



The Normandy Schools Collaborative
Center for Academics & Social Advancement
(C.A.S.A.)

Student/Parent Handbook

2018-2019 School Year

Site: Normandy High School (North Hall, 2nd Floor)
6701 St. Charles Rock Road
St. Louis, MO 63133
314-493-0269

Center for Academic & Social Advancement
2018-2019 PARENT/STUDENT HANDBOOK

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Normandy Schools Collaborative Administration

3855 Lucas & Hunt Road
St. Louis, MO 63121
314-493-0400

Assistant Superintendent of Academics & Support Services

Tina Clark-Scott – Assistant Superintendent Academics & Support Services

Superintendent

Dr. Charles Pearson

Board of Education

Reverend Cedric Portis – President

Mrs. Pamela Westbrook-Hodge – Vice President

Ms. Sheila Williams – Board Secretary/Treasurer

Mr. Richard Ryffel – Board Director

Mrs. Sara Foster – Board Director



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

Greetings C.A.S.A. family,

I'd like to take this time to welcome to the Normandy Schools Collaborative Center for Academic & Social Advancement Program (C.A.S.A.) This C.A.S.A. Student/Parent Handbook contains an overview of the C.A.S.A. Program including programming, policies, and additional information you may find useful. Please note that the District's Student Expectations of Conduct provides all behavior policies and procedures for students and parents. This is a companion document and is to be used in conjunction with the District handbook.

The Normandy Schools Collaborative and the C.A.S.A. Program are committed to the success of all students. At C.A.S.A., we believe the key to success is personalized learning and building relationships. In addition, our small setting allows us to accommodate specific student needs and teach many valuable lifelong skills.

We look forward to the new school year and we will make the C.A.S.A. Program a special learning community. Thank you for your help and support.

In the Service of Students,

Denitria N. Neil

Denitria N. Neil

Coordinator of Alternative Learning/C.A.S.A. Director

What is C.A.S.A.?

C.A.S.A. is designed to be a safe, non-traditional community for students who struggle in the regular school setting. Realizing that for various reasons, not all students attain full success at their home schools, it is our goal to provide for each student the academic and social and emotional support they need in order to succeed.

Mission statement: At C.A.S.A., we create an environment for individualized learning in which student instruction is self-paced and differentiated to student needs. Through our program, our goal is to help students graduate, to improve their college and career readiness skills, and to encourage responsible citizenship and lifelong learning.

Vision statement: C.A.S.A. is a partnership between students, teachers, parents, and the community whereby all students develop essential skills that will enable them to become productive citizens. The vision of the C.A.S.A. Program is a community in which students value education, self-improvement, and the opportunity to succeed.

C.A.S.A. is a place where:

- The education and well-being of each student is placed above all other considerations
- Differences are valued
- Both staff and students look for the positive in others
- Students' social, emotional, and academic growth are valued
- Students want to come to school because they are successful
- Students are missed if they are absent
- Students act responsibly
- Parents feel welcomed
- Teachers want to teach
- Teachers are valued for what they do

Admission:

Students are accepted into C.A.S.A. by referral to the Coordinator of Alternative Learning from the student's home school.

Referrals are made for a variety of reasons, which may include:

- Credit Recovery (a year or more behind)
 - Missouri Options
- Short term academic and/or behavioral concerns
- Social or Emotional Concerns
- Recent release from nontraditional school settings (i.e. *Juvenile court appointments*)
- Attendance/Truancy concerns
- Long Term Suspension (**R**estorative. **E**ducational. **S**trategies. &**T**echniques.)
- Arrow (7th/8th)

Students with Disabilities:

If a student has a disability, a determination will be made whether or not C.A.S.A. can implement the student's Individualized Education Plan (IEP.) However, C.A.S.A. is not a special education/IEP determined placement/program. C.A.S.A. may not be able to provide a free appropriate public education (FAPE) to all students with disabilities, and may determine that attendance is not appropriate on that basis. Since students remain eligible to attend their home school, students with disabilities are guaranteed a right to FAPE from the Normandy Schools Collaborative and the SSD at other sites.

Assigning of students to C.A.S.A.:

- Seats will be available for students who voluntarily enroll, students in need of credit recovery, and students in need of emotional support.
 - Priority will be given to seniors needing to make up credits to graduate with their cohort.
 - Interested high school students may apply to voluntarily attend C.A.S.A. by completing an application with their counselor and assigned administrator.

