



NORTHSTAR

Student Code of Conduct 2024-2025 School Year

Adapted from the Omaha Public Schools Student Code of Conduct

Mission Statement:

NorthStar's mission is to change young men's lives through programming that supports, challenges, inspires, and instills a life rooted in education, self-discipline, and service to the community.

Vision Statement:

NorthStar's founding vision is to dramatically increase the proportion of male students in North Omaha who graduate high school on time, positioned to begin post-secondary education or immediately enter the workforce.

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MTSS-B Overview

NorthStar implements Multi-Tiered Systems of Support for Behavior (MTSS-B) to promote student use of positive behavior. Through this framework, NorthStar has committed to providing staff with tools and resources to positively engage students and families through implementation of building-wide positive behavior interventions. These practices are designed to support safe and encouraging environments.

We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

MTSS-B is a research-based, highly effective behavioral framework that is designed for teaching and reinforcing students’ social, emotional, and academic learning skills in order to sustain academic achievement and support the social, emotional, and behavioral well-being of students.

Consistent implementation of MTSS-B leads to:

- Improved building climate;
- Reductions in major disciplinary infractions;
- Improved academic achievement;
- Improved concentration, positive social behavior, and emotional regulation.

NorthStar is committed to supporting students through behavior interventions and alternatives to exclusionary practices that require removal from the program setting where the safety of the student and/or others is not of immediate concern.

If you would like more information about how MTSS-B is implemented at NorthStar, contact Jenna Workman at jenna@northstar360.org.

MTSS-B Universal Expectations Matrix

	Be Safe	Be Respectful	Be Responsible	Be Your Best
Classrooms	<ul style="list-style-type: none"> - Be in your assigned classroom - Be seated - Use materials appropriately 	<ul style="list-style-type: none"> - Listen actively - Accept redirection calmly 	<ul style="list-style-type: none"> - Come prepared with all materials - Eliminate distractions 	<ul style="list-style-type: none"> - Focus on learning - Complete assigned activities - Give your best effort
Hallways	<ul style="list-style-type: none"> - Always walk - Be aware of your surroundings - Stay in approved areas 	<ul style="list-style-type: none"> - Use a soft voice - Keep your group on one side of the hallway 	<ul style="list-style-type: none"> - Get to your destination in a timely manner - Use your locker quickly when permitted 	<ul style="list-style-type: none"> - Greet people politely - Keep the environment orderly and peaceful
Cafeteria	<ul style="list-style-type: none"> - Find a seat quickly - Remain seated unless throwing away trash - Stay in the cafeteria until you are dismissed 	<ul style="list-style-type: none"> - Wait patiently in line - Clean all messes immediately - Use manners while eating 	<ul style="list-style-type: none"> - Dispose of trash correctly - Keep food and drinks in the cafeteria 	<ul style="list-style-type: none"> - Say please and thank you to staff - Hold peers accountable for keeping the space clean
Restrooms	<ul style="list-style-type: none"> - Ask an adult to use the restroom - Use the restroom for its intended purpose 	<ul style="list-style-type: none"> - Keep the restroom neat and clean - Respect personal space 	<ul style="list-style-type: none"> - Use your group's assigned restroom - Use the restroom in a timely manner 	<ul style="list-style-type: none"> - Wash and dry your hands
Gym/Field	<ul style="list-style-type: none"> - Wear tennis shoes - Stay in authorized areas - Use bleachers as intended - Stop activities right away when staff gets your attention 	<ul style="list-style-type: none"> - Use supportive words with your peers - Treat coaches, referees, and opponents with respect - Share equipment with peers - Return equipment when finished 	<ul style="list-style-type: none"> - Keep food, gum, and ice out of the gym and off the field - Ask adults to get equipment from the closet - Use equipment appropriately 	<ul style="list-style-type: none"> - Be a positive team player - Be mindful of others
Bus/Van	<ul style="list-style-type: none"> - Be seated - Keep aisles clear - Wear a seatbelt when applicable - Keep all body parts inside the vehicle during the ride 	<ul style="list-style-type: none"> - Use a soft voice - Make sure the driver is able to focus - Clean up after each ride 	<ul style="list-style-type: none"> - Board and exit promptly - Wait until after the ride to eat or drink 	<ul style="list-style-type: none"> - Greet driver when boarding - Thank driver when exiting
All Settings	<ul style="list-style-type: none"> - Stay with your group - Keep hands, feet, and objects to yourself - Report any concerns or unsafe conditions to an adult 	<ul style="list-style-type: none"> - Speak positively - Use appropriate language and gestures - Make spaces presentable before you leave 	<ul style="list-style-type: none"> - Follow staff's directions the first time - Use electronics when permitted - Store personal belongings securely - Think before you act 	<ul style="list-style-type: none"> - Lead by example - Act ethically, even when no one is watching - Stay on the path to success

Reasoning for OPS Adaptation

NorthStar's Student Code of Conduct is adapted from the code of conduct used by Omaha Public Schools (OPS).

NorthStar decided to align our Student Code of Conduct to the one used at OPS because the majority of NorthStar students attend OPS. We reason that most of the students and families that we serve are familiar with the OPS code of conduct and, therefore, will be used to the behavior expectations we uphold at NorthStar. This aspect of our code of conduct is important to us because we value transparency and do not wish for any behavior violations or interventions to feel like a surprise to students or parents/guardians.

Furthermore, we believe that consistency is key when teaching youth how to behave safely, respectfully, and responsibly. When our behavior guidelines align with OPS, students receive consistent messages about how to behave appropriately whether they are at school or at NorthStar.

We value the opportunity to give students multiple opportunities to practice the behaviors expected of them at school. Through repeated practice and regular feedback, we aspire to help NorthStar students internalize positive behavior habits needed for academic success.

Though most of NorthStar's behavior guidelines will be the same as OPS's guidelines, the NorthStar Student Code of Conduct should be treated as its own policy and not a duplicate of the OPS document. When drafting our Code, we removed, adjusted, and added guidelines in order to ensure that all expectations specifically applied to our programming needs.

