

2025–2026 SY

Student Discipline Handbook

Jefferson Elementary School

5415 Cardwell Drive
St. Louis, MO 63121
314-493-0100



Normandy Schools Collaborative Mission

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.



Jefferson Elementary School

ADMINISTRATION

Building Principal: Dr. Gregory Lesan

School Counselor: Ms. Doretha Pearson

Office Manager: Ms. Courtney Thomas

Attendance Clerk: Ms. Ramona Turner



Dear Jefferson Family,

Please allow us to welcome you to the start of the 2025-2026 school year! We hope that your summer was great. We are looking forward to a productive partnership with you to ensure all children can achieve their highest potential. We recognize that to be successful one of the most important goals of the Jefferson community is to establish a positive and supportive learning environment in which students feel safe, secure, and have maximum opportunities to learn.

Our focus is on teaching students what they are expected to do and on helping them to understand how appropriate behavior from every student is necessary for a positive learning environment both in-person and remotely. To promote and maintain this environment, we hold high expectations for student behavior. Both you and your child play key roles in creating that environment.

This handbook outlines the discipline policy and the consequences of not adhering to them. This handbook is aligned to and supports the Normandy School’s Collaborative 2025-2026 Code of Conduct Handbook. We entrust you with the responsibility of reading, familiarizing, and adhering to the policy. We are attaching a copy of our school rules so that you and your child can review them together. *Please also note this disclaimer; this handbook is not intended to address every single disciplinary infraction that may occur but to provide guidance for our school community; therefore, the school reserves the rights to address infractions that are not covered in this handbook.*

If you have any questions about the rules and expectations, please feel free to contact us or to discuss them with your child’s teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

Your signatures below acknowledge you have read and reviewed the school expectations with your child. ***Please remove this page and return it to the student's homeroom teacher.***

[Student Printed Name] _____

[Student Sign here] _____

[Parent(s)/Guardian(s) Sign here] _____

Sincerely,

Dr. Gregory Lesan, Principal



Key Terms and Phrases - This includes a detailed description of terms/phrases included in this document.

1. **School-wide Behavior Management Plan:** is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behavior. We focus on explicitly teaching our students how to meet our common school-wide behavioral expectations and support students in developing the appropriate behaviors.
2. **Classroom Management Plan:** is to hold students accountable for misbehavior— without having to yell, scold, or lecture. When used correctly, a classroom management plan eliminates the need to use these and other stressful, counterproductive methods.
3. **Expectations:** Rules are simply a list of the things we should not do. Expectations communicate the desired behavior using a positive framework and encouraging responsibility. Simply put, it is a positive reframe that sets the tone for the classroom and/or building.
4. **Consequences:** Consequences are about intervention. These are not punishments, just consequences ▲ Consequences are used as a pause to get our students’ attention ▲ Consequences should be organized in a hierarchy, starting with the mildest first ▲ Consequences teach students that they have the power of choice.
5. **Covid-19 Safety Guidelines:** These safety guidelines were developed specifically for the Jefferson School community and address the health and safety operations of the campus. (See page 7)
6. **Universal Classroom Rules:** These are minimum general expectations that each classroom teacher should establish and address.
7. **Detention/ISS:** is a consequence in which students are required to remain in a presumably undesirable place for a specified amount of time outside of the classroom or school hours. In some detention situations, the student in detention is expected to bring materials and complete homework or assignments during the detention time. Detentions could include lunch, recess, office, or after school.
8. **SISK-12:** is our confidential student information system accessible by teachers, administrators, students, and parents and provides several resources to assist such as:
 - Admission Records
 - Grades
 - Attendance Records
 - Discipline Records
 - Individual Educational Plan (IEP)
 - Communication Log
9. **Office Referrals:** is simply a way for a teacher to refer a student to an administrator to be disciplined. Office Referrals in the building and all bus referrals will be addressed by the principal.
10. **Tiered Office Referral Protocol:** Leveled and sequential offenses. Tier I being the least severe and Tier III being the most severe.
11. **Profanity:** is a type of language that includes dirty words and ideas. Swear words, obscene



gestures, and naughty jokes are all considered profanity.

