



**Center for Academic and Social Advancement (CASA)
Community Handbook 2025-2026**

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Community Handbook
“The Interaction for Success”

OUR COMMUNITY - 3

DEFINITIONS - 4

PERSONAL RESPONSIBILITY - 5

STUDENT ELIGIBILITY - 8

COMMUNITY RELATIONSHIPS - 10

RESPECT - 11

EDUCATIONAL ENVIRONMENT - 12

OUR COMMUNITY

Our CASA community includes our students, parents, staff, faculty, the administration, community partners and visitors. The purpose of this Community Handbook is to communicate expectations and guidelines that will help us to live in harmony, promoting an environment that is safe, welcoming, and conducive to learning. All members of our community will be held accountable for meeting these expectations.

By embracing these expectations and living by them, we will be able to work together to achieve a common goal - achievement in academics. Our highest priority is the lifelong success of our students, not just during their tenure at CASA, but wherever they may go and whatever they may do in life.

Thank you in advance to all of our students, parents, families, staff, faculty, administration and community partners for helping us to achieve our goals for CASA.

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DEFINITIONS

1. Community - a unified body of individuals sharing a common goal or having a common characteristic.

2. Students - any person who is enrolled at CASA.

3. Parents - any parent or legal guardian of a student who is enrolled at CASA.

4. Families - all family members of any student who is enrolled at CASA- this includes parents, grandparents, aunts, uncles, brothers, sisters, and cousins.

5. Staff - all administrative assistants, secretaries, custodians, maintenance personnel, food service workers, security personnel working at CASA (even if not regularly assigned to CASA).

6. Faculty - all teachers (both long-term and substitute) working at CASA(even if not regularly assigned to CASA).

7. Administration - all principals, vice-principals, or other faculty with responsibilities for discipline oversight, or school site management.

8. Community Partners - members of organizations that partner with CASA to provide educational experiences and opportunities to our students, their families, staff, faculty or administration.

9. Visitors - any person not defined above that visits CASA in any capacity at any time.

10. Expectations - standards of behavior and interaction that all parties are expected to always follow.

11. Guidelines - standards, that when followed, help us to achieve harmony and maintain a safe educational environment.

12. Responsibility - doing the things you are expected to do and accepting the consequences of your actions.

13. Accountability - maintaining expectations for all community members and enforcing consequences if expectations are not met.

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.”

~ Martin Luther King, Jr.

PERSONAL RESPONSIBILITY

Personal responsibility is the act of taking ownership of our attitudes and actions, doing what is expected and accepting the consequences of our actions. Taking ownership means that we do not blame others; rather, we are continually working to better ourselves, using the resources available to help us. There are several areas where we each must take personal responsibility:

Attendance:

Students are advised to maintain a 95% attendance rate at all times in order to achieve academic success.

Parents have a responsibility to contact the school at 1-314-493-0269 by 7:30 AM to report any absence and the reason.

Teachers are expected to contact parents regarding excessive absences (more than 3 days); this contact may be by phone or email. Teachers must record all contacts regarding attendance in the Student Information System.

Tardies:

Students are expected to be in class on time – this means arriving at school on time.

Teachers are expected to accurately record tardies for students who do not arrive on time. Students will be allowed one tardy per week; Any student who accumulates more than 3 tardies in a week will be assigned to breakfast and lunch detention. They will be served meals in class for three classes consecutive days.

Parents are expected to work with their students to ensure an on-time arrival to school and to emphasize the importance of attending school every day.

Academics: CASA uses Edmentum online courses for student credits. All classes are individualized based on the student's credit needs.

Students are expected to meet the weekly goals set in the teacher-student conferences. Students/teachers are expected to maintain an organized binder, which will hold materials and notes for all classes. The binder will be checked each week during student/teacher conferences.

Teachers are expected to maintain credit completions in the binders. Teachers are also expected to talk with students whose grades are unacceptable and to notify parents by email or phone of academic concerns, and to document these contacts in the Student Information System.

Parents are expected to regularly monitor their emails. Parents are also expected to attend scheduled Parent-Teacher Conferences or set up an alternative time to talk with their scholar's teachers during their planning period.

Each student at CASA has an Individualized Learning Plan (ILPs) that is tailored to his/her current educational needs. Working closely with the teacher, weekly academic goals are developed. The benefit of ILPs is the assurance that every student receives personalized support and resources to succeed academically and personally.

Progress Monitoring: Student progress is continuously monitored, and the ILP is adjusted as needed to ensure the student remains on track to meet his/her academic goals.

Weekly Teacher-Student Conferences:

Weekly teacher-student conferences are integral to the success of our CASA students. These one-on-one meetings provide an opportunity for students to discuss their progress, set new goals, and receive personalized feedback and guidance from their teachers.

What Should a Student Expect in Their Weekly Conference?

1. Review of Progress: The teacher and student review the student's achievements and challenges from the past week.
2. Goal Setting: New short-term goals are established, focusing on areas for improvement and building on recent successes.
3. Strategy Adjustment: If needed, learning strategies and resources are adjusted to better support the student's goals.
4. Open Communication: Students are encouraged to voice any concerns, ask questions, and share their thoughts about their learning experience.

