



EXPECTATIONS OF CONDUCT 2019-2020

Our Commitment to Student
Achievement, Citizenship, and
College - Career Readiness



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WELCOME BACK TO SCHOOL

Dear Parents, Guardians and Students,

Welcome to a new, exciting school year! At our schools you will find a professional staff dedicated to the success of each child. As you become an active member of the learning community, our commitment to high standards of instruction, as well as emotional, social and academic success, will be evident. With parents, students and educators working as a team, our schools will continue to be a strong, successful learning environment for everyone.

This handbook serves as an important means of communication between home and school. Included are policies, regulations and services that should answer many of your questions throughout the school year. Each year several revisions in policy may occur, so please take time to review this handbook as a family, so that both you and your child are familiar with the contents.

Our schools foster close home and school relationships, which are essential to promoting the best interest of the children. We encourage parents to visit the school and to become as involved as your schedule allows. Throughout the year, programs that encourage family participation and involvement will be scheduled, and these activities create the community atmosphere that makes each school special.

It is our hope that this handbook will be helpful to you and will promote understanding of the school policies and procedures. Feel free to come in and experience our many wonderful programs and activities throughout the year. You are always welcome. We wish you the best for the coming year.

Respectfully,

A handwritten signature in cursive script that reads "Charles J. Pearson". The signature is written in black ink and is positioned above the printed name of the Superintendent of Schools.

Dr. Charles J. Pearson
Superintendent of Schools

STUDENT EXPECTATIONS OF CONDUCT

As a member of the Normandy Schools Collaborative student body, you are entitled to a quality education. This quality education is the end product of cooperative student, parental, and educator efforts. We further believe that each student member has a responsibility in creating a quality education for himself/herself and other students. This responsibility is demonstrated through academics, socialization, and daily behaviors of success. Along with intellectual aptitude, it is essential that our students have the personal socio-emotional resources that will open doors to success. Our discipline philosophy is rooted in seven beliefs.

- We believe connection and communication (verbal and nonverbal) are the most powerful motivating forces for achievement.
- We see discipline as a teaching opportunity rather than a disruption to learning.
- We see misbehavior as a call for help instead of disrespect.
- We believe children are capable of self-regulation instead of needing to be controlled.
- We understand that what we focus on, we get more of.
- We believe initial contact matters and pleasantries goes a long way.
- We believe professional development and modeling are essential to developing social and emotional competencies.

DISCIPLINARY PROCEDURES

In order to encourage the development of habits of success, the district supports the concept of positive behavioral intervention strategies (PBIS) and related discipline techniques. This process is intended to be instructional as well as constructive. The intent of behavior interventions is to assist students in recognizing and avoiding unacceptable behaviors and in fostering acceptable behavior and decorum. Staff members will consider the following circumstances prior to disciplinary action:

- IDEA (Individuals with Disabilities Education Act)
- The seriousness of the offense
- Past behavior of the student
- The student's degree of cooperation
- The student's attitude
- Attendance patterns and academic progress
- The safety and welfare of the student and school community

BUS GUIDELINES

The bus ride to and from school is considered an extension of the school day. During this time students are under the supervision of the district's bus drivers in addition to school administration. Because every bus driver's primary responsibility is to safely transport students, the district has installed video cameras to assist in monitoring student behavior and safety. Failure to comply with the established regulations may result in school-administered discipline, which may include the suspension of bus privileges. Students should arrive at designated bus stops 5 minutes before the scheduled pick up. In addition to general safety practices, there are various state and district regulations which students must follow when riding the bus.

BUS REGULATIONS

- Students must be on time. The bus cannot wait for those who are tardy.
- Students must walk on the far side of the road facing traffic when going to the bus stop.
- Conversational tone and classroom conduct are to be observed.
- When crossing a road, students must do so 10 feet in front of the bus after making sure the road is clear.
- Alcohol, drugs, weapons, tobacco products, animals, glass containers, skateboards, or any items that are a danger to riders or others, are not permitted on the bus.
- Students are to obey the bus driver.
- Students must remain seated while bus is moving.
- Students must adhere to safety regulations and other rules and regulations as posed by contract carrier.

The following behaviors are not permitted:

- Students must not get on or off the bus when it is in motion.
- Unnecessary conversations with the driver are prohibited.
- Students may not use obscene language or gestures.
- Students may not smoke.
- Students may not throw materials from bus windows.
- Students may not vandalize property.
- Students may not fight.
- Students may not extend their hands, arms or head from bus windows.
- Students may not ride two different buses unless approved by the District office.
- Students may not eat on the bus.