- 12. Profanity Towards an Adult:** When directed to an adult, language that includes dirty words and ideas. Swear words, obscene gestures, and naughty jokes are considered profanity towards an adult.
- 13. Not following directions:** is when instructions are spoken or written to a student and those instructions are ignored or intentionally disobeyed.
- 14. Refusal to stay on task:** is when instructional instructions are given but a student ignores or intentionally disobeys and engages in behaviors unrelated to the adult's instructions.
- 15. Excessive talking:** talking or tending to talk much or freely; talkative; chattering; and babbling during inappropriate times such as when the adult is talking and/or when class time is allocated for quiet student reflection time or quiet work time.
- 16. Gross insubordination:** where a student refuses to follow sound instructions given by a teacher and/or adult. The act must be so serious that it breaks any trust or confidence between an adult and a student.
- 17. Incomplete assignments:** when the required task outlined in the assignment (homework/classwork/remote learning) has not been completed by the student.
- 18. Social Media Disputes:** is defined by school conflicts (fighting, physical and verbal confrontations or physical aggression) resulting from communication via a social media platform which the school has deemed disrupted the school environment.
- 19. Cell Phone Issues:** Jefferson's cell phone policy requires that students turn their phones off and put them in their backpacks at the start of the instructional day. Failure to do so will result in a tired level of consequences according to frequency of violation.
- 20. Aggressive behavior toward staff:** is violent and unpredictable. Conduct such as physical violence, such as biting, hitting, and kicking. There is zero-tolerance for this behavior.
- 21. Gross disrespect toward staff:** when disrespect towards an adult is done in an obvious manner.
- 22. Gross physical aggression toward students:** is deliberate behavior causing or threatening physical harm towards another student. It includes hitting, kicking, biting, and using weapons.
- 23. Physical aggression that results in medical care:** behavior causing or threatening physical harm towards others. It includes hitting, kicking, biting, and using weapons. The attack left injuries resulting in medical attention from medical personnel.
- 24. Gross physical aggression toward staff:** is deliberate behavior causing or threatening physical harm towards a staff member. It includes hitting, kicking, biting, and using weapons.
- 25. Grossly violating Covid-19 safety guidelines and expectations:** is a deliberate act of violating safety and health guidelines related to the virus which could include but not limited to:
 - Removal of own face covering and coughing in the face or direction of another person
 - Removal of another person's face covering and coughing in the face of the student
 - Refusal to social distance when required by coming within 5 feet or less
 - Bringing homemade food items and distributing to others in the school when Covid



guidelines are in place.

- (See Jefferson Covid-19 Safety Guidelines and Expectations page 7)

26. **Remote Learning:** is where the student and the educator, or information source, are not physically present in a traditional classroom environment. Information is relayed through technology, such as Google Classrooms, discussion boards, and video conferencing.
27. **Mandatory Parent Conference (MPC):** is when a parent, student, and administrator conference is scheduled that requires the parent and student to attend to discuss violations of school and/or classroom expectations. Due to Covid-19, all MPC’s will occur virtually or by the phone with parents, students, and administrators.
28. **Synchronous Learning vs. Asynchronous:** Synchronous learning is online or distance education that happens in real-time (Zoom), whereas asynchronous learning occurs through online channels without real-time interaction (Google Classroom Assignment Posting) with their teacher.

Discouraging Inappropriate Behavior	Encouraging Expected Behavior
Verbal Warning Classroom Management Tool 1. Proximal Praise 2. Redirect (expectation) 3. Reteach 4. Provide Choice 5. Student Conference 6. Buddy Room	Positive (Specific) Praise Proximal Praise 1. Student of the Week (Class) 2. Student of the Month (School) 3. Fist Bump/High Five 4. Wink/Hug/Smile 5. Buddy Time 6. Eating Lunch with Friend 7. Sit with a Friend
Nonverbal Cue 1. Ignore 2. Apology 3. Behavior Contract 4. Loss of Privileges 5. Think Sheet 6. Restitution	1. Treasure Box 2. Positive Phone Call Home 3. Perfect Attendance Award 4. Tutor/Assist another class 5. Safe, Respect, Responsible Awards 6. Helper (Secretary, Custodians and Cafe Worker) Lead Assembly 7. Extra Recess 8. Dress Down 9. Fun Friday



