Clayton High School

1 Mark Twain Circle
Clayton, MO 63105

Dr. Dan Gutchewsky: Principal
Dr. Ryan Luhning: Assistant Principal 10th & 12th Grades
Dr. Janelle Danskey: Assistant Principal 9th and 11th Grades
Mr. Bob Bone: Athletic Director
Ms. Carolyn Blair: Director of Counseling
Mrs. Carroll Lehnhoff-Bell: Learning Support Director
Ms. T'Shon Young: Student Activities Director

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School District of Clayton's Office for Public Communications
2 Mark Twain Circle
Clayton, MO 63105
314-854-6038

_____

Student Name

Nondiscrimination and Student Rights: Policy 2130
Prohibition Against Discrimination and Harassment

It is the policy of the District to maintain a learning environment that is free from discrimination and harassment. Accordingly, the School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, religion, sex, national origin, disability, age, or any other characteristic protected by law.

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might be unacceptable for the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics. Accordingly, the District prohibits discrimination or harassment on the basis of sexual orientation, perceived sexual orientation or gender identity.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student on the basis of race, color, religion, sex, national origin, disability, age or any other characteristic protected by law. The District also prohibits sexual harassment, as further defined in Policy 4810. It shall also be a violation of this policy to harass or discriminate against a student based on sexual orientation, perceived sexual orientation or gender identity.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, religion, sex, national origin, disability, age, sexual orientation, perceived sexual orientation, or gender identity, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school district will act to promptly investigate all complaints, formal or informal, verbal or written of any incident or behavior that could constitute illegal and/or prohibited discrimination or harassment; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/ discrimination.

Hotline Numbers

The following numbers are provided for your information:

ALIVE (Alternatives to Living in Violent Environments)   314-993-2777

Youth Emergency Service Shelter   314-727-6294

Life Crisis Suicide Prevention   314-647-4357

Youth in Need Emergency Shelter   636-946-3771

Child Abuse Hotline – Reporting Abuse   800-392-3738

K.U.T.O. (Kids Under Twenty One) Crisis Hotline   888-644-5886

NCADA (National Council on Alcoholism and Drug Abuse)   314-962-3456

St. Louis County Youth Connection Helpline…...314-628-2929

Dear Clayton High School Student,

Welcome to a new academic year at Clayton High School. Each new year is an opportunity for growth and personal development. High school is a special time and you will have many opportunities that you may not have again at any other point in your life. I hope that you take full advantage of the experiences provided to you. I strongly encourage you to take a new course, try a new sport, or participate in an activity that you have always wanted to try.

As you make your way through your high school career, you will be faced with many challenges and opportunities. These challenges will result in many successes and some disappointments. It is important to remember that these challenges help mold us into the people that we become, and they contribute to our personal growth.

I would like to thank our P.T.O. for assisting with the funding of this planner which is provided to you at no cost. This planner is intended to serve as a guide to help you access the resources that you need to be successful at Clayton High School. It is my hope that you find the information useful and that you use it to enhance your academic experience this year.

Clayton High School is a special place and we have high expectations for all of our students. You are fortunate to be in a school that values the partnership of students, parents, administrators and a dedicated faculty to help each student find success. I hope that you will capitalize on this network of support in order to reach your full potential.

I wish you the best this academic year, and I hope your 2018-2019 school year is rewarding and enriching.

With Greyhound Pride,

Dan Gutchewsky
Principal

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Clayton High School Bell Schedules

Daily Bell Schedule	
Period 0	7:23-8:10
1st Bell	8:10
Period 1	8:15-9:02
Period 2	9:06-9:53
Period 3	9:57-10:50
Period 4	10:54-11:41
Period 5	11:45-12:32
Period 6	12:36-1:23
Period 7	1:27-2:14
Period 8	2:18-3:05

Early Release Bell Schedule	
Period 0	7:23-8:10
1st Bell	8:10
Period 1	8:15-8:46
Period 2	8:50-9:21
Period 3	9:25-10:00
Period 4	10:04-10:35
Period 5	10:39-11:10
Period 6	11:14-11:45
Period 7	11:49-12:20
Period 8	12:24-12:55