DRESS CODE GUIDELINES

The Normandy Schools Collaborative has implemented student dress code guidelines for all grades and all campuses. The purpose of this policy is to give the district a positive and distinctive identity and reflect the values of the schools and community. All students are required to comply with this policy each day except for those days designated as spirit days at the discretion of the school administrators. All students are expected to adhere to common practices of modesty, cleanliness and neatness. District administrative staff will have complete and final judgment on all matters concerning interpretation of the student uniform dress code. Matters concerning appearance and dress not specifically covered in uniform policy shall be within the discretion of the administrative staff.

In case of severe financial hardship, parents may contact the central administration offices by phone, mail or in person to request assistance for uniforms.

PreK, KINDERGARTEN CENTER, ELEMENTARY, 7TH & 8TH GRADE CENTER (Grades PreK-8) SCHOOL UNIFORMS

Slacks, Capris, Shorts, Skorts and Skirts

- Navy blue, black or khaki in color
- No more than one size larger than the waist
- Fitted leg and hemmed, length is to the top of the shoe, not dragging on the floor
- Worn at the waist
- No excessive pockets or zippers
- No baggy/saggy pants or slacks permitted
- May not be worn shorter than 3" above the knee

Vest and Sweater

- Solid navy/powder blue or white in color
- Long or short sleeve sweaters
- Pullover cardigan sweaters or vest

Tops

- Solid white or navy/powder blue (no print allowed)
- Collared shirts, blouses or turtlenecks
- All shirts must be long enough to be tucked in and stay tucked in
- No sleeveless shirts or T-shirt style undershirts
- Clothing worn under tops must be solid white
- Plain navy/powder blue or white crew neck sweatshirts

Belts

- Solid color belts – black, brown, navy blue or white with regular, non-decorative buckles

- Belts should fit, with the end only a few inches past the buckle

Shoes, Socks and Shoelaces

- Athletic/tennis shoes or other durable shoes
- Socks are to be solid white, navy blue or black
- Girls may wear skin tone panty-hose, tights or knee highs in white or navy blue
- No flip flops, backless, high heels or shoes that pose a safety problem

Jewelry

- Minimal, simple in nature and non-excessive; small earrings recommended for safety

Not Acceptable or Unsafe Items

- Oversized clothing
- Hooded sweatshirts
- Hats, caps, berets or bandannas worn inside the building
- Chains hooked to wallets, belts, keys, etc.
- Stretch pants, stirrup pants, spandex materials, bib type overall pants, sweatpants, biker shorts or denim material
- Bare midriff or tank tops
- Any other items/styles that are deemed by the principal to be inappropriate

HIGH SCHOOL (Grades 9-12) SCHOOL UNIFORMS

Slacks, Capris, Shorts, Skorts and Skirts

- Navy blue, black or khaki in color
- No more than one size larger than the waist
- Fitted leg and hemmed, length is to the top of the shoe, not dragging on the floor for slacks (safety purposes)
- Worn at the waist
- No excessive pockets or zippers
- No baggy/saggy pants or slacks permitted
- May not be worn shorter than 3" above the knee

Vest and Sweater

- Long or short sleeve sweaters
- Pullover cardigan sweaters or vest

Tops

- Collared shirts, blouses or turtlenecks solid colored
- **Freshmen and Sophomores:** green
- **Juniors and Seniors:** red or white
- All shirts must be long enough to be tucked in
- No sleeveless shirts, tank tops, or T-shirt style undershirts

Belts

- Belts should fit, with the end only a few inches past the buckle

Shoes, Socks and Shoelaces

- Athletic/tennis shoes or other durable shoes
- Girls may wear skin tone panty-hose, tights or knee highs
- No flip flops or shoes that pose a safety problem

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- Stretch pants, stirrup pants, spandex materials, bib type overall pants, sweatpants, biker shorts or denim material
- Bare midriff or tank tops
- Any other items/styles that are deemed by the principal to be inappropriate.