Jefferson Elementary Complex COVID-19 School Safety Guidelines—Precautionary (Should action be needed)

Important Note: *Should the school experience the need to protect it's students and staff from an outbreak of Covid-19, it is important these guidelines and expectations be adhered to. Some of the restrictions may seem extreme or contrary to our mission of providing a warm school community, but we need everyone's cooperation to stop the spread of this virus and to ensure our school community is healthy and safe. Thank you in advance for your support and cooperation!*

1. Masks are to be worn properly (***mouth and nose must be covered***) ALL day with the exception of eating breakfast, lunch, water breaks and during physical activities, such as P.E. lessons requiring student movement
2. Do not enter the school/classroom if you are/become ill (running nose, fever, loss of taste, shortness of breath). Parents/Guardian if your child shows any of these symptoms prior to leaving home, please don't send the student to school.
3. Wash your hands when entering & leaving the classroom and when instructed to do so by an adult in the building
4. Refrain from touching your face, specifically your mouth and eyes
5. No sharing food/drinks (lunch, snacks, etc.)
6. No sharing school supplies or materials
7. No use of playground equipment from home allowed. Students are not allowed to bring playground items from home (i.e. basketballs, football, freebies, etc). If these items are brought to school, they will be discarded after 24 hours if not retrieved by parents/guardians
8. Remain in your designated area inside and outside of the classroom (6ft apart)
9. Maintain 6ft of space from classmates in the classrooms, hallways, and on the playground:
 - a. Students are to refrain from hugging each other or adults
 - b. Students are to refrain from touching or making physical contact with each other and adults
10. During Covid precautionary measures there will be no classroom parties. Parents are to refrain from sending or dropping off party snacks to celebrate birthdays or any other celebrations. Any items sent to school for parties will be discarded within 24 hours if not retrieved by parents/guardians.



Jefferson Elementary School School-Wide Behavior Management Plan

The purpose of our School-wide Behavior Management Plan is to directly teach students the expectations we have for them in terms of their behavior. We know that students can only learn at their highest levels in an environment that is safe and supportive. Our mission is to assure that all students reach proficiency. Since students do not necessarily come to school with an innate understanding of behavioral expectations, it is our responsibility to teach those expectations and to ensure they are met.

Classroom Management Plan

Each teacher will develop a Classroom Management Plan describing behavioral expectations and consequences, which are universal, for the students. The management plan will be sent home to parents and one copy will be on file in the main office; and one copy will be given to the building principal.

Universal Classroom Rules

1. Students are to follow directions immediately.
2. Students are to stay on task.
3. Students are to keep hands, feet, and other objects to themselves.
4. Students are to always use appropriate voice levels.
5. Students are to play safely.
6. Students are to adhere to all Covid-19 Safety Guidelines when expected. (See page 7)
7. Students who violate classroom rules will receive consequences from the classroom teacher according to the classroom management plan.

Students will be referred to the principal's office for:

1. cases involving acts or threats which endanger self or others (fights, uncontrolled outburst/disruptions, or safety issues)
2. acts that are illegal (including anything involving dangerous instruments, weapons or drugs)
3. gross insubordination (direct defiance after appropriate intervention by the teacher)
 - o Documentation ***must be*** entered in SISK-12 for review prior to writing an office referral.
4. grossly violating Covid-19 safety guidelines and expectations
 - o Intentionally ignoring and disrespectfully abusing safety guidelines

Parents will receive a note and/or phone call home on all office referrals. A student's first office visit will typically entail a conference with the Dean and possibly a consequence.

Disclaimer: The principal will assign consequences according to the guidelines written in the District Code of Conduct Handbook.