Expectations for Stakeholders

The student is expected to:

1. Behave in a respectful, responsible, and safe manner;
2. Abide by expectations, guidelines, rules, and regulations established by NorthStar;
3. Attend NorthStar regularly; and
4. Adhere to a high personal standard of effort and achievement.

The parent/guardian is expected to:

1. Set an example of respecting the worth of other persons;
2. Review NorthStar expectations, guidelines, rules, and regulations with students and family members;
3. Collaborate with NorthStar staff;
4. Seek help from NorthStar staff when necessary to support a student's achievement;
5. Inform NorthStar staff of concerns relative to student needs; and
6. Make sure the student attends NorthStar regularly.

The advisor/coach is expected to:

1. Treat each child with dignity and respect;
2. Teach and positively reinforce the Student Code of Conduct;
3. Review the program expectations, procedures, and routines with students;
4. Establish and maintain an atmosphere of high achievement and appropriate behavior in all settings;
5. Communicate with students and parent(s)/guardian(s) regularly about student concerns; and
6. Report frequent student misbehavior promptly to appropriate personnel, and report immediately any misbehavior that will or may result in expulsion or suspension.

The manager/lead is expected to:

1. Establish program expectations, procedures, and routines in conjunction with NorthStar policy and procedures;
2. Train and support advisors in appropriate application of the Student Code of Conduct;
3. Communicate program expectations, procedures, and routines as well as the Student Code of Conduct to parent(s)/guardian(s), staff, and students;
4. Consistently enforce program expectations and the Student Code of Conduct; and
5. Collaborate with parent(s)/guardian(s) regarding student behavior problems.

NorthStar Foundation

STUDENT CODE OF CONDUCT

Introduction

NorthStar believes our programs are appropriate settings for all children and youth. The Student Code of Conduct is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the Code are designed to serve as learning experiences for students.

The Student Code of Conduct includes those behaviors having disciplinary actions and/or intervention strategies that shall be carried out by the staff. The Code applies to conduct on NorthStar grounds, on computers and digital devices used at NorthStar, in a vehicle owned, leased or contracted by NorthStar being used for a program purpose or in a vehicle being driven for a program purpose by a NorthStar employee or designee, or at a NorthStar activity or athletic event.

Compliance with the Student Code of Conduct is expected of all students. This Student Code of Conduct applies to all students attending NorthStar. NorthStar staff consider student age and grade level among other factors when assigning disciplinary actions.

Parent(s)/Guardian(s) and Students:

We ask that you take time to sit down together and read through these guidelines.

We value clear communication, and we want NorthStar staff and families to be on the same page when it comes to behavior expectations.

Families reading and understanding our Student Code of Conduct will not only help keep students accountable for learning appropriate behaviors, but will also help keep NorthStar staff accountable for responding to behavior incidents fairly and objectively.

Behavior Violations and Response Levels

The Student Code of Conduct is organized around descriptions of “levels” of behavior violations and “levels” of interventions and responses. Violations are organized by categories ranging from advisor-led behavior interventions to more serious incidents that may require a response from NorthStar management. Applying a leveled intervention and response to behavior violations supports a teaching and learning approach to managing behavior in our programs.

When determining a resolution for a behavior violation of the Student Code of Conduct, NorthStar staff will consider:

- the age and experience of the student;
- the student’s intent;
- the severity of the circumstances;
- the level of disruption to the environment (including behavior after the initial incident);
- the repeated nature of the situation (if applicable); and
- other mitigating factors.

Interventions indicated for each level are response guidelines, and staff may apply a more or less severe resolution depending on the situation. Please note those violations that may result in an expulsion from NorthStar.

<p>Level 1 violations are minor and do not pose a significant safety concern or cause a major disruption to NorthStar’s environment. Interventions focus on teaching alternative behaviors so students can learn to demonstrate safe, respectful, and responsible behavior. They are almost always advisor-led. Advisors will try strategies to address the behavior on their own with coaching from management as needed.</p>	<p>Level 2 violations are escalated compared to Level 1. They cause NorthStar to feel unsafe and/or cause a more significant disruption to NorthStar’s environment. Interventions can be advisor-led or management-led depending on severity. Interventions aim to reteach behavior with a more intense or individualized approach. Interventions aim to increase the student’s skills and positive experience at NorthStar so that misbehavior is less likely to continue or escalate.</p>
<p>Level 3 violations cause NorthStar to feel unsafe and/or cause a major disruption to NorthStar’s environment. They are primarily management-led due to being more severe in nature. Interventions temporarily remove students from NorthStar and will involve direct action from management in addition to efforts by advisors. In the case of repeated need for suspension, a plan of support will be considered.</p>	<p>Level 4 violations are extreme in nature and put students and staff of NorthStar at high risk. Interventions are management-led. Interventions either permanently remove students from NorthStar or remove students from NorthStar for an extended time. These interventions focus on maintaining the safety of the NorthStar community and correcting self-destructive and dangerous behavior.</p>

Level 1 Interventions & Responses

This list of interventions is not intended to be exhaustive. Staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 1 interventions focus on teaching alternative behaviors so students can learn to demonstrate safe, respectful, and responsible behavior. They are almost always advisor-led. Advisors will try strategies to address the behavior on their own with coaching from management as needed.

These strategies may include, but are not limited to:

- Consistent implementation of classroom Multi-Tiered Systems Support for Behavior (MTSS-B)
Examples:
 - Expectations clearly established and taught
 - Increasing positive rapport/relationship
 - Re-teaching, prompting, feedback
 - Ensuring adequate supervision
- Changing the student's seat
- Changing the student's position in line
- Increasing direct supervision
- Sitting or standing near the student
- One-on-one conference with student
- Verbal and/or non-verbal redirections
- Repeated instructions
- Adjusting pacing/timing of activities
- Increasing positive reinforcement for expected behavior
- Visuals, signs, charts, etc.
- Parent/guardian contact
- Problem-solving strategies
- Conflict resolution strategies
- Opportunities to practice positive leadership (classroom jobs, helping lead a game, etc.)
- Establishing a system for the student to take breaks
- Buddy Room
- Mindfulness Room and/or mindfulness strategies
- Skills teaching/social emotional learning
- Written reflection or apology
- Planned ignoring (for minor, attention-seeking behaviors)
- Behavior card or progress sheet
- Classroom service in place of regular activities
- Supervised time-out in a structured place
- Loss of privileges