Benefits of Weekly Conferences:

1. Immediate Feedback: Students receive timely and constructive feedback to guide their learning.
2. Continuous Improvement: Regular check-ins ensure that students stay on track and can quickly address any obstacles.
3. Strong Relationships: Building a rapport with teachers fosters a supportive and motivating learning environment.
4. Behavior - Students are expected to follow the Normandy Schools Collaborative Student & Code of Conduct and CASA Handbooks.

Teachers are responsible for reporting and documenting violations of the both handbooks. Teachers must document all disciplinary concerns and contacts made with parents in the Student Information System.

Administrators are responsible for enforcing the consequences associated with violations of the handbooks.

Parents are responsible for reading both the Normandy Schools Collaborative and CASA Handbooks for student support.

CASA has a Problem Solving Team (PST) that is designed to assist in getting students on a successful academic, attendance and behavioral path. This team consists of an administrator, school counselor, social worker and teacher.

STUDENT ELIGIBILITY

Students must meet the credit completion, attendance, and discipline expectations to participate in extracurricular activities and special opportunities (field trips, special school performances, community performances).

Seniors: Attend CASA all year.

Juniors: Must have at least 13 credits to return to the high school 2nd semester.

Teachers and counselors are expected to consult with students who are not meeting expectations to help provide support as needed so that all students are on track and in compliance with expectations.

Students and parents are expected to understand the general expectations and proactively monitor their own credit completions, attendance, tardies, and discipline issues.

Definition of Extracurricular Activities

All students must be eligible (per the above stated CASA criteria) in order to participate in extracurricular activities or performances. Examples of such events include but are not limited to field trips and other high school special events. Each classroom teacher will monitor students participating in these activities for initial and continued eligibility.

Attendance Plan

- Instructors will take daily attendance.
- Instructors will call absent students during the morning hours and note the results in the system.
- Secretary will look at the notes and make a follow up call to the parent/guardian at the end of the day and note the results in the system.
- Daily, the instructors will impress the importance of attendance with all students and discuss attendance prizes.

•The administrator will have a discussion with the 12th grade students and tie it in with participating in the high school senior activities.

Prizes:

Grand prize: Wireless earbuds:

The names of the students with at least 90% attendance for the academic year will go into a drawing to win the wireless earbuds. Other students that qualify for this drawing will receive a \$25 gift card. These students will also participate in school planned field trips.

Bi-Weekly Prizes - \$15 gift cards

The names of the students that attend school 90% of the time period will go into a drawing for a gift card. Three will be selected.

Team Prizes:

Class teams that have all team members attend school all week will have game day after lunch on that Friday.

Discipline Plan CASA Steps for Non-Compliance (Internal)

The following consequences will govern students found in violation of Vapes and Cell Phones:

First Offense

Item(s) will be confiscated, and a call will be made to the parent/guardian.

Second Offense

Items will be confiscated, and a parent/guardian must come for a conference.

Third Offense

A change of placement to discipline room. Students that are already in the discipline room will not be able to leave the classroom after arrival, restroom break not included. Their breakfast and lunch will be served in the classroom. A conference will be held with parent/guardian for counseling services.

Fourth Offense

Out of school suspension with a recommendation for a discipline hearing.

*All violations will be documented in the student information system.

District Cell Phone Mandate: Cell Phones Are Not Allowed on any District Campus During Regular School Hours

First Offense:

*Cell phone will be confiscated and given back to the student at the end of the school day.

*A warning letter will be sent to the parent/guardian.

Second Offense:

*Cell phone will be confiscated, and a parent/guardian will have to pick it up.

*A three (3) day detention will be levied.

Third Offense:

*Cell phone will be held until a parent meeting is held.

*Five (5) day out of school suspension will be given.

*A conduct contract will be signed by parent/guardian.

Repeat Violations:

*Escalating consequences to include referral to the Hearing Office with a recommendation to expel for the remainder of the academic year.

**All other discipline procedures will be in accordance with the district's guidelines listed in the Normandy Collaborative Student Code of Conduct Handbook.

**“Never let the fate of one day blow your mind away;
no blues, no joy lasts forever.”**

~William Frank Childress

COMMUNITY RELATIONSHIPS

Community relationships are built on trust, respect and shared values. For us to achieve our shared goals and objectives, we must work together and follow some common guidelines which apply to all members of our community.

1. Mutual Respect - Be polite, courteous and respectful to everyone regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs. Treat others as you would want to be treated.

2. Integrity - Be honest with teachers, counselors, administrators and other school personnel. Ask for help when needed. Report any knowledge of situations or individuals who may be harmful to our students or school. Complete classes with integrity.

3. Verbal Communication - Use language that is respectful and appropriate for the learning environment; profanity of any kind is inappropriate and offensive and will not be tolerated. Before you speak, ask yourself these questions: Is it KIND? Is it NECESSARY? Is it TRUE?

