procedures of the Handbook and make a decision on each situation. It is very important to resolve an academic conflict as quickly as possible. If



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the student/parent feels that policies and procedures of the Student Handbook have not been followed, they can write a letter to the Board President who will determine if the full board needs to hear the case. Once the Board renders a decision and if it is not to the satisfaction of the complainant, you will have ten (10) days to file your complaint in writing with the superintendent of Bogalusa City Schools.

Northshore Charter School Web Publishing Policy

Purpose

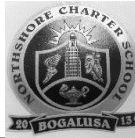
The purpose of the Northshore Charter website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the NCS website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

Organizational Responsibilities

- The Website Administrator is responsible for developing and maintaining the NCS Website.
- The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

Content Standards

- All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
- All content must be related to curriculum, instruction, or other school or school district related information.
- Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.
- The NCS web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.
- All web pages must not link to or contain any inappropriate material. The



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Communications Department will have full discretion in determining the appropriateness of content.

Student Safety

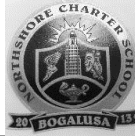
- No personal information (other than the student name) should ever be published about a student.
- No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
- Students are not allowed to have or use NCS assigned email accounts.
- Students are not allowed to publish information to the NCS web server.

Web Publishing Guidelines

- All published content must reflect educational goals.
- All published content should be reviewed for accuracy, correct spelling, and correct grammar.
- All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission.
- All published content must be kept up-to-date.
- Do not use spaces in naming pages or directories. Use the underscore character (“_”) instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.
- School web sites must include:
 - School name
 - Principal’s name
 - Full address
 - Telephone number
 - Fax number

Cyber-Bullying Policy

Cyber-bullying is the intended act of transmitting ***any*** (electronic, digital or internet technology) textual, visual, written, or oral communication with the intent to inflict cruelty, coercion, abuse, torment, intimidation, harassment (direct or indirect), embarrassment, or cause fear of physical harm, emotional or mental distress to ***any*** person or student either ***on or off school property***. ***Cyber-bullying*** can involve, but is not limited to, using a local bulletin board service, internet chat room, blogs, websites postings, video or digital pictures, texting, electronic mail, online messaging service, online community social networking websites, cell



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phones, or other technology utilized to send obscene, mean, vulgar, harassing, or threatening communications.

Cyber-bullying is not limited to:

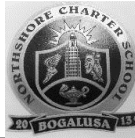
- o sharing or taking images intended to humiliate;
- o videoing someone being harassed and sending the video to others; or using someone else's account/contact list to forward rude, mean or threatening messages;
- o posting sensitive, and/or private information about any person; pretending to be someone else in order to make another person look or feel bad or to send threatening messages or images or to engage in an activity causing hurtful emotions; intentionally excluding a person from an online group, electronic textual, visual, written, or oral communication;
- o sending or forwarding unsuitable images, videos, text, or other communication;
- o accessing or deleting text, emails, videos, or other communication; o persuading or encouraging the act of cyber-bullying;
- o Recording or usage of recorded messages, text, videos, or other communications for the purpose of cyber-bullying.

Cyber-bullying will not be tolerated by any student or school personnel. The act of **cyber-bullying** will result in an immediate suspension of the person(s) performing the act until an investigation is performed by administration and possibly in conjunction with the Bogalusa Police Department. The Discipline Committee will meet and review the findings of the investigation upon its conclusion. If found to have cause, and upon the recommendation of said committee, the person(s) shall be immediately expelled from Northshore Charter School in accordance with all applicable state statutes.

** As applicable for all policies of NCS, first day of school attendance constitutes acceptance of all school policies.

Northshore Charter School to provide the safest environment possible for all students, faculty, staff, administration, and employees.

c. Violation of the multimedia policy will be assessed by the code of conduct on the acts and/or actions in the multimedia posting and/or uploading. One and all individuals involved in the act as well as the person posting and/or uploading will be disciplined accordingly to the code of conduct.



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d. The Electronic Communications Act between Employees and Students enacted by the State of Louisiana HB 570 prohibits electronic communication between school employees and students for any reason that is unrelated to education. Therefore, Northshore Charter School employees cannot be “friends” with students of Northshore Charter School on Social Networking sites. Social Networking is defined as locations on the Internet where users may interact with other users – examples are Facebook, Snapchat, Twitter, Instagram, YouTube, and any other social network sites available on the Internet.

e. Multimedia that can be used for educational purposes is not prohibited. However, prior written approval must be obtained from the appropriate supervisor and/or administrator. Once approval is given the individual taking/using the multimedia for educational purposes needs to have a *Northshore Charter School Release Agreement* completed and returned before any students, faculty, staff, administration, and employees of NCS can have any form of multimedia published.