Remote Learning Classroom Expectations

Students/Families

1. Students or family members are prohibited from videotaping, recording, and posting to social media any synchronous (live) remote learning activities.
2. It is the expectation that students will access synchronous (live) learning through the platform subscribed by the district/classroom teacher through student email address.
3. During synchronous learning activities, students are expected to participate in academic activities posted by the teacher:
 - Be prepared
 - All materials present before logging in
 - All previous assignments completed
 - Students must be always seated in an upright position
 - Refrain from laying down
 - Refrain from holding head down
 - Students must be prompt for all synchronous learning activities.
4. It is recommended that parents/guardians should check Google Classroom or other learning platform established by the classroom teacher daily.
5. With guidance from teachers, parents/guardians are encouraged to create a schedule for their student(s) to complete the activities provided by the teacher. Additionally, parents/guardians are encouraged to create an individual (quiet) space for students to learn.
6. Students will use respectful language during all synchronous learning activities.
 - No profanity
 - Inappropriate comments/gestures
7. Family members should use appropriate language during all synchronous learning activities.
8. Students will dress appropriately during all synchronous sessions.
 - Shirts must be always worn
 - Bottoms (pants/skirts must be always worn)
9. Cameras must be on during all synchronous learning activities.
10. Microphones must remain on mute unless directed otherwise by the teacher.
11. During synchronous learning activities, educational learning environments must be free from all background distractions.
 - Students must refrain from using their cell phones.
 - Students must refrain from listening to music and viewing television.

*See tiered office referral protocol



Due Process

Students referred to the principal will have an opportunity to discuss/explain “their side of the story” before the imposition of any consequences. All consequences rendered are at the discretion of the principal.

Consequences for an office referral may include:

In-Person

- Time out
- Loss of recess
- Lunch with the principal or counselor
- In-school suspension
- Parent conference
- Out of school suspension

Remote Learning

- Written Warning
- Parent, Teacher and Student Conference
- Conference with principal
- Conference with school counselors
- Removal from synchronous sessions
- Recommendations for additional consequences may occur

In-School Suspension

In-School Suspension, when available, (ISS) will be used in cases of significant student misbehavior. ISS, when available, will be conducted for specified periods of time, i.e., by the hour, half-day or full-day increments. Non-compliance on the part of the student can lead to an extension of that time or other consequences. All ISS are assigned by the principal.

Voice Levels

Students will be taught vocal expectations for various situations using the following scale:

- **Voice Level 0** = Silent, no talking or whispering while practicing social distancing.
- **Voice Level 1** = Whisper at a level to be heard by one person while practicing social distancing.
- **Voice Level 2** = Quiet conversation that can be heard by someone on either side of the speaker while practicing social distancing.
- **Voice Level 3** = Presentation Voice, can be heard by an entire class
- **Voice Level 4** = Outside voice, can be heard across the street



Hallway and Common Areas

CafeteriaVoice Level 2
 RestroomVoice Level 1
 Recess..... Voice Level 3 or 4
 AssemblyVoice Level 2 until the program is called to attention, then Voice Level 0

Line in Motion = Voice Level 0

Single file on the right side of the hallway
 Hands, feet and objects to self
 Follow all staff directions
Teacher rotating from front to back of the line.

Line Waiting = Voice Level 0

Single file on the right side of the hallway
 Hands, feet and objects to self
 Follow all staff directions

Bathroom Line = Voice Level 0

Single file on the right side of the hallway
 Hands, feet and objects to self
 Follow all staff directions

Breakfast/Lunch and Recess Guidelines:

Student's experiences at lunch and on the playground are integral parts of their school day. The staff's expectations of behavior should extend from the rules established in the classroom. Staff members on duty need to use their good judgment to help students develop responsible behavior in the classroom and on the playground. All breakfasts, lunches, and recesses will be supervised by assigned staff. ***Covid-19 safety guidelines and expectations must be followed when asked to put into action.***

Supervision:

Staff members on the playground and/or cafeteria duty **need to be on time, visible, alert, and continually watching for potential safety issues.** If a student acts inappropriately, staff members on duty need to use their professional judgment when addressing a student. Classroom teachers will be informed of all inappropriate behaviors involving students from their class. If duty staff and classroom teachers feel a situation is of a serious enough nature or unmanageable, they should contact the office, the counselor or the principal for help.

Lunch Guidelines:

Students will:

1. wait for lunch supervisor's instructions for lunch distribution and clean up
2. need permission to leave their seats once they sit down to eat
3. speak in a normal and respectable tone of voice
4. use appropriate table manners and be courteous to others
5. wait quietly until a staff member on recess duty is available to take students outside.
6. adhere to all Covid-19 safety guidelines including social distancing when in place



Playground Guidelines

When Covid-19 restrictions are in place all safety guidelines and expectations are to be followed including social distancing.

