

**2022-2023**

**CODE OF  
CONDUCT**



**NORMANDY SCHOOLS**  
COLLABORATIVE



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## Normandy Vision

Normandy Schools Collaborative prepares global leaders for college, career and productive citizenship by empowering a community of confident learners and valuing the unique contributions of every student.

## Normandy Mission Statement

We are committed to interrupting cycles of oppression by investing in strategies that ensure all students achieve at high levels.

## Value Statements

<b>Excellence</b>	We strive relentlessly for excellence and take personal accountability for our actions and their impact. We maintain high expectations for all students to achieve at high levels.
<b>Dignity</b>	We walk our talk, acting with integrity and honesty.
<b>Collaboration</b>	We build respectful and restorative relationships that enable us to partner effectively across lines of difference. MN1Q
<b>Tenacity</b>	We reflect deeply and with curiosity, learn continuously, and persist to meet our goals and conquer our challenges.
<b>Care</b>	We attend to the needs of the whole person, celebrating and loving ourselves and one another as healthy and happy members of the community.

## Equity Statement

Educational equity is a shared commitment to ensure that every student gets what they need to be successful. Normandy Schools Collaborative believes that all students, regardless of background or identity, must be given meaningful and engaging learning opportunities and allowed to thrive.

Our community's future success depends on our willingness, commitment and ability to effectively address equity challenges. To this end, we will dismantle institutional barriers by adopting policies and practices and strategically allocating resources that support access and opportunity for each and every student.

# Normandy Schools Collaborative

## School Start/Dismissal Times & Phone Numbers 2022-2023 SY

<u>School</u>	<u>Start Time</u>	<u>Dismissal Time</u>	<u>Phone No.</u>
<b>Barack Obama School</b> 3883 Jennings Station Rd. St. Louis, MO. 63121	<b>7:20 a.m.</b>	<b>2:30 p.m.</b>	<b>(314) 493-0850</b>
<b>Normandy High School</b> 6701 St. Charles Rock Rd. St. Louis, MO. 63133	<b>7:20 a.m.</b>	<b>2:30 p.m.</b>	<b>(314) 493-0600</b>
<b>Bel-Nor School</b> 3101 Nordic Dr. St. Louis, MO. 63121	<b>8:10 a.m.</b>	<b>3:20 p.m.</b>	<b>(314) 493-0140</b>
<b>Lucas Crossing School Complex</b> 7837 Natural Bridge Rd. St. Louis, MO. 63121	<b>8:10 a.m.</b>	<b>3:20 p.m.</b>	<b>(314) 493-0200</b>
<b>Early Learning Center</b> 7855 Natural Bridge Rd. St. Louis, MO. 63121	<b>9:00 a.m.</b>	<b>4:10 p.m.</b>	<b>(314) 493-0880</b>
<b>Jefferson School</b> 4315 Cardwell Dr. St. Louis, MO. 6321	<b>9:00 a.m.</b>	<b>4:10 p.m.</b>	<b>(314) 493-0100</b>
<b>Washington School</b> 1730 N. Hanley Rd. St. Louis, MO. 63114	<b>9:00 a.m.</b>	<b>4:10 p.m.</b>	<b>(314) 493-0810</b>

# **Joint Executive Governing Board (JEGB)**

2022-2023 SY

**Mr. Ronald L. Roberts- *Board President***

**Ms. Valerie Patton- *Vice President***

**Mr. Harlan B. Hodge- *Board Secretary/Treasurer***

**Ms. Sheila Grimes Williams- *Director***

**Mr. Anthony Neal- *Director***

**Mr. William Humphrey- *Director***

**Dr. Christopher Petty- *Director***

# District Leadership Team

2022-2023 SY

## **Dr. Crystal Reiter**

Interim Superintendent  
Assistant Superintendent of Curriculum & Instruction

## **Dr. Phil Pusateri**

Associate Superintendent of School Operations/Chief Financial Officer

## **Dr. Nakia Douglas**

Assistant Superintendent for Elementary, Secondary & Alternative Education

## **Dr. Cheryl Harris**

Assistant Superintendent of Support Services

## **Dr. Rosiline Floyd**

Chief of Staff

## **Christopher Trahan**

Director of Communications

## **Dr. Tony O. Brooks**

Assistant Superintendent of Human Resources

## NORMANDY SCHOOLS COLLABORATIVE SCHOOL LEADERS

Early Learning Center..... (314) 493-0880  
Ms. Crystal Hunter, Director  
Mr. Amad Lado, Assistant Principal

Barack Obama School..... (314) 493-493-0850  
Dr. Netra Taylor, Principal  
Ms. Teresa Harris, Assistant Principal  
Mr. Jason Spray, Assistant Principal

Bel-Nor School..... (314) 493-0140  
Mr. Duane West, Principal

Jefferson School..... (314) 493-0100  
Ms. Robin Vaulx-Williams, Interim Principal  
Dr. Gregory Lesan, Principal-in-Residence

Lucas Crossing School Complex..... (314) 493-0200  
Ms. Geneka Gully, Principal  
Ms. Jill Badalamenti, Assistant Principal  
Dr. Kesha Whitley, Assistant Principal

Washington School..... (314) 493-0810  
Ms. Pamela Hollins, Principal  
Mr. Jimmy Love, Assistant Principal  
Ms. Laura Weaver, Assistant Principal

Normandy High School..... (314) 493-0600  
Dr. Dustin Stockmann, Interim Principal  
Mr. Laurindo Crockett, Assistant Principal  
Mr. Duane Foster, Assistant Principal  
Mrs. Lisa Gray, Assistant Principal  
Mr. Juan Haynes, Assistant Principal



# Introduction

The **Code of Conduct Manual** is based on the premise that rules must be enforced fairly, firmly, and consistently in a manner that is legal, equitable and just. Students are under the supervision of the school while on their way to and from school, bus stops, on the bus, on any district campus or in any district building, while attending or participating in any school function either at the home school or away, and while participating in field trips or other school-sponsored activities. Principals, assistant principals, or their designees are responsible for assigning consequences in the Code of Conduct. Professional judgment will be used to determine the consequences of specific incidents. Most types of school discipline issues are listed in this guide. However, it is impossible to list every issue that might interfere with smooth operations of the school. Administrators have the responsibility and authority to deal with all issues, even though the specific issues might not be listed in this guide.

All staff are required to function in accordance with the Code. Thus, whenever an employee discovers a student engaging in unacceptable conduct, the employee is required to take prompt action in accordance with district policies. Prompt action may include directly addressing and correcting the student, intervening to stop the behavior, seeking the assistance of other staff persons and/or reporting the incident to an administrator.

It is the responsibility of both student and parent/guardian to know the rules of the Code and to support the fair and impartial administering of the rules. With age and maturity, students will be expected to assume greater responsibility for their actions.

# Attendance Policy

The law in Missouri governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child aged seven (7) to seventeen (17) to send the child to school during the entire school year, except under very limited circumstances specified in Statute 167.031, RSMO.

The Board of Education (“Board”) as an agency of the State of Missouri is required to enforce the regular attendance of students. The Board recognizes that presence in the classroom enables students to participate in instruction, class discussions, and other related activities. Educators shall encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent or his/her designees. As such, regular and timely attendance, and classroom participation are integral to instilling incentives for the student to excel.

The classroom experience is of unique value, and it cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent, tardy, or is dropped off late or picked-up early by a parent/guardian. A student's enrollment in a course is his/her commitment to attend all class sessions. Therefore, it is the intent of this policy to disallow students from being absent from class unless a situation exists which makes their absence absolutely necessary. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

## **Attendance Defined**

A. School Attendance - Students are to be counted in attendance only if they are actually present for any portion of the school day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

B. Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.

C. Tardiness - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

D. Early Sign-outs – Early release is discouraged within the final thirty (30) minutes of the school day. Attendance is required of all enrolled students during the days and hours that the school is in session.

The Principal or his/her designees shall require, from the parent or legal guardian of each student or from an adult student who has been absent for any reason, a written statement confirmation of the cause for such absence for excused reasons. The student's parent or legal guardian shall inform the school when a student will be absent for excused reasons as soon as possible. Failure to report and explain the absence(s) shall result in unexcused absence(s).

The Superintendent or his/her designees shall report infractions of the law regarding student attendance for students below the age of eighteen (18) to the proper internal and external authorities.

Long-term absenteeism, including excused absences, may lead to the failure of a course, the necessity to repeat a course, the possibility of retention, and/or the filing of a truancy petition.

### **“On Time, On Task, On A Mission”**

There is a strong relationship between regular school attendance and academic performance. Students who are in class and on time daily have the best chance for school success!

#### Attendance Expectations

- Students are expected to attend all classes each day.
- Students are expected to be on time for each class during the school day.
- Students are to remain in school the entire school day.
- Students are expected to maintain a ninety percent (90%) attendance rate.
- The District complies with the Missouri Compulsory School Law, which states that all students between the ages of six (6) and eighteen (18) are to attend school during the entire school year.

#### Absences

- Notify the school regarding your child's absence.
- Send a note regarding the reason for the absence when your child returns to school.
- A note should be received within three (3) days of your child's return to the school.
- Make sure that all make-up work is completed and returned to the teacher.
- Students who do not log on to online learning are considered absent.

#### Tardiness

- Students who arrive later than the beginning of the school day or after the start time of class without an excuse and/or pass are considered tardy.
- Excessive tardiness disrupts the learning process and negatively impacts the student's academic achievement.

#### Truancy

- Students who have missed at least 10% of the school year are considered chronically absent/truant.
- Consequences for Irregular Attendance
- Possible failure in class or grade level.
- Investigation by the school counselor or the school's Family Engagement Liaison (FEL).
- Referral of student for Department of Family and Children Services (“DFS”) action.
- Referral of parents to the St. Louis County Prosecutor for prosecution.