Level 1 Violations

- **Disruptive Behavior**
 - Description: Behavior which hinders the effectiveness of NorthStar activities, distracts students during NorthStar activities, and/or makes activity instruction difficult or impossible.
 - *This violation includes the presence of nuisance items during programming. Nuisance items shall refer to any items brought to NorthStar activities that have no purpose directly related to NorthStar programming and that have the potential to be distracting or disruptive. Examples of nuisance items include but are not limited to toys, collectible cards, and/or gaming systems.*
- **Disrespectful to Others**
 - Description: Using words or actions that are impolite or indicate a lack of respect or courtesy.
- **Verbal Conflict**
 - Description: Engaging in an argument that includes disparaging comments or discussion of potential physical conflict.
- **Leaving Assigned Group or Area - Less Serious**
 - Description: The student intentionally leaves their assigned area and/or their assigned group during NorthStar programming.
 - *The amount of time, energy, and/or resources it takes to resolve an incident regarding a missing student may be used to determine whether an incident is classified as “less serious” or serious.”*
- **Inappropriate Clothing**
 - Description: Clothing which includes words, images, and/or design elements that are determined to be inappropriate for a youth setting; clothing choices that do not meet safety standards for certain settings (i.e., wearing sandals in the gym).
 - *Words or images that promote alcohol, drug use, or weapons; insult or demean others; or disrupt NorthStar’s environment are not acceptable.*
- **Inappropriate Conversations or Language**
 - Description: Using words or topics of conversation that are determined to be inappropriate for a youth setting.
- **Non-Compliance with Behavior Expectations**
 - Description: Failure to comply with the instructions of NorthStar staff when current behavior prevents success of the student or impacts the program environment for others.

Level 2 Interventions & Responses

This list of interventions is not intended to be exhaustive. Staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 2 interventions often involve the family, support staff, and/or the NorthStar management. These interventions aim to increase the student's skills, positive view of NorthStar, and positive experiences at NorthStar so that misbehavior is less likely to continue or escalate.

Short-term suspension may be applied due to the severity or chronic nature of an individual behavior.

Interventions for Level 2 violations may include, but are not limited to:

- Level 1 interventions
- Parent/guardian meeting
- Daily/weekly behavior check-in
- Support of interventionists, relevant school staff, or other community agency
- Change in schedule
- Alternative programming
- Mentoring plan
- Facilitated mediation with peer or staff member
- Temporary removal from the bus/van
- Scheduled detention with lead, manager, or other willing staff
- Additional restorative practices that teach desired behaviors and repair relationships
- Short-term suspension - One (1) to five (5) days (*Parent/guardian meeting may be required for a student to come back from a suspension*)

Level 2 Violations

- **Transportation Misconduct**
 - Description: Behavior on a vehicle used for a NorthStar purpose which is unsafe; refusal to follow directions of the driver and/or the vehicle supervisor.
- **Exposure to Bodily Fluid**
 - Description: Intentionally creating or attempting to create an exposure to bodily fluids, including but not limited to, spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another person for any reason. Bodily fluids mean any naturally produced secretion or waste product generated by the human body and shall include, but not be limited to, any quantity of human blood, urine, saliva, mucus, vomitus, seminal fluid, or feces.
 - *Bodily fluids do not have to actually come into contact with someone in order to be subject to disciplinary action. Creating the potential for someone to come into contact with bodily fluids, i.e. spitting on the gym floor, is enough to warrant a Level 2 response.*
- **Fighting - Less Serious**
 - Description: Mutual physical combat that does not result in injury or a substantial disruption to the NorthStar environment, other than the disruption of the fight itself.
 - **Mandatory intervention: Short-term suspension.**
 - *Any fight, whether more serious or less serious, may be punished more severely if the students who are fighting do not stop fighting when a NorthStar employee orders them to stop.*
- **Contributing to a Fight/Assault**
 - Description: Aggravating and/or preventing the intervention to a fight/assault in any way. This includes but is not limited to video recording a fight and/or verbally encouraging a fight.
 - **Mandatory intervention: Short-term suspension.**
- **Violating Staff Boundaries**
 - Description: Purposely entering a space that students are not supposed to access without explicit permission from staff (i.e. supplies closet, office, advisors' desk/table); interacting with confidential and/or personal materials that are only meant for staff (i.e. an advisor's bag, ID badge, clipboard, radio).
- **Theft - Less Serious**
 - Description: Stealing or attempting to steal any property that does not belong to the student. The item(s) involved have little value and/or the act of the theft is minimally disruptive, minimally invasive, and/or small in scale. Example: A student takes a bag of chips that was sitting on another student's table.
 - *The parent(s)/ guardian(s) shall also be liable to NorthStar for all property belonging to NorthStar, loaned to the student, and not returned on demand of the employee of NorthStar authorized to make the demand.*
 - *Restitution may be required. Additional consequences may be applied if restitution is not made.*
 - *Restitution is the act of offering repayment for goods or damage to property which could include, but is not limited to, monetary replacement, the offering of a similar item of value, or agreed upon alternative contribution to the individual or institution impacted.*