DRESS CODE PROCEDURES

Students who are not adhering to dress code guidelines may warrant the following intervention(s):

- Teacher/Parent/Student Conference
- Administrator/Parent/Student Conference
- Supply uniform(s)
- In-School Suspension (if applicable)
- Service Learning Contract
- Behavior Improvement Contract
- Loss of Privilege, Reward, or Activity

ATTENDANCE PROCEDURES

This attendance procedure establishes reasonable standards regarding absences. One objective of the procedure is to encourage a high rate of student attendance. Every student is expected to be in school every day and attend every assigned class. When it is necessary for a student to be absent from school, a parent/guardian should call the appropriate school's attendance office line prior to 9:00 a.m. on the day of the absence. Student absences not verified within 48 hours will be considered trancies. Parents or guardians are encouraged to work with students towards the achievement of outstanding attendance and excuse students only for an illness or an emergency. Students will not be excused in order to obtain a driver's license, baby sit younger siblings, perform personal chores, etc. The purpose of the Normandy Schools Collaborative attendance policy

is to encourage regular and punctual school attendance. *In the Normandy Schools Collaborative, it is our belief that regular school attendance and punctual arrival is an integral factor in school success. Each day of school provides valuable experiences. Daily interactions in the classroom cannot be exactly duplicated.*

TRUANCY

The Joint Executive Governing Board believes regular attendance is important to academic success. Regular class attendance, punctual arrival and staying for the entire day are critical factors in a student's success in school. Classroom interaction and instructional activities are an integral part of the learning experience. In addition, a key indicator of personal responsibility within a young adult is the achievement of outstanding school attendance. It is required that all students be in attendance 90% or greater of the academic school year. Staff members work in partnership with parents/guardians and students to ensure regular attendance throughout the school year. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly. *Truancy* is defined as:

- 1) Deliberate absence from school on the part of the pupil with or without the knowledge and consent of the parents/guardians and the school administration;
- 2) Excessive non-justifiable absences, even with the consent of parents/guardians;
- 3) Arriving after the expected time class or school begins, as determined by the district.

The *Missouri Compulsory Attendance Statutes* (RSMO.167.031-167.071) require all children between the ages of seven and seventeen years to attend school regularly. The parents/guardians are responsible for the attendance of minor children. Though it is recognized that absence from school may be necessary under certain conditions, excessive absences constitute a violation of the statute and are a class "C" misdemeanor, enforceable under Missouri's Juvenile Code.

When a pattern of truancy becomes evident, the principal or designee will investigate and take such actions as circumstances dictate. Section 210.115 RSMO. mandates reporting to the Division of Children and Family Services when there is reasonable cause to suspect that a child's nonattendance is due to the educational neglect of the parents/guardians. **If the absences and/or tardies continue beyond the equivalent of specified days per quarter and the school staff has been unable to document medical, psychological or social concerns, the school principal/staff may**

report the attendance problem to the Department of Social Services-Division of Children's Services Hot Line for suspected educational neglect or to the St. Louis County Family Court for suspected truancy and/or any other referrals as allowed by law.

I. Truancy

Absence from school/class without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins as determined by the district, constitutes truancy. It is the responsibility of the student to make certain that his/her teacher receives a pass from a principal, counselor, social worker, nurse, etc., any time the student misses all or part of a class.

Any late arrival to or early departure from school may be interpreted as class truancy. In order for this to be prevented, it is the responsibility of the student and his/her parent/guardian to follow the following procedures in the case of a late arrival to or an early dismissal from school for a valid reason:

- 1) The student properly signs in and/or out;
- 2) The parent has called, giving a valid reason for the late arrival or early dismissal;
- 3) The student requests an official pass from the school/attendance office; and,
- 4) The student shows the official pass to the appropriate teacher(s).

II. Procedure for Excessive Truancy

Attendance clerk will run a weekly truancy report on all students who have missed three (3) or more classes/days. The report is given to the counselor and administrator. A phone call is made to the student's home informing the parent/ guardian. If the truancy continues the school principal/staff will report the problem to the Division of Children's Services regarding educational neglect and/or to the St Louis County Family Court for suspected truancy and/or any other referrals as allowed by law.

III. Arriving Late to School or Class

A high school student who arrives more than five (5) minutes late to school must scan in using his/her school I.D. at the front-security gate. Arriving 5-10 minutes tardy to any class may result in a referral for excessive tardiness and additional disciplinary consequences may be assigned.

IV. Closed Campus/Signing Out of School

Normandy Schools Collaborative has a closed campus policy, which means that students are not to leave campus without authorization (this includes

lunch periods). Students needing an early dismissal must have their parent/guardian call the attendance office for immediate assistance to check them out of school. Minimally, a parent phone contact with the school is crucial before a student leaves school. On the fourth early dismissal, a parent/guardian must physically come into the building and sign the student out. When a student returns to school, he/she should sign in at the front-security desk before going to class. Students who leave campus at an unscheduled time without following these procedures are subject to disciplinary action as described under "Truancy."