GET Bell Schedule	
Period 0	7:23-8:10
1st Bell	8:10
Period 1	8:15-9:01
Period 2	9:05-9:51
Period 3	9:55-10:55
Period 4	10:59-11:45
Period 5	11:49-12:35
Period 6	12:39-1:25
Period 7	1:29-2:15
Period 8	2:19-3:05

Early Release GET Schedule	
Period 0	7:23-8:10
1st Bell	8:10
Period 1	8:15-8:45
Period 2	8:49-9:19
Period 3	9:23-10:05
Period 4	10:09-10:39
Period 5	10:43-11:13
Period 6	11:17-11:47
Period 7	11:51-12:21
Period 8	12:25-12:55

Late Start/Snow Bell Schedule	
In the event school opens on a Snow Schedule, CHS will follow this bell schedule.	
Period 0	n/a
1st Bell	9:10
Period 1	9:15-9:55
Period 2	9:59-10:39
Period 3	10:43-11:25
Period 4	11:29-12:09
Period 5	12:13-12:53
Period 6	12:57-1:37
Period 7	1:41-2:21
Period 8	2:25-3:05

Block Schedules			
Odd Period Schedule		Even Period Schedule	
1st Bell	8:10	1st Bell	8:10
Period 1	8:15 -9:42	Period 2	8:15-9:42
Period 3	9:47-11:14	Period 4	9:47-11:14
Period 5	**11:19-1:35**	**Period 6**	**11:19-1:35**
Period 7	1:40-3:05	Period 8	1:40-3:05
1st LUNCH **Eat:11:19-12:03 / Class: 12:08-1:35** **2nd LUNCH** **Class: 11:19-12:46 / Eat: 12:51-1:35**			

SCHOOL DISTRICT OF CLAYTON:
MISSION, VISION AND CORE VALUES

As a community, the students, staff, parents and patrons of the School District of Clayton are united in our commitment to student learning. Our mission, vision and core values embody why we are here, what we want our students to become and the principles that guide our work.

Mission Statement:
We inspire each student to love learning and embrace challenge within a rich and rigorous academic culture.

Vision Statement:
We develop leaders who shape the world through independence, creativity and critical thinking.

Core Values:
We model and promote:
- excellence by challenging our students and ourselves to meet the highest expectations of our community.
- trust by building relationships based on integrity, mutual respect and open communication.
- inclusiveness by valuing individual differences and the contributions of a diverse student body and staff.
- innovation by encouraging ideas and practices that foster adaptability.
- accountability by aligning our actions and resources with our stated objectives and taking responsibility for the outcomes.

CLASSIFICATIONS

Students at Clayton High School are classified according to the number of credits they have accumulated.

The required credits for classification are:

10th Grade	6 Credits
11th Grade	12 Credits
12th Grade	18 Credits
Graduation	24 Credits

GRADUATION REQUIREMENTS

The minimum requirements for a Clayton High School diploma are determined by the State of Missouri and the School District of Clayton Board of Education. Preparation for specific personal, vocational, or college interests requires careful planning of the individual's course of study. The counseling staff is prepared to assist each student with this planning.

To earn a diploma from Clayton High School, students need to earn 24 credits.

4	units in English
	(Including 3 units of conferenced English; English I & II required)
3	units in Social Studies*
	(Including ½ unit of American Government and 1 unit of U.S. History)
3	units in Science
3	units in Mathematics
1	unit in Fine Arts
1	unit in Practical Arts
1	unit of Physical Education **
½	unit of Health
7 ½	units of electives

Note: Students must complete the Missouri Personal Finance requirement completed in Personal Finance or Economic Studies.
* Examinations on the United States and Missouri Constitutions must be passed.
** Physical Education is completed at the rate of ¼ unit per semester.

GRADING SYSTEMS

Clayton High School uses a four point grading system. Grades of A, B, C, D, P, and CR are passing grades. A grade of F or NC carries no credit. A student who receives an F in a required subject must repeat and pass that course to fulfill graduation requirements. The P grade is assigned when the teacher feels that a student has put forth a strong effort but the subject is too advanced for the student's particular stage of development. Physical Education grades are computed in grade-point averages. Credit / No Credit grades are not used in computing grade-point averages. Students may not add a credit bearing class after the end of the second week of a semester.