Students, faculty, staff, administration, and employees of Northshore Charter School are prohibited from texting on cell phones or other electronic devices any type of multimedia (photos, still images, videos, text, audio, animation, and/or other forms of multimedia including a combination of) that can be perceived as inappropriate, threatening, harassing, damaging material or what can be considered as “*sexting*”.

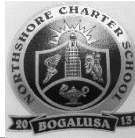
This includes texting before, during, and/or after hours student to student, student to employee, employee to student or employee to employee. Any text that can be perceived to be a threat and/or inappropriate to one or more students, faculty, staff, administration, and/or employees safety and therefore the safety of a school(s) or building(s) during regular hours falls under the Northshore Charter School Systems jurisdiction and are prohibited. It is the obligation of Northshore Charter School to provide the safest environment possible for all students, faculty, staff, administration, and employees.

Violation of the cell phone and electronic device policy will be assessed by the act(s) and/or actions violated. One and all individuals involved in the act(s) will be disciplined accordingly to the code of conduct.

TITLE IX POLICY ON SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT

INTRODUCTION

NCS community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual



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violence, sexual harassment, domestic violence, dating violence, and stalking. All NCS community members are expected to conduct themselves in a manner that does not infringe upon the rights of others. NCS believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

Title IX Investigations Procedures:

NCS does not discriminate on the basis of sex in its education programs and activities, curricular and extracurricular and, accordingly, all staff, teachers, employees, and students abide by the requirements of Title IX of the Education Amendment of 1972 and its implementing regulations. Title IX regulations apply to athletic programs and to safeguard the rights of students in a wide range of educational settings by requiring NCS to promptly address such conduct when it occurs on campus or in connection with any educational program or activity within the United States.

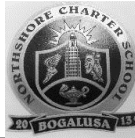
Sexual misconduct in its many forms involving students is explicitly prohibited, whether such conduct occurs on or off campus, during or after school hours, during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties. The policy also applies to NCS staff and employees.

It is the intent of NCS to maintain an environment free from sexual misconduct including sexual assault, sexual harassment of any kind, relationship violence, non-consensual sexual conduct, dating violence, stalking, and child sexual abuse. This policy commands that no student shall be subjected to sexual assault or sexual harassment by other students or NCS staff or employees or third parties such as vendor or visitor(s).

This policy shall be enforced and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.

Questions regarding Title IX may be referred to the U.S. Department of Education, Office of Civil Rights (OCR) or to NCS's Title IX Coordinator: Dee Dee McCullough, phone number: 985-732-0005 email: dmcc@northshorecharterschool.org.

NCS shall require any complaint or witness of any student (or adult) engaging in sexual harassment reported to any NCS staff or employee to be immediately reported to the Title IX Coordinator. The Title IX Coordinator is responsible for having the complaint investigated by the Title IX investigators and may assist in same. The right to confidentiality, both of the



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Complainant and Respondent shall be respected. The Principal shall serve as the Decision-Maker and review all evidence and materials gathered and presented by the Title IX Coordinator and Investigators. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student or employee shall subject that individual to disciplinary action, including suspension or expulsion (or termination of school staff/employee), consistent with the provisions of this Handbook.

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found below, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

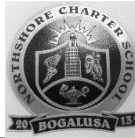
DEFINITION

Under the revised Final Rule of the U.S. Department of Education – Title IX sexual harassment now includes any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of Quid Pro Quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clelly Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Examples include, but not limited to:

1. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of promotion, or of a student's education; or
 - B. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment; or
 - C. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile or offensive working or education environment.

2. Verbal harassment or abuse; uninvited letters, telephone calls, or materials of a sexual nature; inappropriate and uninvited leaning over, cornering, patting or pinching; uninvited sexually suggestive looks or gestures; intentional brushing against a student's or an employee's body; uninvited pressure for dates; demanding sexual favors accompanied by implied or overt



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threats concerning an individual's employment, promotion, or educational status; uninvited sexual teasing, jokes, remarks, or questions; demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, promotion or educational status; any sexually motivated unwelcome touching; or attempted or actual rape or sexual assault or battery.

Violations

1. Students and employees are encouraged and expected to immediately report.
2. A report or complaint (verbal or written) of an alleged violation of this policy must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual misconduct or harassment or retaliation. This means that the report or complaint must, at a minimum, include: (1) a description of an alleged act of sexual misconduct or harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (2) identity of the alleged victim; (3) identity of the alleged harasser; and (4) identity of the reporting person.