- A volunteer student may choose to remain in the program until graduation. Admission is based on capacity to serve additional students and the capacity to meet the student's academic, social, emotional, and/or behavioral needs. Some students who would otherwise meet admission criteria may not be accepted based on a lack of capacity due to limited staff and space. If space is not available, students will be placed on a waiting list. Should a student not be accepted, a detailed plan will be given to the student's counselor outlining the supports needed to meet their needs in the home school.

Time/Schedule:

- CASA will operate on a part day schedule with sessions in the morning and afternoon.
 - Breakfast - 7:25
 - Session A – 7:45-10:50
 - Lunch A– 10:53 – 11:10
 - Dismissal 11:10
 - Session B – 11:20-2:52
 - Lunch B 1:15-1:35
 - Arrow students will attend full day (8:30-2:30)

Curriculum & Instruction:

- C.A.S.A. will follow a blended instruction model utilizing the Odysseyware online program. In addition, content area teachers will provide direct instruction and/or small groups when needed.
- Credit recovery courses will be delivered via online instruction through Odysseyware.
- MO Options will follow the DESE approved HI-Set curriculum via direct instruction.
- Arrow students will use a blended model of online instruction and the curriculum from their home school.

Summer School:

All students will attend their home schools for summer school.

Counseling Support:

Students' homeschool counselors will maintain contact with them on a regular basis. In addition to our onsite social worker, we will work with outside partners to ensure necessary wrap around services are available. C.A.S.A. students will have a therapeutic component built into their schedule consisting of individual and group counseling sessions, life skills, goal setting, and college and career planning.

Transportation:

- Non suspended students will ride to and from school with Normandy High School Students.
- A separate shuttle will be available for students exiting the first session and arriving for the second session.
- Students who are long term suspended will receive bus tickets for public transportation.

Food Services:

- Breakfast and lunch will be provided for students in C.A.S.A.
- Students are allowed to bring their lunch, however they are not allowed to leave campus or have food brought to them for lunch.

Activities:

- September - Open House/ Meet & Greet
- Educational fieldtrips
- End of year picnic
- End of year honor's banquet
- Access to all school activities (sports*-full time students, dances, college visits etc.)

**Students must be in good standing (academic, behavior, attendance)*

Family Engagement:

- Family engagement is **mandatory** for all C.A.S.A. students.
- Families will receive communication every two weeks regarding their student's progress
- Parent workshops will be scheduled throughout the year in both the mornings and evenings.
- A support group for parents will be established to provide additional support.

Attendance

The first step in being successful in school is showing up each morning. Attendance is the cornerstone of success in the C.A.S.A. program. When a student is absent from school a parent or guardian must call in and send a note excusing the absence. Students with excessive absences will be reviewed at the semester and may be removed from the program.

Tardies

Students are expected to be in the building by 7:45 a.m. for the first session and 11:30 a.m. for the second session. Students arriving after our start time will be assigned a tardy. Excessive tardies may result in disciplinary action, up to and including removal from the program.

Leaving school during school hours

Students are not to leave the school building without first obtaining permission from a building administrator. If the student intends to be dismissed during the day, the parent/guardian needs to contact the school office (314-493-0269) requesting the early dismissal by note or telephone. No excuse to leave will be given without prior parental approval. Anyone leaving school without permission will be considered (truant/skipping) and will be disciplined according to the Student Expectations of Conduct. Whenever possible, a student should inform the attendance office before the absence for a doctor or dental appointment. If the student has a medical appointment during the day, the student must sign out through the main office.

Student contracts

Students may be placed on a contract by the Coordinator of Alternative Learning if they fail to make acceptable progress towards their individualized goal. Contracts may be issued for any (or any combination) of the following:

- Academics/Loss of Credit • Attendance Issues • Behavior Issues

In most cases, contracts will be issued for one semester. At the end of the timeline, the student's progress will be reviewed. If acceptable progress has been made, the student will return to full status as a C.A.S.A. student. If not, the student may be withdrawn from the program.

Cell Phone Usage

All students are expected to utilize their cell phones in a responsible manner. Classroom usage is at the discretion of the teacher, and may call for students turning in their phone at the start of class time. Depending on the assignment or activity, students may be allowed to use their cell phones. If cell phone use becomes a disruption or distraction to the learning environment, the privilege may be taken away.