If a student chooses to re-take a course at Clayton High School in which the student has previously earned a failing grade or has earned a "D+" or lower, the new grade is calculated into the student's GPA. The original grade is removed from the student's transcript and is not calculated into the student's GPA. If a student wishes to re-take a course in which the student has earned a "C-"or better, special permission must be granted by the principal to replace the "C-" or better with a new grade.

If a course is dropped during the first marking period of the semester, no record of the student's enrollment is made. However, if the course is dropped after the first marking period, the grade is recorded on the permanent record as an F. Exceptions must be approved by the department chair and an administrator.

Clayton High School will award credit to students for courses completed at an accredited educational institution that has been accredited by the North Central Association of Schools. Course-work completed through non-accredited institutions or programs may appear on the permanent transcript but will appear as NC - no credit. Student transferring into CHS will have their GPA re-calculated based on the CHS grading scale.

GRADE POINT AVERAGES (GPA)

Clayton High School uses a numerical point system for computing grade point averages. Numerical values are attached to + and – grades.

A+	4.3	C+	2.3	P	.3
A	4.0	C	2.0	F	.0
A-	3.7	C-	1.7		
B+	3.3	D+	1.3		
B	3.0	D	1.0		
B-	2.7	D-	.7		
CR	Credit			No Grade Points	
NC	No Credit			No Grade Points	
EX	Excused, No Credit			No Grade Points	
INC	Incomplete, No Credit			No Grade Points	

CREDIT/NO CREDIT

Students may apply to take up to ½ unit of course work each semester on a Credit/No Credit basis. This option removes the selected course from the grade point average computation. If the student does passing work, a grade of CR is recorded and credit is granted. In the event of failure, the grade is recorded as NC and no credit is awarded. In neither case is the student's grade point average affected. In order for a student to apply for the CR / NC option the minimum graduation requirement must be met in that subject area. For example, after the first two high school courses in Fine Arts have been completed (one year required), the student may apply to take one additional course each semester on a CR / NC basis. **Requests for CR / NC options <u>must</u> be submitted before the end of the 1st quarter for 1st semester, and before the end of 3rd quarter for 2nd semester.**

POWER SCHOOL CODES

In order to create a more uniform grading system, the faculty at CHS has standardized some commonly used codes in PowerGrade. The meanings of four commonly used codes are below. If you see a code and do not know its meaning, please contact the teacher.

0 = *ZERO*
A student earns a zero on an assignment or test or has failed to turn something in that cannot be made up.

M = *MISSING*
Current score is a zero but a student can still turn in the assignment.

NX = *MAKE UP WORK ALLOWED*
A student turns in an assignment with too many errors. The grade is a zero. Make ups are allowed and would change the grade.

EX = *EXCUSED*
A student missed and was excused and does not need to make it up. Counts as exempt.

✓ or P = *PENDING*
The teacher has entered assignments in advance of collecting them; the teacher needs a placeholder; the assignment has been collected but not graded; there is no reason to be concerned about this assignment / grade at this time.

ACADEMIC PLANNING FOR COLLEGE

Although Clayton High School has comprehensive requirements for graduation, students planning to attend college must be aware of the increasing competition for college placement. The following program of study would be virtually "ideal" for any college candidate:

4	years of English
4	years of Mathematics
4	years of World or Classical Language
4	years of Science
4	years of Social Studies

Taking a full academic load will preserve your credentials for college admission. Any deviation from this curriculum should be considered carefully. For example, if you elect to finish language study after only 3 years, you should substitute with a strong course offering from another discipline. It is important that you find a balance of challenging coursework coupled with strong academic performance.

INDEPENDENT STUDY

Independent study should only be used by students for a course not offered at Clayton High School. Students should not take a course Independent Study when they can earn the same credit through another course at CHS (even in the case of schedule conflicts). Independent study courses must be proposed and approved by the end of the 3rd week of the semester. Independent Study courses already in the program of studies will continue as listed. Independent Study courses must be pre-approved by the individual teacher, department head, counselor and administrator before a student enrolls in the course. Extenuating circumstances will be reviewed on an individual basis by an administrator.