V. Attendance Notification Procedures

For every unexcused or excused absence, **School Reach®** will call the home to inform the parent/guardian. A formal letter from the principal's office will notify the student and the parent/guardian after a specified number of absences. The student's name will be forwarded to the Attendance Committee led by the school social worker. The principal/school staff will work with the parents/guardians to understand the reasons for the absences or tardies and assist them in providing the support needed to improve attendance. If the absences are because of health concerns, as documented by the family physician, or psychological or social concerns, as documented by the district social worker, the child will be referred to a Care Team. Considerations will be given for accommodations and modifications that may assist the child in remaining productively connected to the educational curriculum.

If the absences and tardies continue beyond the equivalent of five days per quarter and the school staff has been unable to document medical, psychological or social concerns, the school principal/staff will report the attendance problem to the Department of Social Services-Division of Children's Services Hot Line for suspected educational neglect or to the St. Louis County Family Court for suspected truancy.

VI. Procedure for Handling Excessive Absences

Once a student reaches a specified number of absences in a class he/she is in additional danger of not earning credit in that class and possibly not earning a promotion to the next grade level. Upon reaching the eighth absence, the student will be placed on **Attendance Watch** by the school social worker. As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

EDUCATIONAL NEGLECT

Any school official or employee who knows or has reasonable cause to suspect that a child is being subjected to home conditions or circumstances which would reasonably result in truancy are required to immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Child Abuse Hotline to the Children's Division of the Missouri Department of Social Services. The building principal shall inform the superintendent or designee that a report has been made, and keep the Office of Student and Family Support Services apprised of the status of the case when appropriate.

MAKE-UP WORK FOR GRADES K-12

A student who has been out of class for any reason is required to complete make-up work as a necessary step to avoid falling behind academically.

Absence

Work missed by a student due to an excused absence (including school-sponsored field trips or other activities) can be made up for credit. The student and/or parent has the responsibility to talk with the teacher the day following the absence(s) to determine the nature of the work missed. Except for work assigned prior to and due on the day of an absence, the student has one day for each day of the absence in which to complete the work. For the purpose of this procedure, **an excused absence is defined as one that has been verified by a parent/guardian for reasons such as illness or injury.** Field trips or other school-sponsored activities are considered excused absences and do not require parental verification.

Truancy

If a student is truant she/he may not receive credit for work missed during truancy. Credit recovery after a truancy violation is determined by the administration along with input of the classroom teacher(s).

Student Suspension

- **In-School Suspension:** Students are permitted to complete work assigned by their teacher while serving an in-school suspension. Full credit will be given for work turned in.

- **Out-of-School Suspension:**

- **Elementary:** Students are given the opportunity to turn in work missed. Assignments are prepared by the teacher upon notification of a student's suspension by the administration. Upon return to school, the completed work will receive credit.

- **7th & 8th Grade Center:** Work (assignments/tests, etc.) missed during of out-of-school suspension in a school year can be completed for credit. *Tests administered during suspension may be made up upon return to school. The responsibility to receive assignments, make-up work, and to take missed tests rests with the student upon returning to school.*

- **High School:** Work (assignments/tests, etc.) missed during out-of-school suspension in a school year can be completed for credit. *Tests administered during suspension may be made up upon return to school. The responsibility to receive assignments, make-up work, and to take missed tests rests with the student upon returning to school.*

It is the district's goal to maintain academic excellence. It is the administration and parent's/guardian's and/or student's responsibility to request and ensure completion of all missed assignments.

NO RE-ADMITTANCE OR ENROLLMENT

Acts of violence and other behaviors that endanger the welfare or safety of others shall be reported to the authorities and shall cause a challenge to student re-admittance and/or enrollment if he/she has been convicted of, or had a petition filed against him/her for, any of the following acts:

- murder and manslaughter
- assault (1st, 2nd, 3rd & 4th degree)
- rape or sodomy (1st & 2nd degree)
- sexual misconduct involving a child
- sexual abuse (1st degree)
- burglary (1st & 2nd degree)
- weapon possession
- robbery (1st degree)
- distribution, delivery or manufacture of drugs
- arson (1st degree)
- property damage (1st degree)
- child molestation (1st, 2nd & 3rd degree)
- harassment (1st degree)
- stalking (1st degree)
- kidnapping (1st & 2nd degree)

A student who commits other acts of misconduct not covered in this handbook will face disciplinary consequences, as applicable.