NONRETALIATION

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

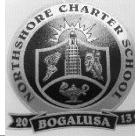
NCS uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. Resolution proceedings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but NCS never assumes a responding party is in violation of this policy. Resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Appeal Procedure:

Each party has a right to appeal the final written decision and findings of the Decision-Maker. Specifically, both parties have the right to appeal from a determination regarding responsibility, and from a NCS's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. All appeals should be sent in writing to the Chief Executive Officer (“CEO”) of NCS at: 111 Walker Street, Bogalusa LA 70427. All decisions made by the CEO are final.

PERSONALLY IDENTIFIABLE INFORMATION

NCS understands and respects the importance of student privacy. We are committed to keeping all personally identifiable information about your child(ren) private and only sharing that



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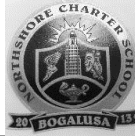
information when legally required to do so or when necessary for the education, health, or safety of your child(ren). Below are some examples of what may be shared:

- Information and educational records may be shared with employees of NCS that have a role in providing a high quality education to your child(ren), including but not limited to teachers and administrators, to be used for designing, implementing, and evaluating educational programming and academic achievement.
- Information and educational records may be shared with high schools, postsecondary educational intuitions, to be used for processing applications for admission and financial aid.
- Information and educational records may be stored on third-party computer systems for data storage and backup purposes.
- Information and educational records may be shared with the Louisiana Department of Education and third party providers when required by law to provide for special education and mental health services and evaluations.
- Information may be shared with third party providers to provide educational programming, and assessments that strengthen the educational programming we offer to your child(ren).
- Information and health information may be shared with medical professionals and third party providers to provide medical care or billing for medical care services (if applicable).
- Information may be shared with third party providers for the provision of transportation and food service.
- Samples of student work and accomplishments may be displayed in the school or published to recognize your child(ren)'s achievements.
- Your child's name may be published in programs related to school events.

We will not share personally identifiable information with any person or entity who desires to use the information for purposes that do not benefit the education, health, or safety of your child(ren). If you do not consent to the disclosure of your child's information for legitimate educational purposes, you must complete and submit an opt-out form. Please request an opt-out form from the front office. The form must be completed and returned to the front office within 10 days of your child's first day of attending school. If you have more than one child enrolled in NCS, you must complete an opt-out form for each child.

Please be aware that opting out has implications that will impact you and your child. Some examples include but are not limited to:

- We will not be able to provide transportation to your child, because we can't share your child's name and address with our transportation partner.
- We may not be able to give your child access to computer based learning opportunities.
- We will not be able to provide a report card with your child's name on it because we can't share your child's information without Student Information Systems vendors.
- We cannot provide a transcript to any high school your child applies to. You will not be able to access your child's grades online because we won't be allowed to share their information with our technology vendors.



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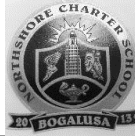
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records . Those rights are:

- The right to inspect and review the student's education record within 45 days after the school receives a request for access. Requests for access should be submitted to the office manager and include what records are to be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Requests to amend records should be made to the Head of School and should clearly identify the part of the record wished to be changed and the reason. The school will notify the parent or eligible student of its decision and the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational interests. School officials include employees and contractors, consultants, or other individuals performing a function for which the school would otherwise use its own employees and who is under control of the school with respect to use and maintenance of educational records. Legitimate educational interests include professional responsibilities related to the student's education. The school may also disclose educational records to other schools in which a student seeks to enroll or is already enrolled.
- The right to file a complaint with the U.S. Department of Education at:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

While NCS must obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. There are some exceptions. In addition, NCS may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary by requesting and signing the required form. The primary purpose of directory information is to allow NCS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's

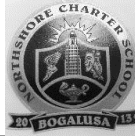


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prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).] If you do not want NCS to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify us by (date) by requesting and returning the required form. NCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.



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NORTHSHORE CHARTER SCHOOL ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS POLICY

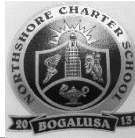
PURPOSE:

This policy is intended to comply with all applicable State and Federal laws, including the most recent action taken in A 214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81(Q).

This policy also introduces and outlines guidelines to ensure that employees, parents, and students are aware of the expectations of Northshore Charter School with respect to proper use of electronic communication devices between its employees and students. The School System's approved electronic communications systems shall be utilized to promote appropriate student-staff relationships and educational excellence. This policy is not intended to limit the use of technology as an effective teaching tool.