*With your support, we can make a difference in your child's academic success.*

## **Chronic Absenteeism**

Chronic absenteeism and habitual truancy are important predictors of school performance, including high school graduation. Average daily attendance rates often mask the number of students who are chronically absent - which equates to missing at least ten percent of the school year or approximately eighteen (18) school days for any reason.

Chronic absenteeism can be determined by comparing the number of absences in relation to the number of school days. Chronic absenteeism can be defined as excused, unexcused, and suspension days. These categories correlate to the multi-tier systems of support and provide the recommended strategy to make positive impacts on chronic absenteeism.

Chronic absenteeism in the school district indicates the presence of a much larger salient issue. Thus, addressing chronic absenteeism will resolve other issues in the district as they relate to ensuring students have the resources to be successful, increasing student-family engagement, data driven resource interventions, and enabling college-career readiness.

### **Levels of Chronic Absenteeism**

1. Students who miss 5% or less of total school days are considered to have satisfactory attendance.
2. Students who miss 5%-10% of school days are at risk of becoming chronically absent.
3. Students who miss 11%-20% of total school days are considered chronically absent.
4. Students who miss 21% or more of total school days are considered severely chronically absent.

# Dress Code Expectations

## Appropriate Dress for Students PK-12

Students must come to school dressed in appropriate attire every day. Students' grooming is expected to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere. Students should respond appropriately to any reasonable staff request involving the dress code. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. In schools with uniforms, students are expected to comply with each individual school's uniform policy. The dress code supports a positive school culture that promotes school safety.

### Procedures for Correcting Inappropriate Attire:

School principals and staff should uniformly apply the following procedures for occurrences in which students wear inappropriate attire. School staff must not remove the student from the instructional process or school environment. Staff will direct students to correct inappropriate attire. If the inappropriate attire cannot be corrected immediately, staff may take the following steps:

- Parent contact
- Refer student to the counselor or social worker
- Removal of privileges (classroom or school)
- Behavior Contract with recognition system

## Inappropriate Dress for Students PK-12

On specific days of celebration, there may be opportunities for students to be out of school uniform. During all times during school activities, the following are the expectations. Immediate adjustments will be made, or the student may be removed from participating in the activity.

- Ripped, torn, shredded, distressed, or otherwise modified clothing is not acceptable.
- Clothing that is either revealing or provocative, showing abdomen region or cleavage, T-shirts or halter-tops, biker pants, or pants allowed to sag below the waistline or are excessively tight
- Bedtime attire such as pajamas, undershirts, or undergarments as outerwear
- Students' clothing or tattoos may not display statements or pictures that are related to the use of drugs, alcohol, tobacco products, or sex, or that promote hate and/or violence or signify gang affiliations
- Attire that may be considered weapons, including but not limited to chain belts or wallet chains
- Jewelry or similar artifacts that are obscene or may cause disruptions to the educational environment
- Hats, caps, bandanas, or do-rags, except headwear worn for legitimate religious and cultural purposes
- Flip-flops, house slippers, steel-toe-shoes or boots, or any other type of footwear that could constitute a safety hazard
- Hair rollers, hair curlers, plastic hair bags, hairnets, hair bonnets, sweat bands and skullcaps

# Transportation

Riding the school bus is a privilege – not a right. Improper behavior may result in a student being removed from riding the bus either temporarily or permanently. The bus driver is in charge. Students must obey the driver. Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. The bus is an extension of the classroom, and misbehavior will not be tolerated. Students are to ride their assigned buses. Two (2) digital cameras are on every bus to record the activity throughout the bus and at the bus door.

## **STUDENT RESPONSIBILITIES WHEN WAITING TO BOARD THE BUS**

1. Arrive at the bus stop five (5) minutes ahead of your scheduled time. The bus must leave at the designated time. Wait ten (10) minutes after the bus scheduled time to contact the bus company for a late bus.
2. Wait until the bus stops.
3. Stand well away from the street as the bus approaches.
4. Form a quiet uniform line to board.
5. Littering or damaging property on or near the bus stop is prohibited. Keep sidewalks clear of books, clothing, and other articles.
6. Observe all rules of conduct governing student behavior
7. Report to the Principal, parent/guardian any suspicious persons or activities.
8. Remain with the group and do not talk to strangers or get into a stranger's car.

## **STUDENT RESPONSIBILITIES WHEN RIDING THE BUS**

1. Be seated immediately and remain facing forward. Remain seated until the bus arrives at your stop and you receive instructions to unload.
2. Wear a mask.
3. Hold books and all personal items in your lap. Do not block the aisle.
4. Pets and animals of any kind are not permitted on the bus.
5. Extending arms, legs, or head out of the bus is prohibited.
6. Throwing objects on the bus or out of the window is prohibited.
7. Refrain from distracting or talking to the bus driver except in an emergency.
8. Tampering with or damaging bus equipment is prohibited. Students and or parents/guardians will be held liable.
9. Fighting, pushing, shoving, or creating loud disturbances is prohibited.
10. Smoking, eating, and drinking are not permitted.
11. Place trash in the receptacle provided near the front of the bus.
12. Use of profanity or obscene gestures are prohibited.
13. Bringing weapons or dangerous instruments of any kind is prohibited.
14. Observe all rules of conduct governing student behavior.

# Discipline Reporting and Records

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials, and other schools concerning acts of violence and other behaviors that endanger the welfare or safety of students, staff, and patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators, and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

## **CONFIDENTIALITY (POLICY JGF)**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

## **OFF-CAMPUS BEHAVIOR**

Behavior that occurs off-campus that disrupts the academic process or threatens the safety of students and/or staff may be addressed as if the behavior occurred on campus.

## **REPORTING TO SCHOOL STAFF (POLICY JGF)**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and protect themselves or others.

In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

## **REPORTING TO LAW ENFORCEMENT OFFICIALS (POLICY JGF)**

Any crime listed in this section or any act that if committed by an adult would be a crime listed in this section that is committed on school property, on any school transportation, or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency. The following acts are subject to this reporting requirement:

**REPORTING TO LAW ENFORCEMENT OFFICIALS (POLICY JGF) -continued**

The following acts are subject to the reporting requirement **167.261, RSMo.:**

1. First or second-degree murder under sections 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under section 565.023, .024, RSMo.
3. Kidnapping under section 565.110, RSMo.
4. First, second or third-degree assault under sections 565.050, .060, .070, RSMo.
5. Rape in the first or second degree under sections 566.030, .031, RSMo.
6. Sodomy in the first or second degree under section 566.060, .061, RSMo.
7. Burglary in the first or second degree under sections 569.160, .170, RSMo.
8. Robbery in the first degree under section 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under sections 195.211, .212, RSMo.
11. Arson in the first degree under section 569.040, RSMo.
12. Felonious restraint under section 565.120, RSMo.
13. Property damage in the first degree under section 569.100, RSMo.
14. Child molestation in the first degree pursuant to section 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to section 566.083, RSMo.
16. Sexual abuse is pursuant to section 566.100, RSMo.
17. Harassment under section 565.090, RSMo.
18. Stalking under section 565.225, RSMo.

Missouri Statutes require the Normandy Schools Collaborative and other school districts in the state of Missouri to share discipline records when a student transfers to another district and to make that information available to law enforcement agencies when required. School districts also have the authority to uphold suspensions and expulsions invoked by other districts when a student moves or transfers.

**LAW ENFORCEMENT TO REPORT TO THE SUPERINTENDENT**

Law enforcement, as soon as reasonably practical, must report to the Superintendent or designee if a student is charged or alleged to have committed the following acts under section 167.115 RSMo.:

1. First or second-degree murder under sections 565.020, .021, RSMo.
2. Kidnapping under section 565.110 RSMo.
3. First or second-degree assault under sections 565.050, .060, RSMo.
4. Sodomy in the first or second degree under section 566.060, .061, RSMo.
5. Burglary in the first degree under section 569.160 RSMo.
6. Robbery in the first degree under section 569.020 RSMo.
  
7. Distribution of drugs and distribution of drugs to a minor under sections 195.211, .212, RSMo.
8. Arson in the first degree under section 569.040 RSMo.
9. Voluntary or involuntary manslaughter under sections 565.023, .024 RSMo.
10. Rape in the first or second degree under sections 566.030, .031, RSMo.
11. Felonious restraint under section 565.120 RSMo.
12. Property damage in the first degree under section 569.100 RSMo.



13. Possession of a weapon under chapter 571 RSMo.
14. Child molestation in the first degree pursuant to section 566.067 RSMo.
15. Sexual misconduct involving a child pursuant to section 566.083 RSMo.
16. Sexual abuse pursuant to section 566.100 RSM

Administrators shall report this information to teachers and/or other district employees with a need to know while acting within the scope of their assigned duties.

### **STUDENTS NOT PERMITTED TO ATTEND OR ENROLL**

Students alleged by law enforcement or convicted/adjudicated of committing one of the following will not be readmitted or enrolled in a regular program of instruction under section 167.171.3 RSMo.

1. First or second-degree murder under sections 565.020, 021 RSMo.
2. First-degree assault under section 565.050 RSMo.
3. Rape in the first or second degree under sections 566.030, .031, RSMo.
4. Sodomy in the first or second degree under section 566.060, .061, RSMo.
5. Robbery in the first degree under section 569.020 RSMo.
6. Distribution of drugs and distribution of drugs to a minor under sections 195.211, .212, RSMo.
7. Arson in the first degree under section 569.040 RSMo.
8. Kidnapping under section 565.110 RSMo.

Re-admittance or enrollment may be permitted when a pupil has been acquitted or adjudicated not to have committed any of the above acts. This section does not apply to a student with a disability who is convicted or adjudicated guilty as a result of an action related to the student's disability. The district may, at the superintendent or designee's discretion, provide an alternative education program if he/she determines such enrollment is appropriate.