Mandatory Conferences

Before readmitting a student who has been properly suspended 180 days or expelled, the district will hold a conference to review the unacceptable choices and behaviors that resulted in disciplinary consequences. A preventative action plan will be discussed and implemented by those in attendance. The readmission conference will include appropriate school officials including the school administrator, the involved teacher, the district social worker, pupil, his/her parents/legal guardians or agency. The Joint Executive Governing Board_or designee delegate must notify all parties of the conference in writing. Failure of any party to attend the conference shall not preclude holding of the conference.

Normandy Schools Collaborative, in compliance with the Missouri Safe Schools Act, may not consider enrolling any student from another school district currently serving a long-term suspension or expulsion.

LIST OF INTERVENTIONS

In keeping with the district's discipline philosophy, teachers, support staff and administrators will engage in proactive practices, using preventative strategies to assist students in making responsible choices that result in personal growth and academic success. The positive behavioral intervention strategies (PBIS) below will be utilized as a base for working with students to resolve problem behaviors before they escalate into discipline infractions. They may include, but are not limited to:

- 1) Academic contract/goals with student and parents
- 2) Anger management support groups
- 3) Attendance Committee/Attendance Watch
- 4) Behavior contract/goals with student and parents
- 5) Citizenship, effort and improvement recognition
- 6) Class, team or grade level meetings to review behavior expectations
- 7) Community sponsored activities
- 8) Community service contract
- 9) Conference with student
- 10) Conflict mediation
- 11) Counselor assessment
- 12) Cueing techniques
- 13) Daily behavior progress reports
- 14) Division of Children and Family Services involvement
- 15) Drug education
- 16) Extended family involvement
- 17) Extra time for assignments
- 18) Individual student incentive plans

- 19) Individual instruction on attendance or academic expectations
- 20) Loss of privileges
- 21) Lunch detention with teacher, administrator or mentor
- 22) Mentoring
- 23) Mid-quarter academic, attendance, and/or disciplinary reports
- 24) Monitor time and location of offenses
- 25) Parent conference with staff
- 26) Parent phone call
- 27) Positive telephone call/note home
- 28) Preferential seating
- 29) Redirection for inappropriate behavior
- 30) Refocus attention to task at hand
- 31) Restorative justice
- 32) Role-play/re-teach expectations throughout the year
- 33) Safe Schools assemblies
- 34) School nurse assessment
- 35) Social worker assessment
- 36) Student behavior self-monitoring/reflection time
- 37) Student planner
- 38) Substance abuse assessment/referral for treatment
- 39) Tutoring
- 40) Verbal praise for choosing appropriate behavior

SCHOOL SAFETY/EMERGENCY PREPAREDNESS

School safety officers are utilized in the Normandy Schools Collaborative. These trained officers are in schools daily and may talk with students and provide assistance in crime prevention and control as well as school safety.

The Joint Executive Governing Board has determined that the use of metal detectors, both hand-held and walk-through, are desirable techniques for campus security. Should the detector indicate that dense material is present on or about the student, a search may be conducted by the principal, assistant principal, designees or police officer with the assistance of school personnel. The district has the right to search:

- 1) a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.
- 2) a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited.

TECHNOLOGY GUIDELINES

The activities listed below are not permitted when utilizing district network resources:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address, or identifiable photo, without permission from teacher and parent or legal guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action including but not limited to suspension or revocation of student access to district technology, suspension or expulsion from school.

VISITS TO THE SCHOOL

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Parent & Visitor Expectations

Parents & Visitors are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.

- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study, and ensure homework assignments are completed.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the office of the principal upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the principal's office and sign out before leaving the building.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

VIDEOTAPING/PHOTOGRAPHING STUDENTS

An employee of Normandy Schools Collaborative may videotape students for the purpose of safety, co-curricular or extra-curricular activities or classroom instruction. If members of the media have made arrangements with the district administration, they may also videotape or photograph students on

campus. If a parent/legal guardian objects to videotaping/photographing their child for the above reasons, please contact the building principal to review this issue.

For safety purposes, video surveillance cameras will be utilized on each campus. Administrators do review the tapes routinely and document student misconduct. Disciplinary action will be in accordance with the *Student Expectations of Conduct*. These recordings are considered as proprietary law enforcement unit property.