- **Misuse of Technology**
 - Description: Use of technology for any unapproved purpose including but not limited to creation or access of inappropriate material, vandalizing, gaining or attempting to gain unauthorized access, and/or harassing or threatening others.
 - *The use of technology at NorthStar is a privilege, not a right, and must be consistent with and driven by the objectives of NorthStar. Any use that is inconsistent with these objectives is prohibited.*
 - *Sites exist on the internet that contain illegal, indecent, defamatory, inaccurate, or offensive material. NorthStar does not condone students' access to unsuitable materials, and it maintains software designed to restrict student access to such materials. NorthStar also recognizes that it cannot control the information on all systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student internet activities are subject to being monitored.*
- **Reckless Behavior**
 - Description: Behavior that creates an unjustifiable risk of harm to others and a disregard for or indifference to that risk, resulting in substantial disruption.
- **Reckless Behavior Resulting in Personal Injury**
 - Description: Behavior that creates an unjustifiable risk of harm to others and a disregard for or indifference to that risk, resulting in a personal injury.
 - *"Personal injury" may refer to physical pain, illness, and/or any impairment of physical condition.*
- **Refusal to Cooperate with NorthStar Management**
 - Description: A student who has already been sent to a lead, manager, or other program management team member for misbehavior continues to fail to comply with directions from staff.
- **Unauthorized Entry**
 - Description: Allowing or assisting any individual to enter NorthStar in a way other than through the designated entrance; allowing or assisting any individual to enter NorthStar in a way that breaches any method of established security.
- **Use of Tobacco and Vapor Devices**
 - Description: A student is found to be in use of tobacco, vapor devices, or any product that may be used to distribute tobacco in any form, including the use of vapor products, electronic nicotine delivery systems, or alternative nicotine products while in the NorthStar building, on NorthStar grounds, or at NorthStar activities.
 - **Mandatory intervention: Short-term suspension.**
 - *Vaping substances other than tobacco may result in additional violations being applied that may merit a higher level of response.*
 - *Vapor devices have been shown to trigger building fire alarm systems. Please be aware that using vaping devices on campus may result in additional violations being applied.*
- **Unauthorized Use of Camera, Video Device, Personal Device that Attaches to NorthStar Network, Cell Phone, or Recording Device**

- Description: Student use of cameras/video devices without explicit authorization of a program management team member is prohibited.
- *NorthStar accepts no responsibility for personal cellular telephones and personal electronic communication devices present on campus.*
- **Vulgarity/Profanity**
 - Description: Written or oral language that is disgusting and/or repulsive, but does not constitute harassment.
- **Repeated Level 1 behaviors that are not improving with Level 1 interventions**
 - Description: Level 1 behaviors that have continued to occur despite Level 1 interventions being implemented.
- **Level 1 behaviors that are more severe in nature**
 - Description: Level 1 behaviors that, due to specific circumstances surrounding a behavior event, are determined to be more serious and in need of a Level 2 response.

Level 3 Interventions & Responses

This list of interventions is not intended to be exhaustive. Staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 3 violations will involve the short-term removal of a student from NorthStar due to the severity of the behavior. In the case of repeated need for short-term suspension, an assistance plan will be developed.

Mandatory interventions for all Level 3 behaviors include:

- **Short-term suspension - Five (5) days (*Parent/guardian meeting may be required for a student to come back from a suspension*)**

Other Level 3 interventions may include, but not limited to:

- Interventions from all previous levels
- Behavior plan/contract
- Restitution
- Communication with schools, community agencies, and/or law enforcement

Level 3 Violations

- **Assault - No Injury**
 - Description: Knowingly and intentionally using force and/or attempting to cause injury to someone; intentionally placing someone in reasonable apprehension of imminent personal injury.
 - *A student's intent may be inferred from the words and actions of the student.*
 - *The term "personal injury" shall mean physical pain, illness, or any impairment of physical condition.*

- **Bullying**
 - Description: Any intentional ongoing pattern of written or verbal expression, electronic abuse, physical acts, or gestures intended to cause distress/harm upon one or more students and includes an imbalance of power.
 - *Forms of Bullying:*
 - *Physical Bullying – Hitting, kicking, hair pulling, pushing, or any physical aggression.*
 - *Verbal Bullying – Teasing, name calling, put-downs, or other behavior that would deliberately hurt others' feelings.*
 - *Sexual Bullying – Any bullying behavior, whether physical or non-physical, on the basis of sex, including gender identity and sexual orientation.*
 - *Emotional or Exclusion Bullying – Starting rumors, telling others not to be friends with someone, eye rolling, or other actions that would cause someone to be without friends or intentionally left out.*
 - *Cyber-bullying – Using electronic devices to bully others through methods such as posting comments, statements, or pictures on apps or websites, text messaging, instant messaging, and email.*

- **Damage to Property**
 - Description: Willfully or recklessly causing or attempting to cause damage to property that belongs to NorthStar, staff members, volunteers, and/or students.
 - *The parent(s)/guardian(s) shall also be liable to NorthStar for all property belonging to NorthStar, loaned to the student, which is returned to NorthStar in damaged condition.*
 - *Restitution may be required. Restitution is the act of offering repayment for goods or damage to property which could include, but is not limited to, monetary replacement, the offering of a similar item of value, or agreed upon alternative contribution to the individual or institution impacted.*

- **Drugs - Possession or Under the Influence**
 - Description: Voluntarily having, taking, receiving, and/or handling of drugs, alcoholic beverages, controlled/imitation controlled substances and/or other mood-altering chemicals.
 - *A student is considered to be under the influence when there is evidence the student has consumed an alcoholic beverage or a controlled/imitation controlled substance and there is an impairment of the student's ability to think and act correctly and efficiently.*

- *Evidence of consumption may include the odor of alcohol on the student's breath, the odor of marijuana on the student's breath or person, other physical signs of consumption or the testimony of reliable witnesses that the student did consume alcohol or a controlled/imitation controlled substance.*
- *Evidence of impairment of a student's ability to think and act correctly and efficiently may include rapid mood swings, vomiting, slurring of words, lack of motor control and balance, glassy eyes and difficulty in orienting to time and place.*
- **False Allegations**
 - Description: Knowingly accusing someone of something determined to be untrue; a false statement that is written, spoken, or otherwise communicated which is harmful to the reputation of someone or which may impede the ability of someone to feel accepted and comfortable at NorthStar.
- **Fighting - Serious**
 - Description: Mutual physical combat that results in injury, creates a substantial disruption, involves large numbers of people, and/or results in the potential for continued fighting.
 - *Any fight, whether more serious or less serious, may be punished more severely if the students who are fighting do not stop fighting when a NorthStar employee orders them to stop.*
- **Harassment**
 - Description: Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive environment.
 - *Examples of prohibited harassment include, but are not limited to, the following:*
 - *Name calling or taunting on the basis of a person's: disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status.*
 - *Expression of any kind, including graffiti and/or other images, which is disparaging, demeaning or threatening to others on the basis of a person's: disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status.*
 - *Any other verbal or physical conduct which, judged from the perspective of a reasonable person with the same disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status, as the person claiming to have been harassed, creates a hostile environment.*
- **Leaving Assigned Group or Area - Serious**
 - Description: The student intentionally leaves their assigned area and/or their assigned group during NorthStar programming and, due to the length of time unsupervised and/or other circumstances related to the incident, puts themselves, others, and/or the NorthStar environment at an elevated risk for unsafe events.
 - *The amount of time, energy, and/or resources it takes to resolve an incident regarding a missing student may be used to determine whether an incident is classified as "less serious" or serious."*