**STUDENT DISCIPLINE RECORDS (POLICY JGF)**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know and shall be provided in accordance with state law to any District in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally, identifiable student records will only be released or destroyed in accordance with state and federal law.

**STUDENTS RECEIVING SPECIAL EDUCATION SERVICES**

Students currently receiving special education services will be disciplined in the same manner as other members of the student body except as noted on the student's Individual Education Program (IEP). For those students who are receiving services from the Special School District, a discipline hearing will be held first, followed by a Manifestation Determination to determine whether or not the violation is related to the student's disability. The hearing officer will then submit a detailed report of the hearing to the appropriate assistant superintendent and the superintendent.

The superintendent will then decide if any further disciplinary action will be taken. That decision could include the possibility of suspension for up to 180 school days or a recommendation to the Board of Education for expulsion.

# Rights and Responsibilities of Students, Parents, and School Staff

## I. STUDENTS' RIGHTS

The educational community is a part of a triad of stakeholders striving to ensure quality education for our children. Each stakeholder (students, staff, and parents) is equally important to meet this challenge. It is impossible to list all the rights and responsibilities of stakeholders. The rights and responsibilities apply to all students, although special procedures must be followed in regard to disciplining students with disabilities. The following rights shall not be construed to deny or limit others retained by students at school in their capacity as students or citizens.

Students have the right to:

- Obtain a quality education in a safe, non-threatening environment.
- Be respectfully treated as individuals with special needs and wants.
- Have school records kept confidential.
- Not be discriminated against in all classes and in all disciplinary matters.
- Engage in meaningful dialogue with others.
- Due process.

## II. STUDENTS' RESPONSIBILITIES

Students are expected to learn, and model Normandy Schools Collaborative Code of Conduct, follow all school and classroom rules, and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

Students have the responsibility to respect and honor the rights of all persons involved in the educational community, and to exercise the highest degree of self-discipline in observing and adhering to state and local laws, District and school policies, and procedures, including the Code of Conduct. It is impossible to list all student responsibilities, but it is emphasized that the lack of responsibility creates infringement on the rights of others.

### **Students:**

- Have the responsibility to abide by the laws of the United States of America, the State of Missouri, and the policies of the Board of Education.
- Are responsible for their actions; therefore, they must accept the consequences for their inappropriate behavior.
- Have the responsibility to abide by all of the administrative guidelines set by the school.
- Have the responsibility to abide by the guidelines developed within individual classrooms.

- Have the responsibility of conducting themselves in such a manner as to benefit the class and the school
- Have the responsibility of doing class assignments.
- Have the responsibility to respect all school staff and the authority within the school setting and should be involved in meaningful two-way communication with school staff.
- Have the responsibility to notify school staff of any potential dangerous situation(s).

### **III. PARENTS'/LEGAL GUARDIANS' RIGHTS AND RESPONSIBILITIES**

Parents/legal guardians will take an active role in supporting the school's efforts to maintain a welcoming school climate.

#### **Parents have the right to:**

- Expect quality education for their children.
- Expect that their children will be treated according to the district governing principles listed on page III, including social, emotional, and physical safety.
- Receive information about the progress of their children unless prohibited by a court order.
- Review their children's school records unless prohibited by a court order.
- Participate in decisions involving their children's education and be informed of decisions relating to the discipline of their children unless prohibited by a court order.

#### **Parents have the responsibility to:**

- Understand the CodMaintain open lines of communication with their children, teachers, and the educational support staff, and be available to assist as needed.
- Support the efforts of classroom teachers and the educational support staff in maintaining appropriate student behavior.
- Monitor and promote the academic progress of their children.
- Make sure that their children attend school regularly.
- Inform school staff about factors which will affect their children's ability to learn/ behave in the school environment.
- Read the Code of Conduct.

### **IV. SCHOOL STAFF RIGHTS AND RESPONSIBILITIES**

Each school staff member has a fundamental role in supporting a positive classroom and school. All staff will be treated respectfully by students, parents, and other staff members. This includes utilizing effective classroom management strategies to create an environment conducive to learning and prevent misconduct.

**School staff have the right to:**

- Work in a safe, non-threatening atmosphere conducive to learning.
- Expect that students will follow the guidelines of the school.
- Expect that students will maintain regular attendance and report to class on time with homework completed.
- Be treated respectfully by students and parents.
- Expect cooperation, support, and communication from parents unless prohibited by a court order.

**School staff have the responsibility to:**

- Provide a quality education for all students.
- Inspire in each of their students a need to achieve up to and beyond his/her individual potential.
- Engage students in meaningful two-way conversation, listen, and respond to concerns.
- Maintain a record of intervention strategies utilized with individual students.
- Establish and coordinate a building behavior management plan that is positive, consistent, and effective.
- Regularly communicate classroom policies to students and parents.
- Practice fair, effective behavior management techniques that are culturally proficient and inclusive including Restorative justice practices.
- Be impartial when dealing with the parents and students in their school.
- Report any suspected child abuse or neglect to the Missouri Children’s Division through the building procedures. School staffs are “mandated reporters” under Missouri laws pertaining to child abuse or neglect.

Each school administrator is a role model and a leader. School administrators, in collaboration with instructional staff and community support, are responsible for establishing a caring school climate and safe environment:

**School administrators have the responsibility to:**

- Assist staff members in the practice of effective management techniques.
- Plan and promote practices that will maintain a safe and orderly environment.
- Support the efforts of staff in maintaining appropriate classroom student behavior.
- Plan and maintain adequate supervision of students.
- Communicate to appropriate staff the consequences of reported student inappropriate behavior.
- Be visible during the school day.
- Maintain accurate records of disciplinary actions.

# Special Considerations & Student Rights

**Freedom from Discrimination, Harassment, and Bullying:** Normandy Schools Collaborative does not discriminate on the basis of race, color, national origin, sex, sexual orientation, transgender identity, disability, religion, height, weight, citizenship, marital or family status, ancestry, genetic information, or any other legally protected category in its educational programs and activities, including employment and admissions.

**The Right to Due Process:** Due process safeguards must apply in instances where the behavior or rights of students are being evaluated. Students must be treated with fairness and in light of the total circumstances. Students have the right to be fully informed of the alleged breach of behavior and be provided an opportunity to respond to such charges. Any permanent record that results from the student's actions should clearly state whether the charges were or were not substantiated. The handbook sets forth the procedural rules for student discipline.

**Make-up Work:** Students removed from school for any disciplinary action are entitled to make-up work. Make-up work will be provided to the student via remote learning options and will have due dates in direct correlation with the amount of time directed for disciplinary reasons.

## **WHEN DO NORMANDY GUIDELINES BEGIN AND END?**

Students who ride the bus or walk to school are under the supervision of the school while on their way to and from school. This includes bus stops, on the bus, on any District campus, or in any District building, while attending or participating in any school function either at the home school or away, and while participating in field trips or other school-sponsored activities.

Behavior that occurs off-campus that disrupts the academic process or threatens the safety of students and/or staff may be addressed as if the behavior occurred on campus.

# Discipline Procedures and Due Process

When a student is suspected of behaviors that are violations of the Code of Conduct, the following process will be initiated:

- An investigation will be initiated to discover all pertinent factors relating to the occurrence. The investigation process will include the collection of information, to include written statements from the student(s) involved, school staff, and as many witnesses to the occurrence as possible. The principal or his/her designee will conduct this investigation.
- The student shall be advised of the specific behavior infraction and explanation of the known facts.
- The student shall be given the opportunity to admit or deny the behavior infraction and to present his/her version of the incident.
- If the student denies the behavior infraction, he/she shall be provided an explanation of the incident that forms the basis of the proposed disciplinary action. In such cases, the administration will get statements from as many witnesses to the occurrence as possible. Administrators will assist students with difficulties in providing statements, including concerns in writing.
- The student and his/her parent/legal guardian will be informed of the specific violation and an explanation of the known facts.
- After the investigation has been concluded, the parents will be informed by telephone, letter, email, or note prior to the date the student is expected to serve the consequence. At this time, the parent will also be notified if the school is recommending a discipline hearing.
- The student and his/her parent/legal guardian can access the student's disciplinary event and full disciplinary record through the SIS parent portal. They may also request a copy of the student's disciplinary record from the school.
- Only in an emergency will a principal detain a student without parental notification.
- A student may be removed from school immediately at the discretion of the principal, assistant superintendent, or superintendent if the student poses a threat of harm to other students or staff.
- If there is a violation of the law, the School Resource Officer (SRO) or police shall be notified. The parent/legal guardian and Assistant Superintendent shall be notified accordingly.
- If a disciplinary hearing has been requested, the discipline hearing officer will schedule a discipline hearing (DH) and make a recommendation for additional suspension days up to 180 school days or expulsion. The purpose of the discipline

hearing is to verify the facts and provide the student and parents/legal guardians with an opportunity to present additional data or extenuating circumstances. The hearing officer will determine if additional days of suspension are warranted.

- If the parent has questions regarding a decision or the appeal process of a suspension of more than 10 days, they may contact the assistant superintendent of support services.
- Additional due process measures shall be taken as required by law with respect to students with disabilities.
- Parents/legal guardians shall be required to participate in a conference with teachers and/or administrator or administrator's designee prior to a student's return to school following a suspension for greater than ten (10) days or at the principal's discretion after suspensions for ten (10) days or less.
- Student discipline records are a part of the student's file and will be shared with the receiving school when a student transfers.



# Explanation of Terms

Parents, students, teachers, and Normandy Schools Collaborative staff members (including teachers, administrators, and other staff) have the right to expect that schools will provide an atmosphere that is safe, cooperative, respectful, and therefore, conducive to learning. Board of Education Policies are located on our website at [www.normandysc.org](http://www.normandysc.org).