CORRESPONDENCE /ONLINE COURSES

As students are expected to take all courses at CHS if possible, correspondence and on-line courses are reserved for extenuating circumstances which will be reviewed on an individual basis by an administrator. All correspondence and on-line courses must be pre-approved with a counselor, department head and an administrator before the student enrolls in the course. No more than 2 credits may be earned via correspondence or on-line courses towards graduation. Acceptable reasons for correspondence / on-line courses:

1. A particular course is not offered by CHS.
2. Credit Recovery.

CLAYTON HIGH SCHOOL WRITING GUIDE

Clayton High School is a community of writers. Students write in all of their classes, producing formal expository essays, creative pieces, research papers and lab reports, as well as informal writing such as learning logs and journal entries. Clayton students use writing as a tool for learning as well as a way of demonstrating knowledge. When evaluating formal writing – in essays, reports, and the like – Clayton teachers have certain minimal expectations for student work. The following reflect these expectations.

1. **Focus**
   - Clear thesis (the main idea or argument that the writing is supporting).
   - Content relevant to the assignment**.**
2. **Organization**
   - Systematic arrangement related to the thesis.
   - Transitions to establish connections among and within paragraphs to give the writing fluency.
   - Introduction, body and conclusion.
3. **Development**
   - Specific, accurate evidence appropriate to the thesis, in-depth analysis that interprets evidence.
   - Critical and creative thinking.
   - Appropriate documentation of sources besides the writer's own ideas.
4. **Style**
   - Concise and precise word choice.
   - Sentence variety.
   - Appropriate perspective for the assignment and audience.
   - Appropriate voice for the assignment and audience.
   - Word choice and sentence structure that capture the attention of the audience.
5. **Mechanics**
   - Correct punctuation and usage following the conventions of standard edited English.
   - Accurate spelling.

SCHOOL CLIMATE AND STUDENT EXPECTATIONS

All Clayton High School Students are expected to:

1. Report to class on time and attend all classes regularly.
2. Accept responsibility for your learning.
   - Complete homework assignments.
   - Bring required materials to class each day.
   - Be attentive in class and listen, speak and discuss when appropriate.
   - Be open to acquiring and using new knowledge. Connect what you learn in one place to that which you learn in another.
3. Respect the teacher's position as leader in the classroom.
   - Follow the teacher's direction.
   - Adhere to individual classroom guidelines.
   - Be positive about learning.
   - Build a strong relationship with teachers and other students.
4. Respect the authority of any adult in the building.
   - Comply with the directions and requests of any adult in the building, whether or not the student knows them.
   - Learn to value the dignity and worth of all individuals in the school community.
5. Be considerate to and respectful of others.
   - Refrain from teasing, interrupting, criticizing, or bullying. (See Clayton 101 for Bullying Policy)
   - Refrain from using vulgar or obscene language.
   - Refrain from acting out anger and frustration through fighting or other inappropriate behaviors.
   - Keep all food and drink in the Commons except when authorized by a teacher.
6. Cooperate with the specific rules of the school.
   - Dress in appropriate attire which does not distract or offend others.
   - Wear shoes. This is required by law.
   - Refrain from running in the halls, speaking loudly and banging lockers while classes are in progress.
   - Assume responsibility and accept consequences for *your own behavior*.
7. Get involved.
   - Join a club or team, try out for a play or a musical group, or form a club or team around your special interest.
   - Ask for help when you need it. Your teachers, counselor and administrators are here to help you, and don't forget your coaches, activity sponsors and older students as resources.
8. Respect the rights of others to learn by not creating excessive noise in the halls, library, commons, quad or other outside areas.
   - Cell phones and personal listening devices are generally inappropriate for classroom use unless approved by the teacher for a specific educational purpose.
   - Obey the laws of society, including prohibitions against assault, theft, vandalism, possession of illegal substances and possession of weapons.

STUDENT SAFETY

Clayton High School seeks to maintain a safe environment at all times. Students are expected to be responsible for items of a personal nature or those which have been issued by the school. Students are encouraged to leave valuables that are not needed for school activities at home in order to minimize loss and theft. Clayton High School prides itself on building strong personal relationships between staff and students. Students who experience difficulties with other students are to seek the assistance of adults in the school.