- **Sexual Harassment**

- Description: The unwelcome written, verbal, or physical conduct on the basis of sex, including gender identity and sexual orientation, that creates an intimidating, hostile, or offensive environment; conduct that transgresses professional boundaries and causes someone to feel embarrassed, violated, or unsafe.
- *NorthStar is considered a professional setting. We expect students to practice professionalism when interacting with each other and with staff members.*
- *Behaviors that may seem more acceptable in a casual setting may be considered sexual harassment at NorthStar due to the inappropriate nature of those behaviors for a professional setting.*
- *Examples of prohibited sexual harassment include, but are not limited to, the following:*
 - *Unwelcome comments about someone's body and/or appearance, even if comments are complimentary in nature*
 - *Making sexual noises and/or gestures toward someone or in the presence of someone*
 - *Exposing or trying to expose someone's underwear or private areas of the body (i.e. "panting", skirt flipping)*
 - *Any other conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to NorthStar programs or activities*
- *NorthStar students are expected to treat non-male staff with dignity at all times. We work to teach students to respect all people regardless of gender. Conduct that creates an unsafe/unwelcome environment for non-male staff is not acceptable.*
- *"Boys will be boys", "they're boys; they can't help it", or other similar statements are not acceptable defenses for conduct that constitutes sexual harassment.*

- **Possession of Obscene or Pornographic Literature, Materials, or Electronic Images**

- Description: The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise.
- *The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of NorthStar; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.*

- **Public Indecency**

- Description: Performing or procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be viewed by members of the public: (a) An act of sexual penetration; or (b) An exposure of the genitals of the body done with intent to affront or alarm any person; or (c) A lewd fondling or caressing of the body of another person.
- *This violation shall apply to students at least 12 years of age. For students under age 12, other violations may apply.*

- **Theft - Serious**

- Description: Stealing or attempting to steal any property that does not belong to the student. The item(s) involved have a more significant value and/or the act of the theft is more disruptive, more invasive, and/or large in scale. Example: A student enters a staff storage closet without permission and takes several items from the Blue Bucks Store stock.
- *The parent(s)/ guardian(s) shall also be liable to NorthStar for all property belonging to NorthStar, loaned to the student, and not returned on demand of the employee of NorthStar authorized to make the demand.*
- *Restitution may be required. Additional consequences may be applied if restitution is not made.*
- *Restitution is the act of offering repayment for goods or damage to property which could include, but is not limited to, monetary replacement, the offering of a similar item of value, or agreed upon alternative contribution to the individual or institution impacted.*
- **Threats**
 - Description: Conduct intended to instill fear in others, including conduct that implies impending violence, force, intimidation, or other actions that make others feel unsafe. Threats may include behaviors, verbal statements, written statements, and/or physical actions.
- **Unlawful Activity**
 - Description: Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this Code which creates potential danger in the NorthStar environment or interferes with NorthStar purposes.
 - *Any activity constituting a crime under state and/or federal law will be subject to the disciplinary actions of NorthStar and reported to law enforcement and/or other appropriate state or federal agencies.*
- **Repeated Level 1/2 behaviors that are not improving with Level 1/2 interventions**
 - Description: Level 1 or Level 2 behaviors that have continued to occur despite Level 1 or Level 2 interventions being implemented.
- **Level 1/2 behaviors that are more severe in nature**
 - Description: Level 1 or Level 2 behaviors that, due to specific circumstances surrounding a behavior event, are deemed to be more serious and in need of a Level 3 response.

Level 4 Interventions & Responses

This list of interventions is not intended to be exhaustive. Staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 4 violations have the potential to significantly impact the safety of the NorthStar environment. These violations may result in the removal of a student from NorthStar due to the severity of the behavior. These interventions focus on maintaining the safety of the NorthStar community and correcting self-destructive and dangerous behavior.

Long-term suspension may be applied when it is feasible to reintegrate the student back into NorthStar. Expulsion may be applied when the student's presence at NorthStar is deemed too dangerous or disruptive for staff to maintain a safe and positive climate.

Upon return to the NorthStar setting after a reassignment or expulsion, NorthStar staff will establish a plan of support for the student's ongoing success at NorthStar.

Any activity constituting a crime under state and/or federal law will be subject to the disciplinary actions of NorthStar and reported to law enforcement and/or other appropriate state or federal agencies.

Mandatory interventions for all Level 4 behaviors include:

- **Long-term suspension (6-20 days)**
- **Parent/guardian meeting**
- **Behavior plan**

or

- **Expulsion**

Other interventions for Level 4 violations may include, but are not limited to:

- Interventions from all previous levels

Level 4 Violations

- **Arson**
 - Description: Intentionally setting or attempting to set a fire on or in NorthStar property and/or during NorthStar activities.

- **Assault with Injury**
 - Description: Physically harming another person, including staff, when the student has knowingly and intentionally used force to cause personal injury.

 - *A student's intent may be inferred from the words and actions of the student.*
 - *The term "personal injury" shall mean physical pain, illness, or any impairment of physical condition.*

- **False Alarm**
 - Description: Causing a substantial disruption to the NorthStar environment and/or placing students at risk by making a false report or activating an alarm.