Discipline

Discipline, depending on the infraction, may be enforced in accordance with the District's Student Expectations of Conduct. See the end of this packet for a specific list of consequences.

Dress Code

The school division acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The dress code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting.

Recognizing these relationships, the following clothing items will not be worn in school by students:

- Any article or apparel which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, a pro-alcohol message, a tobacco and/or drug related message;
- Skirts, dresses, or shorts that do not extend beyond the fingertips fully extended and/or reach mid- thigh;
- Tank, spaghetti strap, tube, or halter tops and strapless dresses and backless dresses;
- Stretch lycra, spandex or nylon tights, leotards, biker pants, pajamas or underwear worn as outer garments;
- Stretch pants or hose covered by jackets, shirts, or tops that do not extend beyond the fingertips fully extended and/or reach mid-thigh;
- Apparel that exposes the mid-section or body below the armpits;
- Apparel with holes that exposes the body parts that are otherwise covered
- Pants or shorts worn below the intended waistline;
- Jewelry or accessories that may be used as a weapon including, but not limited to, two or three finger rings that are joined, fanged teeth, etc.;
- Flip flops, slippers, and/or bare feet at any time;
- Any item that may be considered disruptive to the educational process.

Graduation Requirements

- Communication Arts (4 credits)
- Social Studies (3 credits)

(Must pass Missouri and United States Constitution Tests)

- Mathematics (3 credits)
- Science (3 credits)
- Fine Arts (1 credit)
- Practical Arts (1 credit)
- Business/Technical
- Personal Finance (1/2 credit)
- Physical Education (1 credit)
- Health (1/2 credit)
- Electives (6 credits)

Total Number of Credits (24 credits)

Classification requirements

Grade classification is determined in August preceding the current school year and is updated at semester for students who meet the necessary units of credit for reclassification.

Grade	Units of Credit
Ninth	0 - 6
Tenth	7 - 13
Eleventh	14 - 20
Twelfth	21 and up

Arrow

The middle school component for C.A.S.A. will service a maximum of 10 students per semester. Students are considered full time C.A.S.A. students and will have access to all related activities. Arrow students will have a therapeutic component built into their daily schedule. Therapeutic services will be provided by Miriam Learning Centers, St. Vincent's therapeutic staff, and the C.A.S.A. social worker.

Grade Scale

Grades are assigned based on the following grading scale:

- A 90% - 100%
- B 80% - 89%
- C 75% - 79%

Students must have at least a 75% to complete a class.

Meet Our Staff

Ms. Toni Cain - Secretary

Mr. Robert Bloch - English Language Arts

Dr. Gloria Martin – Science

Ms. Sandra Dillon – Math

Mr. Daniel Ludwig – Social Studies

Generalist - TBD

Ms. Keesha Byrd – Middle School Facilitator

Ms. Carletha Clark – R.E.S.T. Facilitator

Ms. Beth Cook – Special School District

Ms. Susan McLean – Social Worker

Mr. Rashaad Sullivan – Walking Counselor

Ms. Denitria Neil – Coordinator of Alternative Learning/C.A.S.A. Director

Mr. Pablo Flinn – Normandy High School Principal

Discipline

*During the term of a suspension/ expulsion from school, a suspended student is not allowed on any district property or to participate in any school sponsored extra-curricular activities.

LEVEL 1 INFRACTIONS

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.

First Offense:	Suspension or revocation of parking privileges, academic detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, academic detention, in-school suspension, or 1-10 days out-of-school suspension.

Bus or Transportation Misconduct – Any offense committed by a student at a bus stop or 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.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, academic detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Academic detention, in-school suspension, or 1-10 days out-of-school suspension.

Dress Code Violations – Failure to adhere to published Mandatory PreK-12 Uniform Requirements.

First Offense:	Warning, note sent home to parent, issue uniform code requirements.
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Second Offense:	First offense consequences, academic detention.
Third Offense:	In-school suspension, issue uniform code requirements, academic detention, Saturday academic detention.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, academic detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, academic detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense:	Principal/Student conference, academic detention, or in-school suspension.
Subsequent Offense:	Academic detention, in-school suspension, or 1-10 days out-of-school suspension, depending on the severity or frequency of the incident.

Level 1 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.

LEVEL 2 INFRACTIONS

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.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Disrespectful or Disruptive Conduct or Speech* (see Board policy AC if illegal harassment or discrimination is involved) – 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.