In this document, the assignment of detention will be either before or after school for elementary students. The assignment of detention will be either after school or on Saturday mornings for middle and high school students. The assignment of a suspension could be “in-school” or “out-of-school” except where specified. All references to the number of suspension days in the Code of Conduct will specifically be school days. For example: (a 10-day suspension means 10 school days, not calendar days.) NOTE: Students are not to be on any district campus or attend any district-sponsored event while on suspension.

When the Code of Conduct refers to the number of occurrences, the district considers the number of occurrences that happen in the same school year. (For example, if a student was in a fight in 6<sup>th</sup> grade and again in 8<sup>th</sup> grade, the second fight would be a first occurrence of the student’s 8<sup>th</sup>- grade year). It should be noted that repeated discipline infractions within a school year would result in more severe disciplinary action being taken when appropriate. This might include a suspension, discipline hearing (parent notification), or expulsion.

## **ACT OF SCHOOL VIOLENCE/VIOLENT BEHAVIOR**

Act of school violence or violent behavior is defined as the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

## **BEHAVIOR CONTRACT/PLAN OR BEHAVIOR INTERVENTION PLAN**

A behavior plan is defined as a document developed by students, parents, and staff to provide support for a student to address misbehavior and assist them in better decision-making.

## **CASA (Center for Academic and Social Advancement)**

The Superintendent may offer another alternative to a long-term out-of-school suspension. This program is housed off campus and provides students an opportunity to continue their studies as well as to receive individual and group counseling. The student may attend CASA Site for a minimum period of one semester up to a maximum period of one school year. Transportation to and from the program is the responsibility of the parents. Parent involvement is mandatory.

**CARE TEAM MEETING/STUDENT ASSISTANCE TEAM**

A care team meeting is defined as a meeting between parents, teachers, counselors/social workers, and school officials to discuss the current academic, behavioral, social, or emotional status of a student. The outcome of this meeting is to develop a plan to support where all parties are accountable for supporting the student.

**CHECK-IN CHECK-OUT**

Check-in Check-out is defined as a process where a student checks in with a staff member at the beginning of the school day to receive support, and they check back with that staff member at the end of the day to share how their day went. This process is documented by the staff member and shared with the parent as needed.

**CONFLICT MEDIATION (PEER AND/OR ADULT-DIRECTED)**

Mediation is defined as a meeting between two parties to address an area of concern, with the outcome being that each will understand the other's perspective and make better choices moving forward. This may be facilitated by a staff member or a student peer leader.

**CORPORAL PUNISHMENT (PROHIBITED)**

Corporal punishment is defined as the use of physical punishment as a consequence of misconduct. No person employed by or volunteering on behalf of the Normandy Schools Collaborative shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable physical force to restrain a student if it is essential (after proper Non-Violent Crisis Prevention Training) for the preservation of order or for the protection of self, other persons, or the property of the school district. The appropriate administrator will be notified immediately.

**COUNSELOR/SOCIAL WORKER INTERVENTION**

A referral is made to the counselor and/or social worker to provide the student with social and emotional support in dealing with and/or addressing an issue.

**DETENTION**

Detention is defined as a period of time after school or on Saturday that is provided for students who have minor violations.

**DISCIPLINE HEARING (DH)**

A Discipline Hearing is defined as a meeting convened when a principal has requested a suspension of more than 10 days. The purpose of this discipline hearing is to verify the facts and provide the student, parents, and school with an opportunity to present additional data or extenuating circumstances.

When a student is referred to a discipline hearing, the student will be suspended out-of-school (OSS) until the hearing is convened within 10 school days. After a detailed report has been submitted to the Hearing Officer regarding the incident, the Hearing Officer will then make a

decision concerning further disciplinary action. The Hearing Officer's decision may include the possibility of a suspension for up to 180 school days or a recommendation to the Board of Education for suspensions in excess of 180 days or expulsion.

When a student is referred to a discipline hearing, the student will be suspended out-of-school until the discipline hearing is held and the Hearing Officer has made a decision concerning further disciplinary action.

### **HALL PASS**

The hall pass is defined as the permit used when it is necessary for a student to go from one building location to another with authorization from a staff member. The hall pass is to be issued only when, in the judgment of the staff, there is a real need.

### **IN-SCHOOL SUSPENSION (ISS)**

Behavior management program for student misbehavior aimed at keeping students in school to complete their work while being isolated from the rest of the student body. ISS is used as a school punishment for infractions that are not severe enough for suspension but require behavior remediation. Students who are in violation of school rules and regulations can expect to be temporarily assigned to the ISS classroom where they will be supervised by school personnel or a teacher.

### **MISCONDUCT**

Misconduct is defined as any violation of policies, expectations, and regulations established by the Board of Education.

### **NEED TO KNOW (POLICY JGF)**

Need to know is defined as the right of all school personnel who are directly responsible for the student's education or who otherwise interacts with him/her, to be aware of the student's discipline record, issues, and needs.

### **PARENT CONFERENCE**

A parent conference is defined as a meeting between parents/legal guardians, students, and school officials to discuss the current academic, behavioral, social, or emotional status of a student.

### **PARENT CONTACT**

Parent contact is defined as any communication, in either written or verbal form, between parents/legal guardians and school officials to discuss the current academic, behavioral, social, or emotional status of a student.

### **REFERRAL TO AN OUTSIDE AGENCY**

Referral to an outside agency is defined as a recommendation from an administrator or counselor for a student and/or family to receive counseling and/or social service support from an agency outside of the school setting, i.e., Family Solutions for Kids, Lutheran Family Services, DePaul SSM Behavioral Health Services, etc.

**RESTORATIVE CONFERENCE/CIRCLE**

The restorative practice concept has its roots in restorative justice, a way of looking at criminal justice that focuses on repairing the harm done to people and relationships rather than on punishing offenders. Students are provided with restorative questions that address their behavior. The other questions address someone who was harmed by another's actions.

**RE-TEACH EXPECTATIONS**

Re-teaching expectations are defined as teaching building-wide behavioral expectations to a student which have been taught earlier in the school year to reinforce the importance of positive decision-making.

**SAFE TOUCH/SAFE-T/SAFE TEEN TRAINING**

Safe Touch, Safe-T, and Safe Teen are programs taught to students about appropriate and inappropriate touching and who to contact if they are touched inappropriately. This program is provided by the Jewish Family and Children's Service.

**SCHOOL PROPERTY**

School property is defined as any physical asset utilized, supervised, rented, leased, or controlled by the school district, including, but not limited to, school playgrounds, parking lots, school buses, and any property on which any school activity takes place.

**SCHOOL RESOURCE OFFICER INTERVENTION**

School Resource Officer (SRO) intervention is defined as a situation where the administration of a school makes the SRO aware of any unsafe and/or illegal situation which occurs in the building. School administration will share the interventions to be implemented.

**SELLING/SOLICITATION**

Selling is defined as the sale of items not approved by the school principal. Solicitation is defined as requesting a member of the school community to purchase goods or services or distributing flyers without the approval of the school principal.

**SOCIAL SKILLS INSTRUCTION**

Social skills instruction is defined as a situation where a staff member teaches a student appropriate and expected social behavior.

**STUDENT IDENTIFICATION BADGES**

A student identification badge is defined as the badge/tag issued by the school to be worn by the student for identifying a person as a student. The Student Identification tag must be worn around the neck on a school-issued lanyard, except in cases when it presents a safety hazard. The student must replace lost or defaced IDs and lanyards for additional costs. Failure to pay fines could impact participation in school-related activities.

## **SUSPENSION AND REMOVAL (POLICY JGD)**

The terms “suspension” and/or “removal” is defined as exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for “suspensions” in this policy. Suspension may be in-school or out-of-school. Regarding in-school-suspension, the student is deprived of attending regular classes, participating in co-curricular activities or school-sponsored functions whether on campus or at another facility for the determined number of days, but the student is expected to attend school, report to the in-school suspension room, complete assignments and behave appropriately. Regarding out-of-school suspension, the student is deprived of all the privileges of attending school, participating in classes, participating in or attending any co-curricular activities or school-sponsored functions whether on campus or at another facility for a determined number of days up to and including 180 school days. Students who have been suspended may not be on any school district property or attend any Normandy Schools Collaborative function whether on-campus or off-campus during the period of the suspension unless authorized to do so by the superintendent or principal.

The term “expulsion” is defined as exclusion for an infinite period. Procedures that should be followed to suspend a student differ from those that are required to expel a student. A principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to one hundred eighty (180) school days. The NSC Joint Executive Governing Board (JEGB) may expel a student.

Any student suspended after the third occurrence shall be strongly encouraged to attend a family meeting with a District social worker, counselor, and administrator prior to being readmitted.

Additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities. The District honors suspensions and expulsions from another in-state or out-of-state school district, including a private, charter, or parochial school or school district pursuant to law and policy JEC.

# List of Interventions

Although there are situations that might warrant a suspension from school, an array of interventions should be considered when action is called for in response to student misconduct. Teachers and administrators may use a variety of interventions to help the student interact in a socially appropriate manner and succeed academically.

Tier 1 Interventions may include, but are not limited to, the following:

- Instruction on District Standards of Behavior, the Code of Conduct, and the Safe Schools Act
- Individualized instruction on guidelines, expectations, etc.
- Bullying Prevention
- Restorative Practices
- In-School Suspension
- De-escalation strategies
- Support from the school behavior intervention staff
- Social Skills Instruction
- Student and parent signature on Code of Conduct
- Class, team, or grade level meeting to review behavior expectations
- Teach school-wide expectations at the beginning of the year and review on an ongoing basis
- Teach school-wide expectations to new students
- Teach school-wide expectations in the classroom
- Teachers develop class expectations with students
- Classroom lessons on behavior expectations by counselors
- Verbal praise for appropriate behavior
- Recognition for appropriate behavior
- Incentive plans for appropriate behavior
- Citizenship, effort, and improvement recognition
- Positive telephone call/note home
- Conference with student
- Redirection for inappropriate behavior
- Parent phone call
- Social worker contact
- Counselor contact

Tier 2 Interventions may include but are not limited to the following. Some of the Tier 1 interventions may be continued when implementing Tier 2 interventions and supports.