SCHOOL COUNSELING SERVICES

Clayton High School is dedicated to providing a quality program of counseling for all students in grades 9-12. Our program consists of activities at each grade level focusing on personal development, educational planning, and college / career planning. Through this program, you can learn about your abilities, interests, goals and behavior. You can also learn skills to communicate better and deal with your concerns. Two counselors will be dedicated to post-high school counseling with an emphasis on the college process:

Ms. Carolyn Blair (Director)	A - J
Ms. Mary Anne Modzelewski	K – Z

Four counselors will be assigned for all aspects of personal counseling and academic planning including the transition to CHS, full immersion into the high school program, and identification of needed support services. These counselors will loop with their class, remaining with the class until graduation:

Mr. Homer Turner	9th Grade, Class of 2021
Ms. Joyce Bell	10th Grade, Class of 2020
Mrs. Jacelyn Cole	11th Grade, Class of 2019
Mrs. Tobie Smith	12th Grade, Class of 2018

Who do I go to when I need help with:

- ❖ **Concern with a teacher**….*your Teacher, Counselor or your Grade Level Administrator*
- ❖ **Concern about a friend**….. *your Counselor or your Grade Level Administrator*
- ❖ **Issues at home**…..*your Counselor or your Grade Level Administrator*
- ❖ **Social/emotional issue**….. *your Counselor or your Grade Level Administrator*
- ❖ **Theft**….*CHS School Resource Officer, Herman Whittaker*

See Clayton 101 or visit the District website for instructions on leaving a Quick Tip.

THE CLAYTON STUDENT SUPPORT TEAM

The Student Support Team (SST) at Clayton High School is charged with developing, organizing, and maintaining a comprehensive support service delivery system that evaluates and enhances student performance. SST currently consist of: counselors, reading specialists, administrators, learning support director, and a representative from Special School District, science, math, world language, social studies, and English departments. The team meets regularly to discuss how to support teachers who have students struggling academically, and to create action plans for students who have been identified as "at-risk." Teachers, parents, or other students may refer a student to the SST by contacting Carroll Lehnhoff-Bell, the Director of Learning Support, at (314) 854-6690. All referrals are kept confidential.

LEARNING CENTER

The Learning Center comprises classes in three academic areas (English, reading, and history) as well as a general class, all of which provide a quiet, academic atmosphere for students. In the Learning Center classes, students can work in an environment that is dedicated to academics, work with teachers devoted to the subject matter, catch up on any areas where they may feel left behind, and learn skills needed to be successful in all classes. Learning Center students receive help with homework, long-term assignments, study skills, and organizational skills through whole-class instruction, small group work, and one-on-one assistance.

Students who attend every day receive one-half "non-specified elective" credit for the semester; those attending every other day receive one-fourth credit per semester. To receive credit, students must keep a daily planner, show respect, use time effectively, and work with Learning Center teachers toward academic success.

Before and after school, the Learning Center acts as a study hall to provide a quiet place for students to complete work. Before school it is open from 7:30-8:05 a.m. Monday through Friday. After school it is open from 3:05-4 p.m. Monday through Thursday (closed on Fridays).

If you have any questions, please contact Carroll Lehnhoff-Bell, Director of Learning Support, at (314) 854-6690 or carrolllehnhoff-bell@claytonschools.net.

HEALTH SERVICES/ NURSE'S OFFICE

Students who wish to see the nurse during class time should report to the classroom teacher first. The teacher will fill out a "Permit to See Nurse" pass, which the student will take to the nurse. If/when the student returns to class, the student will return the Permit to the classroom teacher, including an indication of times and the nurse's signature. If a student is injured in class or at an activity, the adult in charge must complete an Accident/Injury Report within 24 hours and submit the completed form to the nurse.

OPEN CAMPUS

The Clayton High School campus is an open campus in that students are allowed to leave during the school day on their lunch periods or during free time. The expectations of the staff regarding class attendance are extremely high. Students must return to class on time. While off campus, CHS students are representatives of our building and must display superior character and behavior. Students who do not meet these expectations risk the loss of the open campus privilege.