First Offense:	Principal/Student conference, academic detention, in-school suspension, Saturday academic detention.
Subsequent Offense:	Academic detention, in-school suspension, 1-10 days out-of-school suspension.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, academic detention, or in-school suspension. Exclusion from extracurricular activities until restitution is made.
Subsequent Offense:	Restitution. Academic detention or in-school suspension. Exclusion from extracurricular activities until restitution is made.

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.

First Offense:	Verbal warning, academic detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing.

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.

First Offense:	Principal/Student conference, loss of privileges, academic detention, Saturday academic detention or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, academic detention, in-school suspension, or 1-10 days out-of-school suspension.

Hazing*(see Board policy JFCG) – Any activity that a reasonable 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 can occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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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.

First Offense:	Principal/Student conference, academic detention, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	Academic detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

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 without 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 personal electronic devices during the regular school day, including, class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class activity, or otherwise permitted by the building principal. 3. Violations other than those listed in (1) or (2) above of Board policy EHB, EHB-AP1 or any policy or procedure regulating student use of personal electronic devices. 4. Use of audio or visual recording equipment in violation of Board policy KKB.

1. Hacking/evading/copying/ introducing viruses/disruptive programs/ disabling devices, etc.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, academic detention, or in-school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
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2. Violation of Board Policy EHB and procedure EHB-AP1 other than those listed in (1) or (2) above.

First Offense:	Restitution, principal/student conference, academic detention, or in-school suspension.
Subsequent Offense:	Restitution, loss of user privileges, in-school suspension, 1-180 days out-of-school suspension or expulsion.

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

First Offense:	Confiscation, principal/student conference, academic detention, Saturday academic detention or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, academic detention, in-school suspension or 1-10 days out-of-school suspension.

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

First Offense:	Principal/Student conference, academic detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Tobacco*

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, academic detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Principal/student conference, academic detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, academic detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness/Class Cutting or Skipping – 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.

First Offense:	Principal/Student conference, academic detention, or 1-3 days in-school suspension.
Subsequent Offense:	Academic detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Level 2 Consequences – Consequences for infractions range from principal/student conferences, academic detention, loss of privileges to 1-180 days of out-of-school suspension for severe acts and acts that violate safe schools.

LEVEL 3 INFRACTIONS

Arson* – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Academic Detention, in-school suspension, 1-180 days out-of-school suspension. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault* – 1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Bullying and Cyberbullying*(see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Academic detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

Drugs/Alcohol/Substance Violations*

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	10-180 days out-of-school suspension or expulsion.
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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.

First Offense:	In-school suspension or 3-180 days out-of-school suspension.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

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.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, academic detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	In-school suspension, 10-180 days out-of-school suspension, or expulsion.
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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.

First Offense:	Restitution. Principal/Student conference, academic detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 10-180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/Student conference, academic detention, Saturday academic detention, in-school suspension, 5-10 days out-of-school suspension.
Subsequent Offense:	Academic Saturday detention, in-school suspension, 10-180 days out-of-school suspension, or expulsion.

Harassment, including 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.

First Offense:	Principal/Student conference, academic detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 10-180 days out-of-school suspension, or expulsion.

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.

First Offense:	In-school suspension, 1-10 days out-of-school suspension, or expulsion.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

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.

First Offense:	Confiscation. Warning, principal/student conference, academic detention, or in-school suspension.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

Sexual Activity* – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, academic detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Academic detention, in-school suspension, 10-180 days out-of-school suspension, or expulsion.

Theft* – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, academic detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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.

First Offense:	Principal/Student conference, academic detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

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

First Offense:	Restitution. Principal/Student conference, academic detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	10-180 days out-of-school suspension, or expulsion.

Weapons* (see Board policy JFCJ)

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.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

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).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	10-180 days out-of-school suspension or expulsion.

Level 3 Consequences – 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.



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

Acknowledgement Page

Please sign and return this form to your child’s teacher. Your signature indicates that you have received a copy of the C.A.S.A. Handbook. You are aware that it is your child’s and your responsibility to read and follow the outlined expectations.

Parent/Guardian Print Date

Parent/Guardian Signature Date

Student Print Date

Student Signature Date

****Return of this page to the C.A.S.A. main office by September 13, 2018 entitles your child to a free pizza party.****