- Referral to the C.A.R.E. Team (Coordinating Available Resources in Education)
- Individual student incentive plans
- Refocus area in the classroom
- Refocus area outside of the classroom
- Restorative Practices
- In-School Suspension
- Self-Management
- Student behavior reflection time
- Cueing techniques
- Extra time for assignments
- Preferential seating
- Functional Behavior Analysis
- Incentive plans for appropriate behavior
- Role-play and re-teach expectations throughout the year
- Counselor and Social Worker Intervention
- Conflict mediation
- School Resource Officer (SRO) contact
- Behavior contract/goals
- Academic contract/goals
- Weekly progress report
- Parent conference including other school staff
- Check in-Check out
- Social Skills Group
- Monitor time and location of offenses

Tier 3 Interventions may include, but are not limited to, the following. Prior interventions may be included.

- Complex Functional Behavioral Analysis
- Behavior Intervention Plans
- Behavior Support Plans through Wrap-around Model
- Community Partnership
- CASA
- Behavior and/or Academic contract/goals
- Special Education Services
- Referral to outside agencies for individualized therapy
- Psychological Evaluation
- Parent conference including other school staff
- Restorative Practices Conference

# INFRACTIONS

For each infraction, the school administrator(s) is allowed to use professional discretion when assigning consequences within the guidelines described in this document. The administrator reviews the whole student in order to get to the root of the concern and possibly prevent future infractions of the same nature. This may mean consequences will cater to the individual student. The consequences can vary based on the range of options laid out for each referral and each offense.

<p style="text-align: center;"><b>Level 1 MINOR</b></p> <ul style="list-style-type: none"> <li>● CHEATING/ACADEMIC MISCONDUCT</li> <li>● DRESS CODE VIOLATION</li> <li>● FAILURE TO FOLLOW INSTRUCTIONS/INSUBORDINATE</li> <li>● IMPROPER USE OF SCHOOL MATERIAL/EQUIPMENT</li> <li>● INAPPROPRIATE DISPLAY OF AFFECTION</li> <li>● PROFANITY/OBSCENITY TOWARDS STUDENTS</li> <li>● REFUSAL TO IDENTIFY SELF</li> <li>● TARDINESS/UNAUTHORIZED ABSENCE</li> <li>● TEASING, DISRESPECTFUL, OR OTHER UNKIND BEHAVIOR</li> </ul>	<p style="text-align: center;"><b>Level 2 MODERATE</b></p> <ul style="list-style-type: none"> <li>● ABUSE OF TECHNOLOGY</li> <li>● ADMITTANCE OF UNAUTHORIZED PERSON(S)</li> <li>● DEFACEMENT OF PROPERTY</li> <li>● DISRUPTIVE BEHAVIOR</li> <li>● INCITING A FIGHT</li> <li>● LEAVING AREA WITHOUT PERMISSION</li> <li>● PROFANITY/OBSCENITY TOWARDS STAFF</li> <li>● THEFT OF RECEIPT OF STOLEN PROPERTY</li> <li>● THREATS OF VIOLENCE/INTIMIDATION</li> <li>● SKIPPING/OUT OF AREA</li> </ul>
<p style="text-align: center;"><b>Level 3 MAJOR</b></p> <ul style="list-style-type: none"> <li>● BULLYING/CYBERBULLYING</li> <li>● DESTRUCTION OF PROPERTY</li> <li>● FALSE ALARM</li> <li>● FIGHTING</li> <li>● GAMBLING</li> <li>● HARASSMENT</li> <li>● HAZING</li> <li>● LOITERING/TRESPASSING</li> <li>● POSSESSION OF A KNIFE</li> <li>● POSSESSION OF A PROHIBITED SUBSTANCE</li> <li>● SEXUAL HARASSMENT</li> <li>● SEXUAL MISCONDUCT</li> <li>● SEXTING</li> <li>● THEFT OR RECEIPT OF STOLEN PROPERTY (VALUED OVER \$100)</li> <li>● VERBAL ASSAULT /DISCRIMINATION</li> <li>● DANGEROUS BEHAVIOR</li> <li>● CONTINUOUS DISRUPTIVE/DANGEROUS BEHAVIOR</li> <li>● POSSESSION OR USAGE OF DANGEROUS WEAPON OR ITEM USED TO HARM OTHERS</li> </ul>	<p style="text-align: center;"><b>Level 4 SEVERE</b></p> <ul style="list-style-type: none"> <li>● POSSESSION OF A FIREARM</li> <li>● POSSESSION OF DANGEROUS WEAPONS</li> <li>● USE OF A WEAPON</li> <li>● PHYSICAL ASSAULT OF AN EMPLOYEE</li> <li>● PHYSICAL ASSAULT OF ANOTHER STUDENT CAUSING BODILY HARM</li> <li>● BOMB OR SIMILAR THREAT</li> <li>● ARSON</li> <li>● SALE/DISTRIBUTION OF CONTROLLED SUBSTANCES</li> <li>● POSSESSION OF A PROHIBITED CONTROLLED SUBSTANCE</li> <li>● GANG ACTIVITY</li> <li>● ADMITTANCE OF UNAUTHORIZED INDIVIDUALS</li> </ul>



## Level 1 Infractions MINOR

To ensure students are provided opportunities to function in an environment conducive to learning, it is necessary that Level 1 infractions are addressed through classroom management expectations. Therefore, prior to the first referral, schools shall ensure there is written warning documentation for each infraction. The warning documentation shall include but not be limited to:

- A. One-on-one documented conference with the student, parent (via phone if necessary), Guidance Counselor/Social Worker, and teacher
- B. One-on-one documented communication between the parent, Guidance Counselor/Social Worker, and teacher
- C. Occurrence 3 shall require the infraction be written as the first referral to administration accompanied by written documentation of the previous MIOs occurrences and intervention strategies attempted.

**A01 CELL PHONE**

A student has cell phone out in view or is using cell phone on school grounds without permission.

**A02 CHEATING/ACADEMIC MISCONDUCT**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.

**A03 DRESS CODE VIOLATION**

A student will adhere to the District's approved dress code policy.

**A04 FAILURE TO FOLLOW INSTRUCTIONS/INSUBORDINATE**

A student will not ignore or refuse to comply with directions or instructions given by district personnel and/or volunteers that hinder safety and or the learning of peers.

**A05 IMPROPER USE OF SCHOOL MATERIALS/EQUIPMENT**

A student may only use school equipment, technology or materials when prior approval is given by an administrator or teacher.

**A06 INAPPROPRIATE DISPLAY OF AFFECTION**

Students will not engage in inappropriate displays of affection, such as kissing, touching, or rubbing.

**A07 PROFANITY/OBSCENITY TOWARDS STUDENTS**

Written, verbal or electronic communication with photographs or drawings directing profanity or insulting, obscene gestures toward any other student.

**A08 REFUSAL TO IDENTIFY SELF**

Refusing to show or wear an identification card and/or give correct name when requested by school personnel or using another person's name or identity.

**A09 TARDINESS/UNAUTHORIZED ABSENCE**

A student must be in his or her place of instruction at the assigned time without a valid excuse.

**A10 TEASING, DISRESPECTFUL OR OTHER UNKIND BEHAVIOR**

Disrespectful, unkind and/or mean language or actions towards another student that includes name calling, sarcastic/crude jokes, teasing or other behavior use to distract, disturb, offend, sadden, anger, bother, irritate, or annoy.

## ELEMIDDLE SCHOOLS

## LEVEL 1 INFRACTIONS MINOR

LEVEL 1 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>A01 CELL PHONE MISCONDUCT</b>	Classroom Managed Document in SISK	Parent Contact	Mandatory Parent Conference, possible Level 2 Infraction B04	Mandatory Parent Conference, possible Level 2 infraction B04
<b>A02 CHEATING/ACADEMIC MISCONDUCT</b>	Classroom Managed Document in SISK	Classroom Managed Document in SISK	Parent Contact Document in SISK	CARE Team
<b>A03 DRESS CODE VIOLATION</b>	Classroom Managed Document in SISK	Parent Contact	Mandatory Parent Conference	Mandatory Parent Conference
<b>A04 FAILURE TO FOLLOW INSTRUCTIONS/INSUBORDINATE</b>	Classroom Managed Document in SISK	Classroom Managed Document in SISK	CARE Team Parent Meeting Request	Office Referral 1-4 days ISS
<b>A05 IMPROPER USE OF SCHOOL MATERIAL/EQUIPMENT</b>	Classroom Managed Document in SISK	Classroom Managed Document in SISK	Parent Contact Document in SISK	CARE Team
<b>A06 INAPPROPRIATE DISPLAY OF AFFECTION</b>	Classroom Managed Document in SISK	Parent Contact Document in SISK	Mandatory Parent Conference scheduled by Admin	Office Referral OSS 1-4 days
<b>A07 PROFANITY/OBSCENITY TOWARDS STUDENTS</b>	Classroom Managed Document in SISK	Parent Contact	Mandatory Parent Conference	CARE Team office Referral
<b>A08 REFUSAL TO IDENTIFY SELF</b>	Classroom Managed Document in SISK	Classroom Managed Document in SISK	CARE Team Parent Meeting Request	Office Referral 1-4 days ISS
<b>A09 TARDINESS/UNAUTHORIZED ABSENCE</b>	Parent Contract Social Worker Referral	Parent Contract Social Worker Referral	Parent Contract Social Worker Referral	Parent Contract Social Worker Referral
<b>A10 TEASING, DISRESPECTFUL OR OTHER UNKIND BEHAVIOR</b>	Classroom Managed Document in SISK	Parent Contact	CARE Team Referral 1-4 days ISS	CARE Team Office Referral 1-4 days ISS