During Covid-19 restrictions safety guidelines and restrictions, playgroup equipment **will not** be used: Slides, Climbing wall, etc.

During Covid-19 restrictions safety guidelines the following are not allowed:

- tag
- basketball
- football
- jump roping
- hula hooping

Students will:

- make their way to and from the playground in an orderly manner using social distancing guidelines
- need permission to leave the playground using social distancing guidelines
- dress appropriately for the weather.

Morning Duty Supervision

Staff members on morning duty **must be on time, visible and at their doorway or duty location, alert and continually watching for potential safety issues.** If a student acts inappropriately, staff members on duty need to use their professional judgment when addressing a student.

Preventive Measures

Led by our professional school counselor, Jefferson Elementary uses the Care Team process for prevention/social learning. The Care Team includes some or all of the following: the teacher, counselor, parents, principal, and other specialists.

Disciplinary Reports Received from Bus Drivers

Handling disciplinary problems on the school bus is sometimes difficult. Due to the paramount duty to safely operate the bus, drivers find it difficult to monitor every behavior that occurs. This is particularly true for buses that have no monitor. For this reason, misbehaviors that are reported to the building principal tend to be for students whose behavior is either flagrant or persistent. Students reported for misbehavior will receive due process before the imposition of any consequence. The consequences of a pattern of misbehavior on the bus will escalate from *warnings* to *bus suspensions* of increasing duration. The table below arranges offenses in tiers along with the consequences that could be applied. The list and consequences are not intended to be comprehensive.



Bus Tiered Infractions and Tiered Consequences		
<i>Tier One</i>	<i>Tier Two</i>	
<ul style="list-style-type: none"> ● Eating or drinking on the bus 	<ul style="list-style-type: none"> ● Fighting on the bus or at the bus stop 	
<ul style="list-style-type: none"> ● Chewing gum 	<ul style="list-style-type: none"> ● Inappropriate contact with another student 	
<ul style="list-style-type: none"> ● Talking loud 	<ul style="list-style-type: none"> ● Possession of weapons or objects that could be used as a weapon 	
<ul style="list-style-type: none"> ● Out of assigned seat 	<ul style="list-style-type: none"> ● Throwing out of the window 	
<ul style="list-style-type: none"> ● Using profanity 	<ul style="list-style-type: none"> ● Throwing objects 	
<i>Tiered Consequences</i>	<ul style="list-style-type: none"> ● Use or possession of tobacco products 	
<p>Consequences should include but limited to:</p> <ul style="list-style-type: none"> ● Warning Letter to Student Parents/Guardians ● Conference with Deans ● Parent Phone Call ● Detention 	<ul style="list-style-type: none"> ● Use or possession of drugs and/or alcohol 	
	<ul style="list-style-type: none"> ● Unleashing of safety/emergency doors 	
	<ul style="list-style-type: none"> ● Boarding or exiting at an unassigned bus stop 	
	<ul style="list-style-type: none"> ● Bullying 	
	<ul style="list-style-type: none"> ● Possession of fireworks 	
	<ul style="list-style-type: none"> ● Play fighting 	
	<ul style="list-style-type: none"> ● Profanity toward a driver or adult monitor 	
	<ul style="list-style-type: none"> ● Climbing or standing on seats 	
	<i>Tiered Consequences</i>	
	<p>Consequences should include but limited to:</p> <ul style="list-style-type: none"> ● Warning Letter to Student Parents/Guardians ● Conference with Deans ● Parent Phone Call ● Bus Suspension ● Mandatory Parent Conference ● School Suspension 	



TIERED OFFICE REFERRAL PROTOCOL

The progressive discipline framework is divided into four tiers. Each tier represents progressively more serious acts of inappropriate behaviors and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.