STUDENT IDENTIFICATION CARDS / BUILDING ENTRY

1. All students must have a Student Identification Card. Identification cards are received at the beginning of freshman year or with new enrollment. These cards are used to open exterior doors during the school day, purchase lunches, and check out library materials. If lost or stolen, students should see the technology intern in the library for replacement. The first replacement card is free. Further replacements cost $5.
2. If a student has lost their student identification card, they should see the technology intern in the library for a replacement.
3. Student identification cards are active from 7 a.m.-4:30 p.m. Monday-Friday.
4. Student identification cards can be used to enter the Center of Clayton from 7 a.m.-2:30 p.m. Monday-Friday. Students must check-in with the link attendant after 2:30 p.m. Monday-Friday
5. Student identification cards are programmed to open the following doors:
   o Front/Globe Door
   o CTE/Baseball Field Door
   o Greyhound Entrance/Stuber Gym Door
   o Band Door
6. Students should not allow others entry to the building when they open an exterior door. Students should use their individual student identification card to enter the building and not allow unrecognized classmates, unrecognized staff members, parents, etc. to enter the building.
7. Students should direct all visitors to the front entrance to buzz in.
8. If a student forgets their student identification card they can use the buzzer at the Front/Globe entrance.
9. Students should not use excessive force on exterior doors until they open. This compromises the ability of the door to function properly and compromises our safety.

CAFETERIA/FOOD SERVICES

The cafeteria is opened each morning from 7:30 – 8 a.m. and reopens from 8:30-9:00 a.m., as well as during all three lunch periods. There are a variety of foods available for purchase at this time where a student can purchase a complete meal including an entrée, fruit/vegetable and milk or purchase a la carte snacks and beverages. The School District of Clayton participates in the Free and Reduced Lunch Program. Information on this program can be obtained by calling 854-6641 or looking on the District's website. It is recommended that students keep a five-dollar minimum balance on their cafeteria account to pay for food purchased in the cafeteria. Cash or check payments to a student's account can be made in the cafeteria or mailed to Clayton High School in care of Food Service. Make checks payable to The School District of Clayton. Student account payments via debit or credit card can be made online through MySchoolBucks.com. (Directions for setting up a MySchoolBucks account can be found on the District's website.) For more information regarding our meal program and student accounts refer to the Clayton 101.

BOOKS AND LOCKERS

Clayton High School provides each student with books and lockers in which to store books, supplies, and other needed items. Books and lockers remain the property of the School District of Clayton and are subject to inspection. Students are held accountable for damage done to books or other school property. Students are expected to furnish their own paper, pencils, pens and other ancillary supplies.

FINES

If a student does not return materials, or returns materials in poor condition, fines will be added to the student's account. Students must clear cafeteria balances, pay fines and serve all detentions before purchasing dance tickets or receiving a cap and gown for graduation.

VISITORS

In the rare instance that a CHS student hosts a visitor, the host student must seek approval from their grade level administrator by first obtaining a Visitor's Pass, collecting initials from all classroom teachers indicating approval and lastly returning to that administrator for their signature at least 24 hours in advance before the request will be granted.

POSTERS AND FLIERS

The distribution and posting of school and non-school posters, leaflets, fliers, brochures, letters, and other printed materials must be appropriate, in good taste, and respectful. All such materials must be pre-approved by the Student Activities Director or an administrator.

TRANSPORTATION AND STUDENT PARKING

Parents should drop-off/pick-up students at the Globe entrance. Students should wait for rides at the Globe entrance. VICC bus drop-off/pick-up is located at the Greyhound entrance. Students waiting for the bus should wait at the Greyhound entrance.

Except for Early Release days, the Activity Bus departs at 4:25 p.m. and the Athletics Bus departs at 5:50 p.m. Only students involved in activities or athletics are allowed to ride these buses.

Driving and parking on school property are privileges granted by the school to persons who have reasons to be in the school or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Student parking is permitted only in designated student lots. All CHS property is patrolled by the Clayton Police Department, and anyone parking in unauthorized areas will be ticketed. The School District of Clayton is not responsible for any damage to or items lost from automobiles parked on school property. Vehicles parked on school property are subject to search if need is warranted. Students who park next to Shaw Park must ask for a permit. Student cars without this permit will be ticketed.

AFTER SCHOOL EXPECTATIONS

Students not involved in after school activities are expected to leave campus immediately after school. Students who want to use the Center of Clayton will show CHS ID to enter through the link door or show Center of Clayton ID to enter at the Center of Clayton front desk. Students who enter with CHS ID must leave by 4:25 p.m. Students involved in athletics must enter the Center of Clayton with their coach.