**HIGH SCHOOL****LEVEL 1 INFRACTIONS MINOR**

LEVEL 1 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>A01 CELL PHONE MISCONDUCT</b>	Classroom Managed Document in SISK	Parent Contact	Mandatory Parent Conference, possible Level 2 Infraction B04	Mandatory Parent Conference, possible Level 2 infraction B04
<b>A02 CHEATING/ACADEMIC MISCONDUCT</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days
<b>A03 DRESS CODE VIOLATION</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days
<b>A04 FAILURE TO FOLLOW INSTRUCTIONS/INSUBORDINATE</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days
<b>A05 IMPROPER USE OF SCHOOL MATERIAL/EQUIPMENT</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days
<b>A06 INAPPROPRIATE DISPLAY OF AFFECTION</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days
<b>A07 PROFANITY/OBSCENITY TOWARDS STUDENTS</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 1-5 days
<b>A08 REFUSAL TO IDENTIFY SELF</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days
<b>A09 TARDINESS/UNAUTHORIZED ABSENCE</b>	Parent Contact Classroom Managed Document in SISK	Parent Contract ISS 3-5 days	Parent Contract Social Worker Referral OSS 1-3 days	Parent Contract Social Worker Referral OSS 3-5 days
<b>A10 TEASING, DISRESPECTFUL, OR OTHER UNKIND BEHAVIOR</b>	Parent Contact Classroom Managed Document in SISK	Parent Contact ISS 3-5 days	Parent Contact OSS 1-3 days	Parent Contact OSS 3-5 days

## Level 2 Infraction MODERATE

### **B01 ABUSE OF TECHNOLOGY**

The act of tampering with or unauthorized use of computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, unauthorized internet access, unauthorized access to another's files, computers, or computer systems, and computer network "hacking." The use of the internet or Detroit Public Schools Community District technology, equipment, or materials, including networks and servers to commit any offense is a violation under the Student Code of Conduct.

### **B02 ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS**

The act of knowingly and intentionally admitting or allowing an unauthorized person(s) into any school building, without expressed permission from any authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security.

### **B03 DEFACEMENT OF PROPERTY**

A student will not willfully deface or cause damage to property belonging to the school or belonging to school personnel or persons in attendance at the school. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables and spray-painting surfaces are acts of defacement.

### **B04 DISRUPTIVE BEHAVIOR**

A student displays extensive behavior that causes an interruption in class.

### **B05 \*INCITING A FIGHT**

Intentionally initiating a fight between others or with another student that results in a physical altercation. The use of words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that may cause embarrassment, discomfort, or a reluctance to participate in school activities. Students may be charged with this infraction for transmitting materials that are construed as harassment or disparagement of others based upon sex or sexual orientation.

### **B06 LEAVING AREA WITHOUT PERMISSION**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

### **B07 PROFANITY/OBSCENITY TOWARDS STAFF**

Written, verbal or electronic communication with photographs or drawings directing profanity or insulting, obscene gestures towards any District staff member, contractors, adult volunteers or adults on District property.

### **B08 THEFT OR RECEIPT OF STOLEN PROPERTY**

Taking, conspiring to take, without permission of the owner or custodian, or receiving or possessing property known to be stolen valued at less than \$100.00.

### **B09 \*THREATS OF VIOLENCE/INTIMIDATION**

Written, verbal or physical conduct, or electronic communication that is intended to place one or more persons in fear of harm. Refer to C7 - Bullying to describe the conduct of a serious, severe, or substantial nature.

### **B10 SKIPPING/OUT OF AREA**

Student does not report to assigned class at the scheduled time. Student is out of assigned area during and after school hours.

## ELEMIDDLE SCHOOLS

## LEVEL 2 INFRACTIONS MODERATE

LEVEL 2 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>B01 ABUSE OF TECHNOLOGY</b>	Parent Conference Restitution	Parent Conference Restitution OSS 1-2 days	Parent Conference Restitution OSS 1-2 days	Parent Conference Restitution OSS 5 days
<b>B02 ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS</b>	Parent Contact ISS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days (DH)
<b>B03 DEFACEMENT OF PROPERTY</b>	Parent Conference Restitution OSS 1-3 days	Parent Conference Restitution OSS 3-5 days	Parent Conference Restitution CARE Team, OSS 5-10 days	Parent Conference Restitution OSS 10 days *DH
<b>B04 DISRUPTIVE BEHAVIOR</b>	Parent Contact ISS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 5-10 days
<b>B05 INCITING A FIGHT</b>	Parent Contact ISS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days (DH)
<b>B06 LEAVING AREA WITHOUT PERMISSION</b>	Parent Contact ISS 1-3 days	Parent Conference Behavior Contract OSS 1-2 days	Parent Conference CARE Team OSS 3-5 days	Parent Conference OSS 5-10 days, possible *DH
<b>B07 PROFANITY/OBSCENITY TOWARDS STAFF</b>	Parent Contact Conference with Admin	Parent Conference Behavior Contract ISS 1-3 days	Parent Conference Behavior Contract OSS 1-2 days	Parent Conference Behavior Contract OSS 3-5 days
<b>B08 THEFT OR RECEIPT OF STOLEN PROPERTY</b>	Classroom Managed Document in SISK	Classroom Managed Document in SISK	CARE Team Parent Meeting Request	Office Referral 1-4 days ISS
<b>B09 THREATS OF VIOLENCE/INTIMIDATION</b>	Parent Conference ISS 1-3 days	Parent Conference ISS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, *DH

\*DH Disciplinary Hearing

## HIGH SCHOOL

## LEVEL 2 INFRACTIONS MODERATE

LEVEL 2 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>B01 ABUSE OF TECHNOLOGY</b>	Parent Contact Restitution ISS 3-5 days	Parent Conference Restitution OSS 3-5 days	Parent Conference Restitution OSS 5-7 days	Parent Conference Restitution OSS 10 days, DH
<b>B02 ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS</b>	Parent Contact ISS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days (DH)
<b>B03 DEFACEMENT OF PROPERTY</b>	Parent Conference Restitution OSS 1-3 days	Parent Conference Restitution OSS 3-5 days	Parent Conference Restitution CARE Team, OSS 5-10 days	Parent Conference Restitution OSS 10 days *DH
<b>B04 DISRUPTIVE BEHAVIOR</b>	Parent Contact ISS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 5-10 days
<b>B05 FORGERY/GIVING FALSE INFORMATION OR IDENTIFICATION</b>	Parent Contact ISS 3-5 days	Parent Conference OSS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, *DH
<b>B06 INCITING A FIGHT</b>	Parent Contact ISS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	OSS 10 days, *DH
<b>B07 LEAVING SCHOOL PREMISES WITHOUT PERMISSION</b>	Parent Conference Counselor Referral OSS 1-2 days	Parent Conference Counselor Referral OSS 3-5 days	Parent Conference Social Worker Referral, CARE Team OSS 5-10 days	Parent Conference Counselor Referral OSS 10 days *DH
<b>B08 THEFT OR RECEIPT OF STOLEN PROPERTY (less than \$100)</b>	Parent Contact ISS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	OSS 10 days, *DH
<b>B09 THREATS OF VIOLENCE/INTIMIDATION</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 10 days, *DH
<b>B10 SKIPPING/OUT OF AREA</b>	Parent Contact Student Conference w/ admin Document is SISK	Parent Contact ISS 3-5 days	Parent Conference Counselor Referral OSS 1-2 days	Parent Conference Social Worker Referral, CARE Team OSS 3-5 days

\*DH Disciplinary Hearing

## Level 3 Infractions MAJOR

### **C01 BULLYING/CYBERBULLYING**

Written, verbal, or physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following:

- Substantially interfering with educational opportunities;
- Adversely affecting the ability of a student(s) to participate in or benefit from school programs;
- Having an actual and substantial detrimental effect on a student's physical or mental health; or
- Causing a substantial disruption of the orderly operation of school.

The use of any electronic communication (i.e. internet, personal digital assistant (PDA), smartphone, or wireless handheld device), network or technology, including social media (e.g. Facebook, Twitter, Tumblr, Instagram, etc.), to bully is cyberbullying. Bullying and cyberbullying are prohibited against all students, educators, employees, parents/guardians, contractors, agents, or volunteers.

**\*NOTE: Victims of bullying will be automatically referred for counseling and the parent will be notified.**

### **C02 CONTINUOUS DISRUPTIVE BEHAVIOR**

The student continues to display behavior that interrupts class instruction after multiple warnings and previous infractions that he/she has already received previous consequences.

### **C03 DANGEROUS BEHAVIOR**

The student displays behavior that is harmful and dangerous to himself or others.

### **C04 DESTRUCTION OF PROPERTY**

Acts that result in a substantial threat of or actual destruction of property of \$100.00 or more, which significantly necessitates altering a school's operation and activities. Specifically included are acts which result in:

- Significant damage to the physical plant or property;
- Conditions that require the evacuation of students; or
- The inability of a school to perform its functions.

### **C05 FALSE ALARM**

Activating a fire alarm system in any school building on school property and/or reporting a fire or bomb when none exists.

### **C06 FIGHTING**

A physical altercation between one or more students that does not cause serious injury but requires physical restraint.

### **C07 GAMBLING**

Participating in games of chance or skill for money or profit.

