



NORMANDY SCHOOLS
COLLABORATIVE

Parent & Visitor Conduct Expectations

To ensure that all adult interactions in our schools are productive and positive, and that children experience adult interactions as productive and positive, the following Parent & Visitor Conduct Expectations has been written.



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Parent & Visitor Conduct Expectations

Normandy Vision

Graduates who act ethically, think critically, solve problems, communicate effectively, and collaborate with purpose for success in today's changing world.

Normandy Mission Statement

Equipping Students to Solve 21st Century Challenges

Normandy Purpose Statement

Changing Lives Today. *Educating for the Future!*



Conduct Prohibited on School Property

No person shall engage in or exhibit the following behaviors:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/guardian or child.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school or on Social Media sites.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs being brought on to the school premises. (other than guide dogs)
- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Should **any** of the above occur on school premises or in connection with school the school staff may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

Parents & Visitors Expectations

Parents & Visitors are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study, and ensure homework assignments are completed.
- Review the Code of Pupil Discipline/Cooperation with their child and sign it.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office of the principal upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the principal's office and sign out before leaving the building.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

- All visitors are expected to abide by the rules for public conduct on school property contained in the Conduct Code of Expectations.

Morning Arrival (*This section to be modified to individual school guidelines*)

The goal of the morning and afternoon routines is to get students to school and from school safely, on time, and ready to learn.

- We encourage green routes (bus, bike, walk, scoot, carpool) to school for the health of our children and environment as well as for the reduction of morning traffic at drop off time!
- If you choose to drive:
 - Cars may drop off on the parking lot loop. You may NOT park in the loop for any reason, even for a short time to sunscreen your child or tie shoes. If your child needs assistance, please park in the neighborhood or parking lot and walk in.
 - Respect our neighbors! Do not block driveways or fire hydrants or speed in neighborhoods.
- Parents of kindergartners must walk their students onto campus, ensuring that they get to Cove in Motion.

After School Pick Up (*This section to be modified to individual school guidelines*)

- Parents of kindergartners must pick their children up at the classroom door promptly at the end of the school day (unless their child is attending an after school program).
- 1st-5th graders will be dismissed at the end of the day. Please be prompt in picking up your children so they are not confused or worried about where to be.
- Students will be directed to go to the office to make a phone call if they are confused about where they are supposed to go after school.
- There is no parking or extended waiting in the loop. You must circulate (like the airport) to allow others to pick up their children while you wait for your child.

Concerns

If a parent/guardian has a complaint, criticism or concern, it is expected the following steps be followed in the first instance:

1. Speak to the person involved first and try to resolve the concern with mutual respect and clear communication.
2. If for some reason this is not possible, then make an appointment to see the Principal/Assistant Principal.

3. The Principal/Assistant Principal will arrange a meeting between the two parties involved in an attempt to mediate and find resolution. It is important to note that criticism regarding a staff member will only be heard if it is related to their professional conduct.

Violations

Violations of the Parent & Visitor Conduct Expectations may result in consequences for the prohibited behaviors.

Classification of Behaviors

Level I

- Profanity
- Loud, disruptive behavior
- Refusal to follow reasonable directions of school staff

Level II

- Intimidation or threats of violence to others
- Inappropriate behavior, dress, or display of inappropriate materials
- Sending inappropriate or harassing emails, or making inappropriate or harassing phone calls
- Encouraging acts of dishonesty with students

Level III

- Violent, assaultive behavior, touching, fighting
- Possession of weapons
- Possession of alcohol or illegal drugs
- Theft or damaging District property
- Trespassing in prohibited areas of public access
- Violations of the law on District property

Consequences

Violations of Level I Behaviors may result in a warning to violator. Repeated violations may result in the violator being banned from the school site, or all district property, for a length of time specified by District Administration.

Violations of Level II Behaviors may result in the violator being banned from the school site, or all district property for a length of time specified by District Administration.

Violations of Level III Behaviors may result in the violator being banned from the school site, or all district property for the remainder of the school year. Additionally, law enforcement will be notified of the violation for appropriate criminal prosecution.

Notice of Violation and Consequences

Violators of these expectations will be formally notified via written notice delivered by District Security Personnel and receive written notice via U. S. Mail.

Appeal Process

Parents and visitors receiving consequences for the violation of these expectations may appeal the decision of the District's Administration in the following process:

1. Submit a written letter to the Building Administrator (Principal) informing the administrator that you are appealing the consequence received. State what the consequence received is, your reason for your appeal, and provide any documentation you have regarding the issue.
2. The Building Administrator shall review the written appeal for violations of Level I and Level II behaviors and upon review, may rescind or modify the consequence for first time violators. Repeated violations will not be rescinded at the Building Administrator level.

If the Building Administrator does not rescind or modify the consequence, the violator may appeal the consequence to the Office of the Assistant Superintendent of Academic and Support Services.

3. The Assistant Superintendent of Academic and Support Services may review the appeal and the denial to rescind or modify the consequence.

The decision of the Assistant Superintendent of Academic and Support Services is final.