Tier I

Tier I discipline is used for **minor acts of misconduct**, which interferes with orderly school procedures, school functions, extracurricular programs, approved transportation, or student's learning process. Students may be disciplined by the professional staff member involved. **These acts do not require any administrative involvement. Office Referrals are not to be written for these infractions. Any of the interventions listed below for Tier I can be utilized by the staff member. Students are to remain in the classroom for these infractions and not sent into the hallway.**

Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:

1. Loss of recess or other free-choice time
 2. Isolation during lunch
 3. Classroom isolation
 4. Student participation in conference with parent/guardian and teacher
 5. Development of a written or graphic representation that reflects understanding of specific misbehavior, the nature of the expected behavior, and the related character trait(s)
 6. Parent Phone Call
 7. Buddy Room
 8. Mandatory Parent Conference (MPC)
- Due to Covid-19, these conferences will be held either virtually or over the phone

Infraction:

- Profanity
- Not following directions
- Refusal to stay on task
- Excessive talking
- Incomplete assignments:
(homework/classwork)
- Social Media Disputes
- Cell Phone Issues



Tier II

Tier II discipline offenses are **intermediate acts of misconduct**. **These acts do not require immediate administration involvement. Staff members must complete an office referral and contact the principal concerning the referral. Students may remain in the classroom is considered safe or sent to a buddy room. Please do not send students to the office.** These acts include, but are not limited to: repeated **acts** of minor misconduct and misbehaviors directed against other students or property, but which do not seriously endanger the health, safety, or wellbeing of others. Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by Deans, including, but not limited to the following:

1. Student participation in conference with parent/guardian, teacher and/or principal
2. Restriction from programs and special assemblies
3. Assignment to lunch detention
4. Time in *in-school suspension* (principal only to assign)
5. Half day or Full day in *in-school suspension* (principal only to assign)
6. Financial restitution for repair or replacement of any damage caused to the school-related environment or materials.
7. Development of a written or graphic representation that reflects an understanding of specific misbehavior, the nature of the expected behavior, and the related character trait(s)
8. Any other disciplinary technique that **positively** promotes the school's goals and desired character trait(s)
9. Buddy Room
10. Mandatory Parent Conference (MPC)
 - Due to Covid-19, these conferences will be held either virtually or over the phone

Infraction:

- Aggressive behavior toward other students
- Disrespect toward staff
- Theft
- Vandalism
- Fighting





Tier III

Tier III discipline offenses are **serious acts of misconduct** including, but not limited to, repeated misbehavior that is similar in nature, serious disruption of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Any student videotaping, recording, and posting to social media any synchronous (live) or remote learning activities seriously compromises the safety and privacy of other students. **These offenses must be reported to the principal. Staff members must complete an office referral and contact the office to have the student removed from the classroom.** Offenses that threaten the health, safety, or wellbeing of others may result in the assignment of multiple days of in-school suspension (when available), pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal or counselor is an element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Student guilty of a Tier III offense **may receive any discipline management technique appropriate for the situation as determine by the principal** including but not limited to the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS); **Number of days as determined by the principal**
3. Participation in the cleaning or repair of any damage caused to the school-related environment.
4. Financial restitution for the repair or replacement of any damage caused to the school-related environment or materials.

Infraction:

- Aggressive behavior toward staff
- Gross disrespect toward staff
- Gross physical aggression toward students



	<p>Infraction:</p> <ul style="list-style-type: none">● Physical aggression that results in medical care● Gross physical aggression toward staff● Grossly violating Covid-19 safety guidelines and expectations<ul style="list-style-type: none">○ Intentionally ignoring and disrespectfully abusing safety guidelines



<p>of a written or graphic representation that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and related character trait(s)</p> <p>6. Any disciplinary technique that positively promotes the student code of conduct, and desired character trait(s)</p> <p>7. Out of school suspension (Only assigned by the principal)</p> <p>8. Loss of synchronous learning experiences 9. Mandatory Parent Conference (MPC)</p> <p>o During Covid-19 concerns, these conferences will be held either virtually or over the phone</p>		
<p style="text-align: center;">Tier IV</p> <p>Tier IV discipline offenses represent the <u>most serious acts of misconduct</u>. These offenses <u>must be immediately reported to the Principal. The principal will retrieve the student from the classroom immediately. Staff members must complete an office referral and submit it to the Deans.</u> These violations are so serious that they may require the use of outside agencies and/or law enforcement. Such acts may result in criminal penalties being imposed. <u>Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from school and/or school-sponsored activities, pending disciplinary investigation of the allegations.</u> Student and parent/guardian participation in a conference with the principal and a Student Service Specialist is an element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of support services should be given if not already provided.</p> <p>Students guilty of a Tier IV offense <u>may receive any of the discipline</u></p>		



<p><u>management techniques appropriate for the situation as determined by the principal,</u> including but not limited to the following:</p> <ol style="list-style-type: none"> 1. Restriction from programs and special assemblies 2. Suspension from school; Number of days determined by Deans. 		
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Please note that there may be incidences when an office referral reviewed by the principal may be deemed as a guidance matter and not a disciplinary issue and will be handled as such.