### **C08 HARASSMENT**

Written, verbal, or physical conduct that is persistent or pervasive that causes emotional distress or does the following to one or more students directly or indirectly:

- Substantially interferes with educational opportunities;
- Adversely affects the ability of students to participate in or benefit from school programs; or
- Causes a substantial disruption to the orderly operation of schools.

**C09 HAZING**

Any intentional, knowing, or reckless activity which endangers the physical safety, causes mental distress, embarrassment, humiliation or ridicule of a student done for the purpose of being initiated into, affiliated with, participating in or becoming a member of any organization, team, group, club, school activity, regardless of whether the activity is done with or without the consent of the person(s) being hazed.

**C10 LOITERING/TRESPASSING**

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities. If a student is found trespassing or loitering, additional out of school suspension days can be added as a part of the consequences.

**C11 POSSESSION OF A KNIFE**

Any knife, regardless of blade length or total size, straight razor, box cutter with razor, or any instrument which has been altered to be used as a weapon in a manner similar to a knife, such as a letter opener or file. Refer to D02 if the blade length is 3-inches or greater.

**C12 POSSESSION OF PROHIBITED SUBSTANCE or DANGEROUS OBJECTS**

Possession of any blade not considered to be a weapon (includes common pocket knife, plastic knife, or blunt-bladed table knife), martial arts weapons, taser, bullets, syringes, BB guns, paint guns, air strike guns, over-the-counter drugs, or devices including, but not limited to, mace or pepper spray 2oz. or less), firearm facsimile or any other object that may puncture, wound, or otherwise injure another person.

**C13 SEXUAL HARASSMENT (II)**

Unwelcomed sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, or conduct as defined in C05 – Sexting which:

- Substantially interferes with educational opportunities;
- Creates an intimidating, hostile, or offensive educational environment; or
- Otherwise adversely affects a student's educational opportunities.

**C14 SEXUAL MISCONDUCT**

A student shall not engage in intimate physical, sexual contact with another person, including, but not limited to: consensual sexual intercourse, oral sex, or intentional touching of the other person's genitals, groin, inner thigh, buttock or breast, or the clothing covering those areas, other inappropriate behavior of a sexual nature including displays of sexual parts.

**C15 SEXTING**

Forwarding, sending, using, sharing, viewing, or possessing a sexually explicit image via text message, email, social networking websites and/or other electronic means using school property (computers, devices, networks, or servers) on school grounds or at school-sponsored activities/events. Acts that occur off school grounds, outside of school-sponsored activities or on student-owned devices that result in disruption to the orderly operation of the school environment are punishable under this provision.

**C16 THEFT OR RECEIPT OF STOLEN PROPERTY**

Taking or conspiring to take without permission of the owner or custodian, receiving or possessing property known to be stolen valued at \$100.00 or more.

**C17 VERBAL DISCRIMINATION/ASSAULT**

Communicating threats against an employee or volunteer of the school district or making a bomb threat or similar threat at a school building, other school property, or a school-related event. Name-calling, racial or ethnic slurs, or derogatory statements directed at, and offensive to another person



## ELEMIDDLE SCHOOLS

## LEVEL 3 INFRACTIONS MAJOR

LEVEL 3 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>C01 BULLYING/CYBERBULLYING</b>	Parent Conference ISS 3-5 days	Parent Conference OSS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 10 days & *DH
<b>C02 CONTINUOUS DISRUPTIVE BEHAVIOR</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days *DH
<b>C03 DANGEROUS BEHAVIOR</b>	Parent Conference OSS 5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days *DH
<b>C04 DESTRUCTION OF PROPERTY</b>	Parent Conference ISS 3-5 days	Parent Conference OSS 1-5 days	Parent Conference Restitution, OSS 5-10 days, & possible *DH	Parent Conference Restitution OSS 10 days *DH
<b>C05 FALSE ALARM</b>	Parent Conference OSS 5 days	Parent Conference OSS 5-10 days, Possible *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C06 FIGHTING</b>	Parent Conference ISS 1-3 days	Parent Conference OSS 1-3 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days *DH
<b>C07 GAMBLING</b>	Parent Conference OSS 5 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C08 HARASSMENT</b>	Parent Conference OSS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C09 HAZING</b>	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C10 LOITERING/TRESPASSING</b>	Parent Conference ADDITIONAL OSS 1-2 DAYS	Parent Conference ADDITIONAL OSS 3-5 DAYS	Parent Conference *DH	Parent Conference *DH
<b>C11 POSSESSION OF A KNIFE (less than 3 inches)</b>	Parent Conference OSS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 10 days, *DH
<b>C12 POSSESSION OF PROHIBITED SUBSTANCE or DANGEROUS OBJECTS</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH

## ELEMIDDLE SCHOOLS

## LEVEL 3 INFRACTIONS MAJOR Cont'd

LEVEL 3 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>C13 SEXUAL HARASSMENT</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days, *DH
<b>C14 SEXUAL MISCONDUCT</b>	Parent Conference OSS 3-5 days Counselor/Social Worker referral	Parent Conference OSS 3-5 days, Counselor/Social Worker Referral	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days, *DH
<b>C15 SEXTING</b>	Parent Conference OSS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, *DH	Parent Conference OSS 10 days, *DH
<b>C16 THEFT OR RECEIPT OF STOLEN PROPERTY</b>	Parent Conference Restitution OSS 1-3 days	Parent Conference Restitution OSS 1-3 days	Parent Conference Restitution CARE Team, OSS 3-5 days	Parent Conference Restitution OSS 5-10 days *DH
<b>C17 THREATS OF VIOLENCE/INTIMIDATION</b>	Parent Conference ISS 1-3 days	Parent Conference ISS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, *DH
<b>C18 VERBAL DISCRIMINATION VERBAL ASSAULT</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH

\*DH Disciplinary Hearing

## HIGH SCHOOL

## LEVEL 3 INFRACTIONS MAJOR

LEVEL 3 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>C01 BULLYING/CYBERBULLYING</b>	Parent Conference ISS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-7 days	Parent Conference OSS 10 days & *DH
<b>C02 CONTINUOUS DISRUPTIVE BEHAVIOR</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days *DH
<b>C03 DANGEROUS BEHAVIOR</b>	Parent Conference OSS 5 days	Parent Conference OSS 5-10 days	Parent Conference OSS 5-10 days	Parent Conference OSS 10 days *DH
<b>C04 DESTRUCTION OF PROPERTY</b>	Parent Conference ISS 3-5 days	Parent Conference OSS 1-5 days	Parent Conference Restitution, OSS 5-10 days, & possible *DH	Parent Conference Restitution OSS 10 days *DH
<b>C05 FALSE ALARM</b>	Parent Conference OSS 5 days	Parent Conference OSS 5-10 days, Possible *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C06 FIGHTING</b>	Parent Conference ISS 3-5 days OSS 3-5 days document in SISK	Parent Conference OSS 5-10 days/possible *DH	Parent Conference OSS 5-10 days/possible *DH	Parent Conference OSS 10 days, *DH
<b>C07 GAMBLING</b>	Parent Conference OSS 5 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C08 HARASSMENT</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 5-7 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C09 HAZING</b>	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C10 LOITERING/TRESPASSING</b>	Parent Conference ADDITIONAL OSS 1-2 DAYS	Parent Conference ADDITIONAL OSS 3-5 DAYS	Parent Conference *DH	Parent Conference *DH
<b>C11 POSSESSION OF A KNIFE (less than 3 inches)</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 3-5 days	Parent Conference OSS 10 days, *DH	Parent Conference OSS 10 days, *DH
<b>C12 POSSESSION OF PROHIBITED SUBSTANCE or DANGEROUS OBJECTS</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH
<b>C13 SEXUAL HARASSMENT</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days, *DH

LEVEL 3 INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>C14 SEXUAL MISCONDUCT</b>	Parent Conference OSS 3-5 days Counselor/Social Worker referral	Parent Conference OSS 3-5 days, Counselor/Social Worker Referral	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days, *DH
<b>C15 SEXTING</b>	Parent Conference OSS 1-3 days	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, *DH	Parent Conference OSS 10 days, *DH
<b>C16 THEFT OR RECEIPT OF STOLEN PROPERTY (more than \$100)</b>	Parent Conference Restitution OSS 1-3 days	Parent Conference Restitution OSS 3-5 days	Parent Conference Restitution CARE Team, OSS 5-10 days, *DH	Parent Conference Restitution OSS 5-10 days *DH
<b>C17 THREATS OF VIOLENCE/INTIMIDATION</b>	Parent Conference OSS 3-5 days	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 5-10 days, possible DH	Parent Conference OSS 10 days, *DH
<b>C18 VERBAL DISCRIMINATION VERBAL ASSAULT</b>	Parent Conference OSS 5 days	Parent Conference OSS 5-10 days, possible *DH	Parent Conference OSS 10 days *DH	Parent Conference OSS 10 days *DH

\*DH Disciplinary Hearing

## **LEVEL 4 Infractions SEVERE**

Nothing in this policy shall be interpreted to prevent the NSC from imposing discipline under the district's Code of Conduct handbook for underlying the above-listed offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in criminal or juvenile court, provided it is proved by a preponderance of the evidence that the student committed the underlying act.

### **D02 ARSON**

The willful and malicious burning or attempt to burn any part of property that belongs to, or is under contract with the school district, or property of persons employed by the district or on school property, or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion.

### **D03 BOMB or SIMILAR THREATS**

Communicating terroristic threats, including bomb threats, or committing terroristic acts directed at any student, employee, volunteer, contractor, physical plant, or property.