Conduct Prohibited on School Property

No person shall engage in or exhibit the following behaviors:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Threatening in any way, a member of staff, visitor, fellow parent/guardian or child.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs being brought on to the school premises. (other than guide dogs)
- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.

- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Should any of the above occur on school premises or in connection with school the school staff may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

Concerns

If a parent/guardian has a complaint, criticism or concern, it is expected the following steps be followed in the first instance:

1. Speak to the person involved first and try to resolve the concern with mutual respect and clear communication
2. If for some reason this is not possible, then make an appointment to see the Principal/Assistant Principal.
3. The Principal/Assistant Principal will arrange a meeting between the two parties involved in an attempt to mediate and find resolution. It is important to note that criticism regarding a staff member will only be heard if it is related to their professional conduct.

PARTICIPATION IN GRADUATION EXERCISES

Students participating in commencement (graduation) exercises shall complete all requirements for graduation as established by the Missouri Department of Elementary and Secondary Education and the Normandy Schools Collaborative Joint Executive Governing Board.

Students not permitted to participate in commencement exercises may still receive a diploma and any other honors that were otherwise earned by the student, if such student has successfully completed the minimum graduation requirements of the Missouri Department of Education and the

Normandy Schools Collaborative Joint Executive
Governing Board.

JEGB Board Policy JG R-1 Infraction definitions

Infractions are defined as inappropriate activities that interfere with the good order of teaching and learning including:

LEVEL 1

1.1 **Automobile/Vehicle Misuse:** Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions **given by school officials or failure** to follow established rules for parking or driving on district property.

1.2 **Bus/Transportation Misconduct:** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

1.3 **Dishonesty:** Any act of lying, whether verbal or written, including forgery.

1.4 **Dress Code Violations:** Failure to adhere to published Mandatory PreK-12 Uniform Requirements.

1.5 **Nuisance Items:** Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

1.6 **Public Display of Affection:** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

LEVEL 2

2.1 **Academic Dishonesty:** Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

2.2 **Disrespectful or Disruptive Con-duct or Speech*:** Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

2.3 Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences:

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

2.4 **Gambling*:** Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

2.6 **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material*:** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

2.7 **Technology Misconduct*:** 1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files with-out authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. 2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. 3. Violations of Board policy EHB and procedure

EHB-AP other than those listed in (1) or (2) above.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

2.8 **Threats or Verbal Assault*:** Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

2.9 **Tobacco Offenses*:** 1. Possession of any tobacco products on district property, district transportation or at any district activity; and, 2. Use of any tobacco products on district property, district transportation or at any district activity.

2.10 **Truancy or Tardiness:** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

LEVEL 3

3.1 **Arson*:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

3.2 **Assault*:** 1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. 2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

3.3 **Bullying and Cyberbullying*:** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital/electronic communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

3.4 **Drugs/Alcohol/Substance Violations*:** 1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. 2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or

drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. 3.

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

3.5 **Extortion*:** Threatening or intimidating any person for the purpose of obtaining money or anything of value.

3.6 **False Alarms*:** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

3.7 **Fighting*:** Mutual combat in which both or all parties have contributed to the conflict either verbally or by physical action.

3.8 **Harassment/Sexual Harassment*:** 1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic. 2.

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

3.9 **Incendiary Devices or Fireworks*:** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

3.10 **Sexual Activity*:** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

3.11 **Theft*:** Theft, attempted larceny, stealing, deprivation of use of/access to another's property or knowing possession of stolen property.

3.12 **Unauthorized Entry*:** Entering or assisting

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

3.13 **Vandalism***: Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

3.14 **Weapons***: 1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. 2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). 3. Possession or use of ammunition or a component of a weapon.

References to the supporting legislative, administrative, regulatory and/or relevant case law in preparation of this document is also included in Normandy School District Board policies, as amended. This information is available for review and access at www.policy.msbanet.org/normandy or www.normandysc.org.

CONSEQUENCES

Consequences for LEVEL 1 or 2 infractions may range from verbal and written warning, academic detention and/or up to 4 hours of academic Saturday detention and in-school suspension. Repeated infractions or more severe offenses include in-school suspension and out-of-school suspension ranging from 1-10 days. Consequences for LEVEL 3 infractions may range from academic detention, in-school suspension, 5-10 days out-of-school suspension to 10-180 days of out-of-school suspension for severe acts and acts that violate safe schools.

All discipline policies and expectations of the district are in accordance with the Safe Schools Act, which was approved by the Missouri General Assembly and effective since June 1996.