- **Firearm**
 - Description: Knowing and intentional possession, use, or transmission of a firearm.
 - **Mandatory intervention: Expulsion.**

 - *The following are firearms:*
 - *Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion.*
 - *The frame or receiver of any such weapon;*
 - *Any firearm muffler or firearm silencer; or*
 - *Any destructive device which includes:*
 - *Any explosive, incendiary, or poison gas – bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses;*
 - *Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and*
 - *Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled.*
 - *Guns, including antique firearms, BB guns, paintball, "airsoft" guns, dart guns, or pellet guns which are not firearms as defined above are considered dangerous weapons. Students are forbidden knowingly and intentionally to possess, use, or transmit any such gun.*

- **Selling, Distributing, Intent to Distribute, or Attempting to Distribute, Alcoholic Beverages, or a Controlled/Imitation Controlled Substance**
 - **Mandatory intervention: Expulsion.**

 - *Evidence of an intent or attempt to distribute may include, but are not limited to, the following:*

- Possession of quantities of prohibited substances greater than those reasonably considered for personal use.
 - Possession of paraphernalia associated with distribution of prohibited substances, such as but not limited to possession of scales, bags, and foil.
 - Evidence of an exchange of prohibited substances.
 - An imitation controlled substance is a substance that looks very much like an illegal drug and is said to be an illegal drug, but is not an illegal drug. The following are to be considered in determining whether a particular pill/ capsule is an imitation controlled substance:
 - The substance is said to produce the same or similar effects as the illegal drug or substance;
 - The person who has it or who is distributing it says that it is a specific illegal drug;
 - The person who is selling it charges more per pill/ capsule than the pill/capsule's contents usually sell for;
 - The pill/capsule is packaged in the same or similar bottle or box as the illegal pill/capsule drug;
 - The pill/capsule looks like the illegal drug it is said to be.
- **Sexual Assault**
 - Description: Sexual contact that occurs without explicit consent from someone.
 - **Mandatory intervention: Expulsion.**
 - Examples of sexual assault include but are not limited to:
 - unwanted fondling, sexual touching, kissing, or other intimate actions
 - coercing, manipulating, or forcing someone into sexual activity
 - attempting to penetrate someone's body
- **Weapon Other Than a Firearm**
 - Description: Knowing and intentional possession, handling, transmission, or use of any knife, dangerous weapon, or object that has no program-related purpose that could be used to injure another person.
 - Dangerous weapons (other than firearms) shall include:
 - guns, including antique firearms, BB guns, paintball, "airsoft" guns, dart guns, or pellet guns which are not firearms as defined above;
 - knives of all kinds, including pocket knives, regardless of the length of the blade, dirks, or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; or
 - knuckles and brass or iron knuckles that consist of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles.
 - any object which could be used to injure another person and which has no program-related purpose for being at the time in the student's possession will be considered a weapon for purposes of this Student Code of Conduct.
 - The following are examples of objects generally considered to be weapons: ammunition, stun gun, taser, lead pipes, chains, chuck- sticks, throwing stars, darts, black- jacks, unauthorized tools, fireworks, pepper spray, mace, or chemicals.
 - Some items are commonly used as tools. However, if those items could injure another person and have no program-related purpose, they will be considered weapons. Examples of some, but not all, unauthorized tools are: exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, and/or vice grips.

- *It is not a defense to a charge of possessing, handling, transmitting or using a weapon that the student did not intend to hurt anyone.*
- *If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun, the student must immediately turn the weapon into the nearest NorthStar staff member. If the student immediately turns in a weapon, the student will not face the consequences for weapon possession. If, however, the student continues to possess the weapon, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion/consequences as defined in the Code of Conduct. This clause does not apply to possession of a firearm or gun.*
- **Repeated Level 1/2/3 behaviors that are not improving with Level 1/2/3 interventions**
 - Description: Level 1, Level 2, or Level 3 behaviors that have continued to occur despite Level 1, Level 2, or Level 3 interventions being implemented.
- **Level 1/2/3 behaviors that are more severe in nature**
 - Description: Level 1, Level 2, or Level 3 behaviors that, due to specific circumstances surrounding a behavior event, are deemed to be more serious and in need of a Level 4 response.

Additional Information

Suspension

Suspension shall mean a student may not attend any NorthStar programs until the suspension's end date. This includes any NorthStar functions such as athletic events, weekend programs, field trips, and/or being on NorthStar property and/or vehicles for any reason. Suspension is temporary - students who are suspended are still enrolled in NorthStar.

The first day of a student's suspension shall be the next typical programming day that falls between Monday and Friday after the student receives the suspension. Weekends, holidays, and other days where NorthStar does not run typical after-school programming do not count toward the suspension days.

Example: A student earns a three (3) day suspension while attending the after-school program on Thursday 9/21/23. He will be suspended Friday 9/22/23, Monday 9/25/23, and Tuesday 9/26/23. He was planning to play in a NorthStar soccer game on Saturday 9/23/23. However, since his suspension's end date has not arrived yet, he will be ineligible to participate in the game. He will be able to return to NorthStar and participate in activities on Wednesday 9/27/23.

Parent/Guardian Meetings

NorthStar may require a parent/guardian meeting in order for a student to return from a suspension. In this case, the parent/guardian is responsible for arranging a meeting with a manager, lead, or other program management team member. The student shall not return to NorthStar until a successful meeting occurs. In order to ensure that NorthStar staff is prepared to hold an organized and productive meeting, all parent/guardian meetings must be scheduled in advance. Walk-in appointments are not appropriate.

Expulsion

Expulsion shall mean a student is prohibited from attending all NorthStar programs. This includes any NorthStar functions such as athletic events, weekend programs, field trips, and/or being on NorthStar property and/or vehicles for any reason. Expulsion may last for a semester, the entire duration of a program (i.e. an academic year), or indefinitely depending on the circumstances surrounding a behavior event. A student who earns an expulsion is no longer enrolled in NorthStar. NorthStar shall reject any attempt to re-enroll a student who is serving an expulsion. Parents/guardians may only attempt re-enrollment if the student's expulsion was given a specific end date and that end date has passed.

Behavior Rules for Conduct Outside of NorthStar Programming

It is the belief of NorthStar that it is important to support the whole student. Expectations for our students go beyond programming and into the community. We believe that part of learning is accepting responsibility for one's actions. Our intent is to support all students in their decision-making and their development into responsible adult citizens while serving as a deterrent to certain unacceptable or unlawful behaviors. This policy applies to conduct which occurs in places that are not otherwise covered by the code of conduct.