### **D04 CRIMINAL SEXUAL CONDUCT**

Means a violation as set forth in the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). It includes sexual penetration or sexual contact that occurs:

- with another person under 13 years of age;
- with another person at least 13 but less than 16 years of age under certain circumstances;
- when the actor knows the victim is mentally or physically incapable or is aided and abetted by 1 or more persons;
- when a weapon is used or an item fashioned into a weapon;
- when concealment or the element of surprise is used to overcome the victim; or
- when force is used to accomplish the sexual penetration or contact or the actor causes personal injury and force or coercion is used.

It is sexual contact with another person at least 13 but less than 16 years of age, AND the other person is 5 or more years older.

Sexual contact is the intentional touching of the intimate parts of the body of another person for a sexual purpose, for revenge, to inflict humiliation, or out of anger.

### **D05 GANG ACTIVITY**

Participating in gang, gang-like activity, or group violence are also punishable under this provision. Gang or gang-like activity includes an ongoing organization, association or group of two or more individuals who display one or more of the following:

- Wear or display insignia, signs that intentionally identify the student as a member of the group;
  - Have a high rate of interaction among themselves to the exclusion of others; or
- Are frequently involved in anti-social, delinquent, or criminal activity.

### **D06 PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER OR CONTRACTOR**

Intentionally causing or attempting to cause physical harm to an employee, volunteer, or contractor through force or violence.

**D07 PHYSICAL ASSAULT OF ANOTHER STUDENT CAUSING GREAT BODILY HARM**

Intentionally causing or attempting to cause physical harm to a student through force or violence.  
Acts that result in permanent injury or disfigurement.

**D08 POSSESSION OF A FIREARM**

Firearm means: (a) any weapon (including a pistol, rifle, starter gun, gun, zip gun, pellet gun, and BB gun, or any other type of gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, such as any explosive, incendiary device, bomb, grenade, poison gas or rocket. Students found guilty of this offense are subject to mandatory expulsion.

**D09 POSSESSION OF DANGEROUS WEAPONS**

Possession of weapons and objects (other than guns) such as brass knuckles, explosives, M-80 or similar firecrackers and clubs, daggers, dirks, stilettos, knives with a blade over 3 inches, pocket knife opened by a mechanical device, iron bar, brass knuckles or other devices which have the capacity to cause serious injury or death.

Possession is defined to include:

- Carrying the item;
- Storing the item in a space used by or assigned to a student such, as a locker or a desk;
- Having the item under one's control, such as hiding a weapon in the building or on school grounds; or
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

**D10 SALE/DISTRIBUTION OR USE OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS**

To attempt, conspire to sell, sell or distribute any illegal or controlled substance or a substance represented to another person as illegal or controlled. Students will be charged under this section if they are in possession of an illegal or controlled substance that is packaged for sale. Illegal or controlled substances include tobacco, alcohol, narcotics, drugs prohibited by law, over-the-counter medicines and prescription medications not prescribed for use by the student in possession of them. This includes e-cigarettes, "edibles" and any other substance prohibited by law and/or the District. Students found guilty of the second offense D08 within the same school and in the same school year will be charged with a C13 – Other Illegal Conduct (an expellable offense). In the event intervention is provided to a student, NSC will not be prevented from suspending or expelling the student. (For possession or use of tobacco, discipline may be reduced if the student actively participates in a smoking cessation program.) Marijuana, in any form, is not allowed on any school property or sanctioned event

**D11 USE OF A WEAPON OR AN OBJECT AS A WEAPON**

Use of a weapon or dangerous object is defined to include:

- Using a weapon or dangerous object in a physical altercation with staff or other students;
- Having a weapon in one's possession during a physical altercation;
- Threatening a person with a weapon or dangerous object;
- Using a weapon or dangerous object while committing robbery;
- Extorting or coercing through threat or actual use of a weapon or dangerous object; or
- Discharging of a firearm.

## ELEMIDDLE SCHOOLS

## LEVEL 4 INFRACTIONS SEVERE

LEVEL 4 INFRACTIONS	CONSEQUENCE
<b>D01</b> <b>POSSESSION OF A FIREARM</b>	OSS, 10 days *DH
<b>D02</b> <b>POSSESSION OF DANGEROUS WEAPONS</b>	OSS, 10 days *DH
OSS, 10 days *DH <b>D03</b> OSS, 10 days *DH <b>USE OF A WEAPON OR AN OBJECT AS A WEAPON</b>	OSS, 10 days *DH
<b>D04</b> <b>PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER, OR CONTRACTOR</b>	OSS, 10 days *DH
<b>D05</b> <b>PHYSICAL ASSAULT OF ANOTHER STUDENT CAUSING GREAT BODILY HARM</b>	OSS, 10 days *DH
<b>D06</b> <b>BOMB or SIMILAR THREATS</b>	OSS, 10 days *DH
<b>D07</b> <b>ARSON</b>	OSS, 10 days *DH
<b>D08</b> <b>SALE/DISTRIBUTION OR USE OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS</b>	OSS, 10 days *DH
<b>D09</b> <b>CRIMINAL SEXUAL CONDUCT</b>	OSS, 10 days *DH
<b>D10</b> <b>GANG ACTIVITY</b>	OSS, 10 days *DH

\*DH Disciplinary Hearing

**HIGH SCHOOL****LEVEL 4 INFRACTIONS SEVERE**

LEVEL 4 INFRACTIONS	CONSEQUENCE
<b>D01 POSSESSION OF A FIREARM</b>	OSS, 10 days *DH
<b>D02 POSSESSION OF DANGEROUS WEAPONS</b>	OSS, 10 days *DH
<b>D03 USE OF A WEAPON OR AN OBJECT AS A WEAPON</b>	OSS, 10 days *DH
<b>D04 PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER OR CONTRACTOR</b>	OSS, 10 days *DH
<b>D05 PHYSICAL ASSAULT OF ANOTHER STUDENT CAUSING GREAT BODILY HARM</b>	OSS, 10 days *DH
<b>D06 BOMB or SIMILAR THREATS</b>	OSS, 10 days *DH
<b>D07 ARSON</b>	OSS, 10 days *DH
<b>D08 POSSESSION OF A FIREARM D09 SALE/DISTRIBUTION OR USE OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS</b>	OSS, 10 days *DH
<b>D10 CRIMINAL SEXUAL CONDUCT</b>	OSS, 10 days *DH
<b>D11 GANG ACTIVITY</b>	OSS, 10 days *DH
<b>D12 ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS</b>	OSS, 10 days *DH

\*DH Disciplinary Hearing



# NORMANDY SCHOOLS COLLABORATIVE 2022-2023 CALENDAR

For JEGB Consideration on 6/28/22

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #333; color: white;">JULY '22</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>4</b> Independence Day, District Closed</p>	JULY '22							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #333; color: white;">JANUARY '23</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>2</b> New Year's Day Observed, No School  <b>3</b> Start of 2nd Semester, 3rd Quarter  <b>13, 27</b> Teacher Professional Development, No School  <b>16</b> M.L. King Day, No School</p>	JANUARY '23							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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1st Quarter: 36 Days  
 2nd Quarter: 35 Days  
 1st Semester Days: 71 Days  
 3rd Quarter: 43 Days  
 4th Quarter: 47 Days  
 2nd Semester Days: 90 Days

Full Student Days: 161 Days  
 Teacher Contract Days: 188 Days  
 Full Student Contact Day: 6.75 Hours  
 Total Student Hours: 6.75 x 161 = 1086.75  
 Full Teacher Day: 7.37 Hours  
 Total Teacher Hours: 7.37 x 188 = 1385.56

Key:  
PD Day, No School  
Full School Day  
Holiday, No School, District closed  
Parent-Teacher Conference, No School  
First Day of Quarter, Full School Day



# STAY CONNECTED STAY UPDATED

Normandy Schools Collaborative -

## VISIT OUR NEW WEBSITE

- See school information and link directly to the school's pages
- Complete online registration
- Find out about Community Resources like Beyond Housing and more

## CATCH UP ON BOARD MEETINGS

- Learn about important events impacting our students and the district
- Visually see and hear from our Joint Executive Governing Board Members
- Discover new and innovative ideas that are happening in the Normandy Schools Community.

## FOLLOW US ON SOCIAL MEDIA

- **Facebook** - @NormandySchools
- **LinkedIn** - Normandy Schools Collaborative
- **Instagram** - @NormandySchools
- **Twitter** - @NormandSC1

## STAY TUNED FOR OUR NEW APP COMING SOON!

### normandysc.org



### YOUTUBE



### UP-TO-DATE NEWS





# Student and Parent(s)/Legal Guardian(s) Affidavit

## Dear Students and Parent(s)/Legal Guardian(s):

Normandy Schools Collaborative is committed to provide a safe school environment. Please review this Student Code of Conduct in order to help us achieve this goal. Please sign the affidavit below and return to your child's classroom teacher. This document acknowledges your receipt of this information for which every St. Louis Public School student is responsible. Thank you for your cooperation in helping make our schools safe places for learning.

## Purpose of the Student Code of Conduct

- Create a consistent set of expectations for student behavior
- Reinforce positive behavior and provide students with opportunities to develop appropriate social skills
- Outline interventions and consequences for students who engage in inappropriate behavior
- Explain the rights and responsibilities of all members of the school community
- Engage students in a safe, positive, and supportive learning environment

## Student Pledge

- I pledge to be in attendance and on time for class every day.
- I pledge to be safe, responsible, and respectful and prepared.
- I pledge to be a problem solver.
- I pledge to work hard, do my best, and be proud of myself.

## Parent/Guardian Pledge

- I pledge my child will be in attendance and on time for class every day.
- I pledge to teach my child to be safe, responsible, respectful, and prepared.
- I pledge to be a responsible advocate for my child.
- I pledge to be engaged in my child's learning.
- I pledge to support my child in following the Student Code of Conduct.
- By signing this pledge, I understand and accept the responsibility of the Student Code of Conduct, for as long as I am a parent in the Normandy Schools Collaborative

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_