AMY HESTIR STUDENT PROTECTION ACT

The *AMY HESTIR STUDENT PROTECTION ACT* requires the superintendent of a school district to report any allegation of sexual misconduct by a teacher or school employee to the Children's Division of the Missouri Department of Social Services within 24 hours. The Act further states:

- The office of the child advocate will coordinate mediation between schools and students where child abuse allegations arise in the school setting.
- No registered sex offender can be a school board member.
- Schools can request waivers to access closed records of the family care safety registry of any school employee with access to pupils.
- Repeal of the statute of limitation for unlawful sexual offenses involving a person 18 years of age or younger.
- Broad civil immunity to school district employees who report or discuss employee job performance for the purpose of employment decisions which affect student safety and well-being.

The law's provisions are designed to protect children from sexual misconduct by school district staff. It requires any school employee who learns of reported sexual misconduct by a teacher or other school personnel to report that allegation to their superintendent and Children's Division of the Missouri Department of Social Services within 24 hours. School districts must immediately suspend any employee against whom the Missouri Department of Social Services returns substantiated findings of allegations of sexual misconduct. The legislation also requires all school districts to provide information about former employees to other public school districts, including findings of substantiated allegations of sexual misconduct. Districts may be held liable for failing to disclose information about an employee who was dismissed or resigned due to substantiated allegations.

This legislation prohibits registered sex offenders from serving on local school boards, strengthens

criminal background checks on school bus drivers, requires the Missouri Department of Elementary and Secondary Education to conduct annual background checks of certified teachers, and requires school districts to adopt written policies regarding teacher-student communication addressing electronic media, social networking and various other forms of communication.

NORMANDY SCHOOLS COLLABORATIVE
Campuses & Principals

NORMANDY EARLY LEARNING CENTER

7855 Natural Bridge Road 63121
Telephone: (314) 493-0500
Fax: (314) 493-0560
Crystal Hunter, Directory, Early Learning
Aman Lado, Assistant Principal
Samohya Stallons, Assistant Principal

BEL-NOR ELEMENTARY

3101 Nordic Drive 63121
Telephone: (314) 493-0140
Fax: (314) 493-0150
Dr. Christopher Young-El, Principal

BARACK OBAMA ELEMENTARY

3883 Jennings Station Road 63121
Telephone: (314) 493-0850
Fax: (314) 493-0870
Netra Taylor-Nichols, Principal
Dr. Jason Spray, Asst. Principal

JEFFERSON ELEMENTARY

4315 Cardwell 63121
Telephone: (314) 493-0100
Fax: (314) 493-0110
Robin Vaulx-Williams, Principal

LUCAS CROSSING ELEMENTARY COMPLEX

7837 Natural Bridge Road 63121
Telephone: (314) 493-0200
Fax: (314) 493-0297
Dr. Tiffany McConnell, Principal
Dr. Gregory Lesan, Asst. Principal
Anthony Taylor, Asst. Principal
Dr. Kesha Whitley, Asst. Principal

WASHINGTON ELEMENTARY

1730 North Hanley Road 63114
Telephone: (314) 493-0810
Fax: (314) 493-0820
Pamela Hollins, Principal

NORMANDY HIGH SCHOOL

6701 St. Charles Rock Road 63133
Telephone: (314) 493-0600
Fax: (314) 493-0668
Pablo Flinn, Principal
Isaiah Melendez, Asst. Principal
Dr. Dustin Stockmann, Asst. Principal

C.A.S.A. CENTER

6701 St. Charles Rock Road 63133
North Hall, second floor
Telephone: (314) 493-0269
Pablo Flinn, Principal
Denitria Neil, Coordinator

WORKING TOGETHER FOR CHILDREN

A committee of parents, teachers, administrators and students meets throughout the year to discuss discipline and safety issues and revise this manual. Student input from surveys and special meetings are utilized when appropriate. The goal of a strong discipline management program is to encourage the students' academic progress in a safe and positive environment. The information herein is based on state and federal laws, attorney general opinions, Code of Federal Regulations, Missouri Administrative Law/Code of State Regulations, the Missouri Criminal/Charge Code, State Board of Education rules and local Board Policies. Each year the Joint Executive Governing Board reviews the manual and approves its implementation.

