



NORMANDY SCHOOLS
COLLABORATIVE

STUDENT EXPECTATIONS OF CONDUCT 2016-2017

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

NORMANDY SCHOOLS COLLABORATIVE

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Dr. Charles Pearson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • www.normandyvsc.org

Dear Parents/Guardians, Students, and Staff:

Achievement! Citizenship! College and Career Readiness! What do these words mean for students in the Normandy Schools Collaborative in 2016-2017?

It means that everyone involved with the district is committed to teaching and influencing our students in ways that will empower them to be high achievers. These words mean that each of us has a vision for the kind of young adult citizens we want our students to become--citizens that come every day, work hard, add to the lives of others, and take pride in their work.

These words mean that we are devoted to ensuring every student who graduates our high school has a vision for his/her life, either heading to the next level of education or a career that high school has equipped them to pursue.

We are eager to begin another school year. Here are some exciting transformations that you can expect by school level:

- ❖ The Early Childhood Center continues to expand in providing a new experience for our youngest scholars.
- ❖ Kindergarten students will experience a Kindergarten Center that helps them develop a strong foundation in literacy and mathematics while still keeping them safe and nurtured.
- ❖ Our elementary schools will foster teacher/student relationships to deepen learning while exploring the world around them.
- ❖ The 7-8 Grade Center has transformed itself as a place where new partnerships with the University of Missouri and other organizations demonstrate what working together can really accomplish.
- ❖ The high school completes the renewal by equipping students to imagine their future in new and exciting ways.

We are the Normandy Schools Collaborative. It is an honor for me to serve this community in our mutual goal of building an excellent school district for our students. Welcome to the 2016-2017 school year!

Sincerely,

Dr. Charles J. Pearson
Superintendent of Schools

STUDENT EXPECTATIONS OF CONDUCT

As a member of the Normandy Schools Collaborative student body, we believe that all Normandy Schools Collaborative students 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 sandals, 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:** white
 - **Sophomores:** black
 - **Juniors:** green
 - **Seniors:** red
- 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

Jewelry

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

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.

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

No student shall be readmitted or enrolled if he/she has been convicted of, or had a petition filed against him/her for, one of the following acts:

- murder (1st and 2nd degree)
- rape
- sodomy
- robbery (1st degree)
- distribution of drugs
- arson (1st degree)
- kidnapping (class "A" felony)

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 and 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.

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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. Visitors are reminded that entering a classroom without the consent of either the principal or the teacher is strictly prohibited. Disrupting

class activities through acts of misconduct or the use of loud or profane language is prohibited, also.

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 campus 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*.

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.

CONSEQUENCES

Consequences for infractions 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 infractions 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 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 CHILDHOOD CENTER

3417 St. Thomas More Lane 63121
Telephone (314) 493-0880
Fax (314) 493-0290
Shantana Herd, Director/Principal

NORMANDY KINDERGARTEN CENTER

3101 Nordic Drive 63121
Telephone (314) 493-0140
Fax (314) 493-0150
Kesha Whitley, Principal
Dannah Steele, Asst. Principal

BARACK OBAMA ELEMENTARY

3883 Jennings Station Road 63121
Telephone (314) 493-0850
Fax (314) 493-0870
Netra Taylor-Nichols, Principal
Christopher Young-El, Asst. Principal

JEFFERSON ELEMENTARY

4315 Cardwell 63121
Telephone (314) 493-0100
Fax (314) 493-0110
Tina Clark-Scott, Principal

LUCAS CROSSING ELEMENTARY COMPLEX

7837 Natural Bridge Road 63121
Telephone (314) 493-0200
Fax (314) 493-0297
Tiffany McConnell, Principal
Dr. Ryan Day, Asst. Principal
Dr. Gregory Lesan, Asst. Principal
Robin Vaulx-Williams, Asst. Principal

WASHINGTON ELEMENTARY

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

7TH & 8TH GRADE CENTER

7855 Natural Bridge Road 63121
Telephone (314) 493-0500
Fax (314) 493-0560
Andrew Miller, Principal
Lauren Cobb, Asst. Principal
Jimmy Love, Asst. Principal

NORMANDY HIGH SCHOOL

6701 St. Charles Rock Road 63133
Telephone (314) 493-0600
Fax:(314) 493-0668
Dr. Derrick Mitchell, Principal
Dr. Carl Imhof, Asst. Principal
Erica Peyton, Asst. Principal

ACE LEARNING CENTER

6701 St. Charles Rock Road 63133
Telephone (314) 493-0269
Dr. Derrick Mitchell, Principal
Mark Werges, Director

WORKING TOGETHER FOR CHILDREN

A committee of parents, teachers, administrators and representative students meet 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 student's 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
Dr. Candice Carter-Oliver, Assistant Superintendent of Academics & Support Services
(314) 493-0400