The Referral Process

Office referrals are used as documentation of acts of misconduct committed by a student. The referral also serves as a means to help the principal assess a situation, communicate with the student concerning the misbehavior, and communicate with the parent regarding the infraction committed and the consequence of the student’s infraction. When an infraction occurs that requires an office referral, it is extremely important that it is as detailed as possible. When possible, the referral should include any interventions taken before the referral was written. This may include letters and dates of phone calls made to the student’s parents, or conferences that you held with the parent. It is also important that there is **no form of judgment statements made on the referral form. When more than one child is involved in an incident, please use separate referral forms for each child excluding the names of the other students involved.** If a parent contacts you, inquiring about the other children involved, please inform them that you are not at liberty to give out that information.

When an office referral is sent to the principal, the following Due Process procedures occur:

1. The principal will meet with the student
 - a. Verbal account by the student
 - b. Written statement by the student
 - c. Interview of any witnesses
 - d. Determination of facts
2. Administer of appropriate consequences if deemed necessary
3. If consequences are rendered:
 - a. Students will be informed
 - b. Parents notification
 - i. Phone call to parent
 - ii. Written notification
 - c. Teacher notification
 - i. Email and/or
 - ii. In-person notification
4. Written office referral entered SISK.



District Cell Phone Policy

Cell Phone Policy Update
Zero Cell Phone Use

Violation Protocols:

1st Offense:

- Phone confiscated; returned at day's end.
- Warning letter sent home.

2nd Offense:

- Phone confiscated; parent/guardian must pick it up.
- 3-day detention.

3rd Offense:

- Phone held until a parent meeting.
- 1-day out-of-school suspension.
- Student placed on a conduct contract.

Repeated Violations:

- Escalating consequences, including possible placement in an alternative setting for at least one school quarter.

NORMANDY SCHOOLS COLLABORATIVE

Students will not be permitted to bring cell phones on school grounds during school hours. Beginning January 2025

Let's work together to ensure a focused learning environment!





NORMANDY SCHOOLS COLLABORATIVE

District-Wide Student Cell Phone Policy Update Effective January 2025

Michael Triplett, Ph. D.
Superintendent of Schools

Normandy Schools Collaborative

3855 Lucas and Hunt Road
St. Louis, MO 63121
Office: 314.493.0400
Fax: 314.493.0480
mtriplett@normandysc.org

Mission

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.

Joint Executive Governing Board Members

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Director

Dear Normandy Families,

I am writing to inform you about an important policy change that will take effect across all schools in our district beginning January 2025: **zero cell phone use during school hours**. This decision comes after careful consideration, a thorough review of past initiatives, and extensive discussions with staff, families, and community stakeholders.

The New Policy

Beginning in January 2025, students will not be permitted to bring cell phones on school grounds during school hours.

This policy is designed to foster an environment that prioritizes learning, personal interactions, and student safety. Exceptions will be made for students with documented medical needs or specific educational accommodations requiring technology use.

Background and Previous Efforts

Over the years, our district has made multiple attempts to address the challenges posed by student cell phone use in schools. While we recognize the role of technology in education and communication, we have observed that cell phones have increasingly become a source of distraction, conflict, and disruption in classrooms and common areas.

1. Yondr Pouch Initiative: In two separate attempts, we implemented the use of Yondr pouches, which required students to lock their phones in secure pouches during the school day. Unfortunately, these efforts were met with significant resistance, as many students deliberately damaged or tampered with the pouches, rendering them ineffective. Despite clear guidelines and efforts to educate students about the policy, enforcement became unsustainable.

2. Parental Communication: We have consistently sent letters home to inform families of the district's concerns regarding cell phone use. These communications stressed the negative impact on academic performance, social interactions, and overall student well-being. While we saw some improvement, inconsistent adherence to the policy undermined its effectiveness. The last letter sent in late September stated that we may move to a ban.