The Normandy Schools Collaborative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

For more information contact

Mrs. Tina Clark-Scott, Assistant Superintendent of Academics & Support Services
(314) 493-0400



JULY 2019							JANUARY 2020													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6	4	Independence Day - Closed						5	6	7	8	9	10	11
7	8	9	10	11	12	13	Summer School Ends *							12	13	14	15	16	17	18
14	15	16	17	18	19	20	August							19	20	21	22	23	24	25
21	22	23	24	25	26	27	1-2	New Employee Orientation						26	27	28	29	30	31	
28	29	30	31				5-16	Teachers Return - Professional Development/Class Prep												
AUGUST 2019							19	First Day of School - Students						FEBRUARY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3	September												1	
4	5	6	7	8	9	10	2	Labor Day - Closed						2	3	4	5	6	7	8
11	12	13	14	15	16	17	October							9	10	11	12	13	14	15
18	19	20	21	22	23	24	11	1st Quarter Ends						16	17	18	19	20	21	22
25	26	27	28	29	30	31	14	Professional Development - No Students						23	24	25	26	27	28	29
SEPTEMBER 2019							15	2nd Quarter Begins						MARCH 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	17	PM Parent/Teacher Conf. (Grades PreK-8)						1	2	3	4	5	6	7
8	9	10	11	12	13	14	17	PM Parent/Teacher Conf. (Grades 9-12)						8	9	10	11	12	13	14
15	16	17	18	19	20	21	18	Parent/Teacher Conf. - No School PreK-12						15	16	17	18	19	20	21
22	23	24	25	26	27	28	November							22	23	24	25	26	27	28
29	30						27-29	Thanksgiving Break - Closed						29	30	31				
OCTOBER 2019							December							APRIL 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5	19	NHS Final Exams/Records Day - 1/2 Day Grades 9-12 (Staff remain for records day)									1	2	3	4
6	7	8	9	10	11	12	20	NHS Final Exams/Records Day - 1/2 Day Grades 9-12 (Staff remain for records day)						5	6	7	8	9	10	11
13	14	15	16	17	18	19	20	2nd Quarter/1st Semester Ends - 1/2 Day Grades PreK-12; (Staff remain for records day)						12	13	14	15	16	17	18
20	21	22	23	24	25	26	23-31	Winter Break - Closed						19	20	21	22	23	24	25
27	28	29	30	31			January							26	27	28	29	30		
NOVEMBER 2019							1-3	Winter Break - Closed						MAY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2	6	Professional Development - No Students											1	2
3	4	5	6	7	8	9	7	Students Return/3rd Quarter Begins						3	4	5	6	7	8	9
10	11	12	13	14	15	16	20	M. L. King Day - Closed						10	11	12	13	14	15	16
17	18	19	20	21	22	23	February							17	18	19	20	21	22	23
24	25	26	27	28	29	30	10	Professional Development - No Students						24	25	26	27	28	29	30
							17	Presidents' Day - Closed						31						
DECEMBER 2019							March							JUNE 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	13	3rd Quarter Ends						1	2	3	4	5	6	
8	9	10	11	12	13	14	16-20	Spring Break - Closed						7	8	9	10	11	12	13
15	16	17	18	19	20	21	21	4th Quarter Begins						14	15	16	17	18	19	20
22	23	24	25	26	27	28	26	PM Parent/Teacher Conf. (Grades PreK-8)						21	22	23	24	25	26	27
29	30	31					26	PM Parent/Teacher Conf. (Grades 9-12)						28	29	30				
							27	Parent/Teacher Conf. - No School PreK-12												
1st Quarter - 49 days							April							Closed						
2nd Quarter - 47 days							10	Good Friday - Closed						Professional Dev. - No Students						
3rd Quarter - 48 days							4/7-5/1	State MAP/EOC Testing Window						Conferences- No School PK-12						
4th Quarter - 48 days							May							End of Semester- See Schedule						
Student Contact Days: 177 days							4/7-5/1	State MAP/EOC Testing Window						State MAP/EOC Testing Window						
Teacher Work Days: 192 days							21	NHS Final Exams/Records Day - 1/2 Day Grades 9-12						New Employees Orientation						
Total Student Hours: 1171							22	NHS Final Exams/Records Day - 1/2 Day Grades 9-12 (Staff remain for records day)						[] Indicates Beginning/End of Quarter						
State Required Hours: 1044							22	Normandy High School Graduation *						* Graduation date may be adjusted due to inclement weather days.						
Hours per Day: 6.617							25	Memorial Day												
							29	4th Quarter/2nd Semester Ends, Last Day of School/ Last Day for Teachers/Students												