JULY 2016							JANUARY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													
AUGUST 2016							FEBRUARY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28				
SEPTEMBER 2016							MARCH 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
OCTOBER 2016							APRIL 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						
NOVEMBER 2016							MAY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26*	27
27	28	29	30				28	29	30	31			
DECEMBER 2016							JUNE 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	
1st Quarter - 47 days							<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>July</p> <p>4 Independence Day - Closed</p> <p>13 Summer School Ends</p> <p>27-29 New Employee Orientation</p> <p>August</p> <p>1-3 Teachers Return - Professional Development</p> <p>4-5 Classroom Preparation Days</p> <p>8 First Day of School - Students</p> <p>September</p> <p>5 Labor Day - Closed</p> <p>12 Professional Development - No Students</p> <p>October</p> <p>10 Professional Development - No Students</p> <p>14 1st Quarter Ends</p> <p>17 2nd Quarter Begins</p> <p>19 PM Parent/Teacher Conf. (Grades PK-6)</p> <p>20 PM Parent/Teacher Conf. (Grades 7-12)</p> <p>21 Parent/Teacher Conf. - No School PK-12</p> <p>November</p> <p>8 Professional Development - No Students</p> <p>23-25 Thanksgiving Break - Closed</p> <p>December</p> <p>15-16 NHS Final Exams/Records Day - 1/2 Day (Grades 9-12)</p> <p>16 2nd Quarter/1st Semester Ends/1/2 Day (Grades PreK-12)</p> <p>19-30 Winter Break - Closed</p> <p>January</p> <p>2 Winter Break - Closed</p> <p>3 Teachers Return/Students Return/3rd Quarter Begins</p> <p>9 Professional Development - No Students</p> <p>16 M. L. King Day - Closed</p> <p>February</p> <p>6 Professional Development - No Students</p> <p>20 Presidents' Day - Closed</p> <p>March</p> <p>6 Professional Development - No Students</p> <p>17 3rd Quarter Ends</p> <p>20-24 Spring Break - Closed</p> <p>27 4th Quarter Begins</p> <p>29 PM Parent/Teacher Conf. (Grades PK-6)</p> <p>30 PM Parent/Teacher Conf. (Grades 7-12)</p> <p>31 Parent/Teacher Conf. - No School PK-12</p> <p>April</p> <p>17 Professional Development - No Students</p> <p>24-28 State MAP/EOC Testing Window</p> <p>May</p> <p>1 Professional Development - No Students</p> <p>2-12 State MAP/EOC Testing Window</p> <p>25-26 NHS Final Exams/Records Day - 1/2 Day (Grades 9-12)</p> <p>26 Normandy High School Graduation *</p> <p>29 Memorial Day - Closed</p> <p>June</p> <p>1 4th Quarter/2nd Semester Ends, Last Day of School 1/2 Day (Grades PreK-12)</p> <p>1 Last Day for Teachers</p> </div> <div style="width: 45%;"> <p>January 2017</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> <p>February 2017</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28</p> <p>March 2017</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>April 2017</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p> <p>May 2017</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26* 27</p> <p>28 29 30 31</p> <p>June 2017</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p> </div> </div> <p> Closed Professional Dev. - No Students Conferences- No School PK-12 End of Semester- See Schedule State MAP/EOC Testing Window New Employees Orientation </p> <p>() Indicates Beginning/End of Quarter * Graduation date may be adjusted due to inclement weather days.</p>						
<p>17 Professional Development - No Students</p> <p>24-28 State MAP/EOC Testing Window</p>													



Dr. Charles J. Pearson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • www.normandysc.org

PARENT AND STUDENT ACKNOWLEDGEMENT

This *Student Expectations of Conduct* handbook has been written so students and family members know what behavior is expected and prohibited at school or at school activities. Parents/guardians are asked to be aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or parent(s)/guardian(s) from the responsibility for knowledge of the contents of the handbook.

PARENT/STUDENT AFFIDAVIT

Dear Parents/Legal Guardians,

We know that you share the Normandy Schools Collaborative's goal of providing a safe school environment. In order to help us reach that goal, we ask you to please read and review this *Student Expectations of Conduct* handbook.

After you have reviewed the *Student Expectations of Conduct* handbook, please sign the affidavit below and return this signed portion to your child's classroom teacher. This document only acknowledges your receipt of this information for which every Normandy Schools Collaborative School is responsible. Thank you for your cooperation in helping make our schools safe places for learning.

Student and Parent/Legal Guardian Agreement:

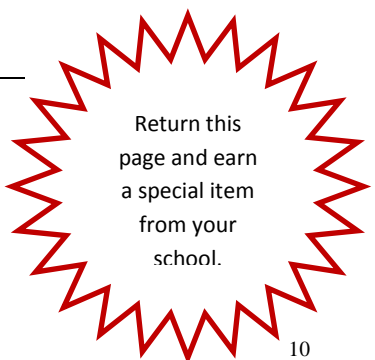
I have received, read, and reviewed the *Student Expectations of Conduct* handbook. I agree to abide by its provisions. I understand that a mutually respectful environment in the school, classroom and home benefits students learning.

Signature of Student

Date

Signature of Parent/Legal Guardian

Date



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