4. Listening - Listen first, speak second. Especially in times of conflict or frustration, listen first before you speak. Taking a moment to hear the other person gives you time to think and potentially diffuse a conflict.

5. Conflict Resolution - Use non-confrontational methods to resolve conflict (discussion, mediation). Ask a teacher, counselor or administrator for assistance. An adult may be able to help you resolve conflict without sacrificing a friendship.

6. Care for Others - Report any situation where another student is being harmed, bullied, or disrespected. If you have concerns about the safety of a member of our CASA community, talk to a teacher, a counselor, the school nurse, a security officer or an administrator.

7. School Support – Teachers, counselors, and administrators are available to listen to and talk with students and parents who need a listening ear, comfort, guidance, or outside assistance. If you need help, reach out to a member of our CASA family. We are here to help.

RESPECT

Respect can be defined in many ways within our CASA community. We define it as showing consideration for someone or something. Respect starts with one's self; when each person respects themselves, it is easier to show respect to others. Everyone in our community deserves to be treated with respect, and no one in our community has the right to treat another person with disrespect.

1. Community Members - All members of our community are expected to treat all other members of our community with respect; this applies to everyone - students, parents, staff, faculty, security officers, administrators, community partners and visitors.

2. Personal Property - Treat the property of others with respect; do not touch the property of another person without permission.

3. School Facilities - All members of our community are expected to treat our school facilities with respect. This includes our cafeteria, classrooms, hallways, restrooms, offices and school grounds.

a. Cafeteria - Make sure your table is clean when you leave the cafeteria. All trash should be placed in the trash can, and the table and floor around the table should be free of any trash. Do not take food from the cafeteria to the classroom without permission.

b. Classrooms - Please keep your desk or table neat and clean. Place trash in the trash can and pick up your own belongings.

c. Hallways - Place all trash in a trash can. If you see trash on the floor, please pick it

up. If a particular area needs the attention of a custodian, please tell a teacher or administrator.

**“The greatness of a community is most accurately measured
by the compassionate actions of its members.”
~ Coretta Scott King**

**“In recognizing the humanity of our fellow beings,
we pay ourselves the highest tribute.”
~ Supreme Court Justice Thurgood Marshall**

EDUCATIONAL ENVIRONMENT

All community members must work together collaboratively to maintain an environment that is conducive to education. Specifically, the following items are of utmost importance.

1. Dress Code - all community members must dress modestly as defined by the Normandy Schools Collaborative Student Handbook and Code of Conduct, in a way that does not create distractions for other community members. Any student wearing clothing that is excessively tight or revealing will be asked to change clothes; if the student is unwilling to comply with this request, the parent will be called for a student pick up. Slide sandals (those with only a strap across the front portion of the foot) are not allowed under any circumstances. Teachers, staff, and administrators are expected to dress professionally.

2. Preparation - Students are expected to come to school every day prepared to learn. Binders are to be used to organize materials and will be checked each week by the teacher. Students are expected to complete assignments and ask for help if needed.

Teachers are expected to complete and submit student credits completions, parent/guardian contact log information on the given template on Thursdays by the close of school day. This information must also be documented in the student information system and parent contact logs.

3. Classroom Management - Students are expected to behave in a respectful manner in the classroom so that all students can learn. Students are expected to follow the

directions of teachers.

Teachers are expected to clearly communicate expectations of students and hold students accountable for meeting these expectations. Disrespect and disruptive behavior is inappropriate for our educational development and will not be tolerated.

Administrators are responsible for supporting students and teachers in the classroom, helping everyone to maintain a healthy educational environment in which students are free to learn without disruption.

Students should monitor the class progress on their computer and meet with administrators for a weekly conversation.

4. Cell Phones – Cell phones are prohibited on any NSC property during school hours.

Consequences:

First Offense:

- Cell phone will be confiscated and given back to the student at the end of the school day.
- A warning letter will be sent to the parent/guardian.

Second Offense:

- Cell phone will be confiscated, and a parent/guardian will have to pick it up.
- A three (3) day detention will be levied.

Third Offense:

- Cell phone will be held until a parent meeting is held.
- One (1) day out of school suspension will be given.
- A conduct contract will be signed by parent/guardian.

Repeat Violations:

- Escalating consequences to include a five day Out of School Suspension (OSS), followed by a 10 day OSS, and then a recommendation to the hearing office for long term suspension.

5. Hall Passes – No student may leave the classroom without the teacher's permission. The student can only use the official CASA hall pass for out of class movement.

6. Field trip and school activity participation – Eligibility is in accordance with the previously described criteria. This eligibility status will be shared with the high school administration. The behavioral expectations while at CASA are the same while on the high school campus and at any district sponsored event.

**“Education is the passport to the future, for tomorrow
belongs to those who prepare for it today.”**

~Malcolm X

Student Code Of Conduct:

<https://resources.finalseite.net/images/v1752262430/normandyscorg/ri2pachccmikvjy9azdg/CodeofStudentConduct25-26docx.pdf>