Educational Impact

Data from classroom observations and staff reports highlight that cell phones continue to distract students from learning, facilitate inappropriate behaviors such as cyberbullying, and contribute to mental health challenges, including increased anxiety and social comparison.

Protocols for Violations:

To ensure consistency and fairness in enforcement, the district has established the following protocols for students who violate the cell phone ban:

First Offense

- The cell phone will be confiscated by a staff member and turned in to the school office.
- The student may retrieve the phone at the end of the school day.
- A warning letter will be sent home to the parents or guardians.



Second Offense

- The cell phone will be confiscated and held in the school office.
- A parent or guardian will be required to come to the school to retrieve the phone.
- The student will serve a 3-day detention.

Third Offense

- The phone will be confiscated and held until a parent/guardian meeting is conducted with the school administration.
- Additionally, the student will serve 1-day out of school suspension.
- The student will be placed on a contract for incorrigible conduct.

Repeated Violations

- Confiscation procedures will escalate, and the student may face additional disciplinary measures, including being removed from the traditional setting and placed in an alternative setting for a period of no less than a school quarter.

Emergency Situations:

In cases where students believe they must contact their parents or guardians, the school counselor, social worker, nurse or front office will allow those students to contact their parents. Students must obtain permission from the nearest teacher or administrator to request permission to visit those staff persons to make such an emergency call.

Parents needing to get in touch with their students must do so through the school their school site.

All school sites will manage the flow of calls and act accordingly so that student requests and calls from parents are not overbearing/overwhelming and does not distract the academic environment.

Supporting the Transition

We understand that this policy may require adjustments for students and families. To support the transition, we will:

- Host informational sessions for parents at **6 p.m. on December 19 at Lucas Crossing Middle School, 7837 Natural Bridge Road**, to answer questions and provide tips on helping students adapt.
- Provide resources on teaching students digital responsibility and fostering healthier relationships with technology.
- Ensure that students have access to school phones for urgent communication needs.

We firmly believe this policy will enhance our students' educational experiences, promote healthier social interactions, and reduce distractions that hinder learning and growth. Your support is essential to the success of this initiative. Together, we can create a school environment where students are fully engaged and empowered to reach their highest potential.

Thank you for your understanding and partnership in this endeavor and your ongoing commitment to the success of our schools. If you have any questions or concerns, please do not hesitate to contact my office or your child's school principal.

Thank you for your attention to this matter

Sincerely,

Dr. Michael Triplett, Ph. D.,
Superintendent of Schools



NORMANDY SCHOOLS COLLABORATIVE

Zero Cell Phone Memorandum Incurrigible Contract

Educational Impact:

Data from classroom observations and staff reports highlight that cell phones continue to distract students from learning, facilitate inappropriate behaviors such as cyberbullying, and contribute to mental health challenges, including increased anxiety and social comparison. For this reason, cell phones on campuses are prohibited starting January 7, 2025. By signing this contract, students and parent(s)/guardian(s) acknowledge the following rules:

*****This policy will be enforced, regardless of whether the contract is signed or not*****

Protocols for Violations: To ensure consistency and fairness in enforcement, the district has established the following protocols for students who violate the zero cell phone memorandum:

First Offense: The cell phone will be confiscated by a staff member and turned in to the school office. The student may retrieve the phone at the end of the school day. A warning letter will be sent home to the parents or guardians.

Second Offense: The cell phone will be confiscated and held in the school office. A parent or guardian will be required to come to the school to retrieve the phone. The student will serve a 3-day in-school suspension.

Third Offense: The phone will be confiscated and held until a parent/guardian meeting is conducted with the school administration. Additionally, the student will serve 1-day out of school suspension. The student will be placed on a contract for incurrigible conduct.

Repeated Violations: Confiscation procedures will escalate, and the student may face additional disciplinary measures, including being removed from the traditional setting and placed in an alternative setting for a period of no less than a school quarter.

Please complete this portion

I have reviewed the above information and agree to follow the rules for cell phone violations. I understand that if I fail to follow the above rules, I will receive the consequences listed above for non-compliance in accordance with the Zero Cell Phone Memorandum.

_____	_____	_____	_____
Student Printed Name	Date	Student Signature	Grade
_____	_____	_____	
Parent/Guardian Signature	Date	Contact Number	