Any student engaging in 1) behaviors outside of NorthStar programming that would otherwise violate the Student Code of Conduct; or 2) student speech outside of NorthStar programming that causes substantial disruption to the NorthStar environment, may be subject to:

1. Emergency exclusion if the student's conduct presents a clear threat to the physical safety of self, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue NorthStar opportunities;
2. Short-term suspension for up to five (5) days;
3. Suspension or exclusion from certain program activities.

School-Managed Behaviors vs NorthStar-Managed Behaviors

In cases where behavior events are primarily occurring at a student's school, it is the school's responsibility to investigate and respond to those behavior events. NorthStar will communicate concerns and collaborate with school staff when applicable, but NorthStar is not responsible for leading investigations for behavior events that occur at school. NorthStar encourages parents/guardians to keep NorthStar staff informed when it comes to school-related behavior concerns. However, expectations for follow-up action should be placed primarily on school staff.

Behavior Expectations for Students Receiving NorthStar-Provided Transportation

NorthStar-provided transportation vehicles are considered an extension of NorthStar. Any behavior violation committed by a student on a NorthStar-owned, leased or contracted vehicle being used for a program purpose shall have the same level of intervention and response in the same manner as if the violation had been committed at NorthStar; this will include any referral or activity on the bus which is considered unsafe and/or refusal to follow directions of the driver or NorthStar staff. The Student Code of Conduct will be applied to referrals for behaviors on vehicles.

In addition, it is expected that students adhere to the following Safety Guidelines for Transportation:

- The driver is in full charge of the vehicle and students. Please show respect and follow directions of the driver and/or staff.
- Only assigned students are eligible to ride their assigned vehicle.
- Wait until the driver instructs you to get on or off the vehicle.
- Board the vehicle in an orderly manner.
- Sit facing forward, keeping aisles clear.
- If students are required to wear safety restraints, the vehicle will not move until the restraints are properly fastened.
- Remain seated until the driver directs you to unload.
- Do not extend your arms or head outside the vehicle window.
- Do not throw any items out of the vehicle window.
- Keep your voices at a quiet level, so to not distract the driver.
- Eating, drinking, and smoking are not permitted on the vehicles.
- NorthStar is not responsible for items left on vehicles.
- Be on time to your vehicle.

Violation of Safety Guidelines for Transportation may result in any of the following resolutions:

- Structured entry on the vehicle

- Vehicle safety training review
- Assigned seating while on the vehicle
- Student conference with management
- Parent(s)/guardian(s) conference with student and management
- Temporary removal from the bus/van

If a student is temporarily removed from the bus/van, it is the responsibility of the parent(s)/guardian(s) to transport the student to and from NorthStar.

Repeated violation of Safety Guidelines for Transportation may result in the loss of the bus transportation privilege.

Behavior Expectations for Students Participating in Off-Site Events

NorthStar students are representatives of NorthStar regardless of the location of programming. Any behavior violation committed by a student while representing NorthStar off-site (i.e. field trip, away game, etc.) shall have the same level of intervention and response in the same manner as if the violation had been committed at NorthStar.

Book Bags and Personal Items

Students may carry book bags, backpacks, and similar items to transport books, supplies, and other belongings. Students are expected to store bags in lockers instead of storing them in unsecured locations or carrying them throughout the building. Bags are subject to inspection, and the student is responsible for all contents. All lockers and their contents are subject to random searches by NorthStar staff without prior notification to students.

Objects that have no program-related purpose or that create a disruption to NorthStar's environment may result in the object being confiscated until the end of programming, and/or a parent/guardian being required to pick up the object. Repeated violations may be viewed as *Non-Compliance with Behavior Expectations*, resulting in additional application of the Student Code of Conduct.

Lost Items

NorthStar is not responsible for students' lost items. Students are expected to keep track of their belongings and encouraged to store items in their lockers. NorthStar recommends that students keep valuables and all non-essential objects at home. Students should be discouraged from bringing money to NorthStar - money is typically not needed for students to fully participate in programming activities.

NorthStar staff are not required to stop their regular programming duties to search for students' lost items. Students and parents/guardians should not expect NorthStar staff to conduct a thorough investigation when a student loses an item.

Searches of Lockers, Student Automobiles, and Students' Persons

Student lockers, desks and other such property are owned by NorthStar. NorthStar exercises exclusive control over this property, and students should not expect privacy regarding items placed in this property because it is subject to search at any time by NorthStar staff. Students are responsible for whatever is contained in desks, lockers, and electronics issued by NorthStar.

Vehicles parked on NorthStar property are subject to search by NorthStar staff if they have reasonable cause to believe that contraband is in or on the vehicle.

Students and their personal effects are subject to being searched by NorthStar staff if there is reasonable cause to believe that the student is in possession of contraband or evidence indicating that the student has otherwise violated the Student Code of Conduct. This includes all student pockets, purses, backpacks, and other kinds of carrying devices, and any personal computing, communication, and data storage devices. If the student does not allow the search, Law Enforcement may be called.

Dress and Personal Appearance

A student's personal appearance is basically a concern of the student and their parent(s)/guardian(s). However, a student's appearance should promote positive opportunities for learning and not disrupt the NorthStar environment. The following guidelines shall apply to all regular NorthStar activities:

1. Students must be fully clothed with a covered torso and shoes.
2. Words or images that promote alcohol, drug use, or weapons; insult or demean others; or disrupt NorthStar's environment are not acceptable.
3. Any exception to these guidelines, such as for spirit days, special events, and/or field trips must be approved by NorthStar staff.

Parent/Guardian Visits

If parents/guardians want to visit NorthStar during programming, they should consider the following points:

1. It is required to arrange visits 24 hours advance by making an appointment with a manager/lead.
2. Be prepared to wait in the vestibule area when you arrive. NorthStar staff must verify your identity and notify relevant staff of your arrival before allowing you to access the building.
3. You are required to sign in upon arrival and sign out when you are leaving. Please wear a visitor tag at all times when you are in the building.
4. Program staff's responsibilities are to the students and program activities while programming is in session. Please arrange a separate time to have a discussion or conference with program staff. Conference appointments may be scheduled outside of program hours with a manager/lead.
5. During visits, please limit student interactions to NorthStar students who are under your legal guardianship.
6. Visits should be limited to 30 or fewer minutes.
7. Observations, even for a trained observer, are a limited view of a complex series of interrelated learning experiences and activities. It is assumed that all observers will have the integrity to discuss questions and obtain clarification from NorthStar staff. Our interests are mutual.