DEFINITION:

1. Electronic Communication - includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including, but not limited to Internet-based social networks. It shall also include the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School-issued devices.
2. Educational Services – constitutes provision of direct and indirect classroom instruction, as well as extracurricular activities provided by Northshore Charter School.
3. Electronic mail – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
4. Computers - pertains to any and all computers.
5. Social networks – locations on the Internet where users may interact with other users – examples are Facebook, Instagram, YouTube, Snap Chat and other social network sites available on the internet.



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6. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

POLICY GUIDELINES:

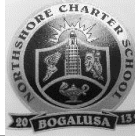
1. Northshore Charter School prohibits any type of close personal relationship between a school employee and a student that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school. School employees shall not communicate with students, entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to other students, their parents, or the public that an improper relationship exists.

2. All electronic communication conducted by an employee with a student must be relative to the educational services provided to the student and shall be delivered by means provided by or otherwise made available by the School System for this purpose. Approved School System electronic communication methods are school system email, school-sponsored teacher websites, school websites, school-provided phones and other electronic communication that is approved by the Northshore Charter School.

3. Northshore Charter School employees are prohibited from using any school system electronic communication with a student for a purpose not related to educational services, except for communication with an immediate family member, if such communication is specifically authorized by Northshore Charter School.

4. The occurrence of any electronic communication made by an employee with a student using means other than ones provided by or made available by the school shall be reported by the employee to administration prior to reassuming regular duties, but no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day. See Appendix A for a copy of the reporting form.

5. Student-initiated communication that may be construed as inappropriate in content, as defined in this policy, must be reported to administration no later than 24 hours after the



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occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day. See Appendix A for a copy of the reporting form.

6. Records of any reported communication shall be maintained by administration for a period of at least one year.

7. It is the duty of each school employee to comply with this electronic communications policy.

Failure to comply may result in disciplinary action, and, in extreme circumstances, may constitute willful neglect of duty.

VIOLATIONS:

1. Violations of this policy include, but are not limited to the following:

a. The employee's utilizing the school system or personal electronic communication system with a student for non-educational services.

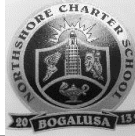
b. The employee's failure to report an instance of communication using a non-school system electronic communication system.

c. The employee's contacting a student when the parents have opted out of individual communication with employees.

2. Responses to violations include, but are not limited to the following:

a. Any violations or suspected violations of this policy should be reported to administration immediately. Administration will promptly, thoroughly and fairly investigate reports of an alleged failure by a school employee or student.

b. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.



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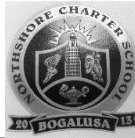
- c. Administration shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
- d. All information from the investigation shall be provided to the Director and the Principal.
- e. Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirements afforded by law. Violations of this policy or any implementing regulations or procedures may result in discipline of the employee/student up to and including termination.
- f. Any alleged violation of the Board's Policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. Northshore Charter School will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

NOTIFICATION:

1. All School employees shall be informed of implementation, and upon entering into system service, about the policy and procedures and guidelines regarding electronic communication including the possible consequences for a failure to comply with the policy. The policy shall be posted on the School website for reference.
2. A school-wide letter and/or telephone call will be disseminated to parents or legal guardians informing them of the policy regarding electronic communication by employees with students. Thereafter, parents and students will be notified as part of the Student Handbook and/or the Northshore Charter School website.

"OPT-OUT" PROCEDURE:

A Parent or legal guardian has the option to submit written documentation to the school administrator reflecting the desire for his or her child not to be contacted individually through electronic communication from any school employee, group electronic communication exempted.



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SUMMARY:

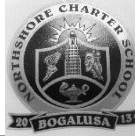
These procedures and guidelines discourage improper employee electronic communication with students at all system schools and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee to a student, unless proper procedures are followed in compliance with law and policy. The Iberia Parish School District shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this policy.

Anti-Discrimination Policy

Northshore Charter School is an equal opportunity educator. The founding board of NCS realizes that we learn from those whose experiences, beliefs and perspectives are different from our own; and these lessons can best be taught in a richly diverse intellectual and social environment. The board further recognizes that it must:

- Enrich educational experiences by providing students with opportunities to learn from students and teachers who differ from them**
- Promote personal and social growth and a healthy society by challenging stereotypical perceptions, encouraging critical thinking, and helping students communicate with those of diverse backgrounds**
- Strengthening communities by preparing students for citizenship in an increasingly complex and diverse society that values mutual respect and team work**

In accordance with this philosophy, NCS will not discriminate and will take affirmative action measures to ensure against discrimination in any form against any student or employee on the basis of race, creed, color, national origin, disability or sex.



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For copies of this and any of our school policies, please
contact NCS directly at

111 Walker Street,
Bogalusa, Louisiana 70427 or

www.northshorecharterschool.org