No Trespassing/Ban and Bar Warning and Restriction

Visitors to NorthStar must respect the program environment and maintain proper behavior and decorum. Disruption of the orderly process of NorthStar is prohibited. NorthStar staff are authorized to deny access, ban or bar future access, and/or remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of NorthStar as outlined below:

1. Presents a risk to the safety of others resulting in the likelihood of violence, i.e., specific threats, posturing, or actions
2. Presents a disruption to the program environment adversely affecting students/staff (i.e., yelling or destroying property)
3. Repeated failures to follow NorthStar policy/procedures (i.e., refuses direction from NorthStar staff or check-in process)
4. Does not have legitimate purpose to be on NorthStar grounds or activities (i.e., loitering or wandering inside building)

An individual in receipt of a “No Trespass or Ban/Bar Restriction” may not come onto the grounds of NorthStar or attend any NorthStar programs.

Use of NorthStar Telephones

NorthStar’s telephones are primarily for staff use. Students should be discouraged from requesting to use NorthStar phones for non-emergency purposes.

If a student is to use a NorthStar phone, it is our policy that they get permission from a NorthStar staff member, allow the staff member to dial the phone number for them, and complete the entire phone call in the presence of the staff member.

Students who operate a NorthStar phone without following this procedure may be subject to disciplinary action for *Violating Staff Boundaries*. Further disciplinary action may occur if the student uses the phone for an unsafe and/or disrespectful reason such as prank calling, harassing others, dialing 911 without a valid safety concern, etc.

Personal Cell Phone/Portable Device Guidelines for Students

The purpose of these guidelines is to provide a NorthStar-wide procedure regarding the use of cell phones and other Personal Electronic Devices (PEDs) by students and the consequences for noncompliance with the procedure to ensure that the use of cell phones and PEDs does not interfere with programming activities.

Students may be permitted to use cell phones and PEDs only when directed by NorthStar staff as acceptable for programming. NorthStar staff may expect students to keep cell phones and PEDs out of sight or in a bag/locker during program hours. The use of cell phones and PEDs should not interfere with student success and/or program participation. NorthStar assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students during NorthStar activities or held by NorthStar staff during the confiscation period.

Definitions

1. "Cell phone" includes, and is not limited to, iPhones, "smart" phones, internet-enabled phones and other PEDs that are capable of placing and/or receiving telephone calls (including personal listening device such as earphones, ear buds, "Bluetooth", etc.), text messages, creating and distributing videos, taking photographs, and the like.
2. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a smartphone, cellular phone, or tablet.
3. "Personal Electronic Device" is an electronic device that emits an audible signal, visual signal, vibration, displays a message, or otherwise summons the possessor, including, but not limited to, iPads, paging devices, electronic emailing devices, radios, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, personal digital assistants (PDAs), cameras, and any device that provides a connection to the internet.
4. "Program Hours" means the time a student enters a NorthStar vehicle or NorthStar property until the end of NorthStar's designated "program day." "Program Day" means the regular program day with a designated starting time and ending time as defined by the NorthStar program schedule.
5. "NorthStar property" includes parking lots, vehicles, and outside or inside all areas of the NorthStar building.
6. "Turned off" or "powered off" means the device is not activated. Devices in quiet vibrate or other modes, except off, are not considered turned off or powered off.
7. "Use" includes carrying or possessing a cell phone or PED that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "manner mode" shall be considered to be in use. A cell phone or PED that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be deemed "in use." A cell phone or PED, even if placed in an "off" position but visible to others, may be deemed "in use." A cell phone or PED in an "off" position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, locker, etc. shall be not be deemed "in use."

Prohibited Use of Cell Phones and PEDs

- Any use of cell phones and PEDs at any time other than those specified by NorthStar staff.
- Student sharing or electronic posting of images and/or videos taken or stored on cell phones or PEDs during NorthStar hours and/or on NorthStar property without approval from NorthStar staff and consent from all individuals depicted in images and/or videos.
- Student use of cell phone camera/video recording without consent from NorthStar staff is prohibited and considered a violation of the Student Code of Conduct.

If guidelines for use are not followed, then the Personal Electronic Device (PEDs) and/ or cell phone may be confiscated:

When a PED and/or cell phone is confiscated the device should be turned over to the designated staff member. Once the device is turned over to the designated staff member, the staff member shall take appropriate action to store the device in a secured location within the NorthStar building. Return of the device will occur at a time decided by the NorthStar staff member, which may include communication with the parent(s)/ guardian(s) and possible disciplinary action.

Noncompliance with attempted confiscation:

Students committing repeated violations of this procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct. Students who refuse to comply with a request to

turn over their cell phone and/or PED shall be subject to discipline for *Non-Compliance with Behavior Expectations* and such other disciplinary action consistent with the Student Code of Conduct.

Surveillance Cameras

Surveillance cameras are located in various public spaces in and around the NorthStar building. These cameras are present to assist NorthStar staff in providing a safe environment for all students. Video from these cameras, although otherwise confidential student records, may be reviewed in the presence of NorthStar staff by parent(s)/guardian(s) of students being disciplined as a result of misconduct recorded on tape. If an incident involves two or more students, then all parent(s)/guardian(s) must provide written consent to view the video. Written consent is not needed for students who are seen in the video, but who are not involved in the incident. Students should know that they have no expectation of privacy in those places where surveillance cameras are installed.

Signature of Receipt of NorthStar Rules

When completing the enrollment process, parent(s)/guardian(s) must check that they've received the Code of Conduct. This verifies that either a physical copy and/or an electronic copy of the Code of Conduct was received and that parent(s)/guardian(s) and the student have a shared agreement to know the contents of the handbook, to understand the rules for students contained in it, and that the rules will be followed.