THE CENTER OF CLAYTON GUIDELINES

To use the Center of Clayton, students must show a Clayton High School ID. Students may use the Center from 7:30 a.m. – 4:25 p.m. From 7:30- 8:15 a.m. students should enter the Center through the main entrance. From 8:15 a.m.-3:05 p.m., students will enter through the Stuber Bridge.

The following areas will be open to students when CHS Athletics are not in session:

Power Lifting Room   Leisure Pool
Courts #3 and #4   Fitness Area*
*The Fitness Area will be reserved for members during heavy use times.

From 3:05– 4:25 p.m. students who are not in an interscholastic sport may use the Fitness Area, Power Lifting Room, and Courts 3 and 4. The Center will be closed after school from the first day of winter sports until Dec. 1. After 4:25 p.m., students with memberships may go to the front desk for access to the Center using their membership cards for access. **No food or drink is allowed on the Center's basketball courts, lifting/fitness areas or track.**

Students are expected to follow all directions from the Center staff. **Students who enter the Center and are not free during that period, act inappropriately, enter the community locker room or fail to follow the rules and guidelines outlined by the Center, will be asked to leave the Center.** The student will face disciplinary action, which may include suspension from the facility.

CHS ACTIVITIES CALENDAR 2018-2019

(Some dates subject to change)

August

Fall Sports Start	August 6
Freshman Orientation	August 13, 8:30 a.m.
New To CHS Student Orientation	August 13, 1:30 p.m.
FIRST DAY OF SCHOOL	**August 15**
Freshman Parents Night	August 23, 6-7 p.m.
Open House	August 23, 7-8:30 p.m.
No School – Professional Development	August 31

September

School Picture Day	TBD
Labor Day (No School)	September 3
Early Release/Professional Development	September 14
Early Release Day	September 28
Sixth Grade Camp	September 24-28
Homecoming "Spirit" Week	September 30-October 6
BrawlleyBall	September 30, 2 p.m.
Powder Puff Game	September 30, 4 p.m.

October

Homecoming "Spirit" Week	September 30-October 6
Freshmen & Juniors Decorate Commons	October 1, 3:30-9 p.m.
Freshmen & Juniors Dress-Up to Theme	October 2
Sophomores & Seniors Decorate Commons	October 2, 3:30-9 p.m.
Sophomores & Seniors Dress-Up to Theme	October 3
STUGO Decorate Commons	October 4, 3:30-9 p.m.
Blue & Orange Dress-Up Day	October 5
Homecoming Pep Rally (Stuber)	October 5
Homecoming Bonfire (Gay Field)	October 5, 7 p.m.
Homecoming Parade	October 6, 11 a.m.
Homecoming Football game	October 6, noon
Homecoming Dance (Stuber)	October 6, 8-11 p.m.
Junior Challenge @ Tower Grove	TBD
PSAT (Stuber Gym)	October 10
CHS Fall Parent Teacher Conferences	October 17-18
End of First Quarter	October 18
Early Release	October 18
No School	October 19
Fall Beautification Day	October 27
Winter Sports Start	October 29

November and December

Early Release/Professional Development	November 2
No School/Professional Development	November 6
ASPIRE (All Sophomores)	TBD
Thanksgiving Break – No School	November 21-23
End of Course Exams (EOCs)	TBD
Early Release	December 3
Freshman Finals Festival	December 3
First Semester Exams	December 19-21
End of Second Quarter	December 21
Winter Break	December 24-January 2

CHS ACTIVITIES CALENDAR 2018-2019 (continued)

January

Second Semester Classes Begin	**January 3**
Juniors – Getting Ready for College Meeting	January 9
Practice ACT Exams – Juniors	January 9
Incoming 9th Grade Curriculum Night	January 10
Early Release/Professional Development	January 11
No School	January 18
Martin Luther King Jr. Day (No School)	January 21

February

Early Release/Professional Development	February 9
Peppers Prom	February 9
Early Release/Professional Development	February 15
President's Day (No School)	February 18
Spring Sports Start	February 25

March

No School	March 8
CHS Spring Parent Teacher Conferences	March 13-14
Early Release Day	March 14
Sophomore Class Vietnam Day	March 14
No School	March 15
Spring Break (No School)	March 18-22

April

ACT – Entire Junior Class	TBD
Early Release/Professional Development	April 5
Prom & After Prom	April 6
Buddy Training Day for Arts Fair	April 9
Arts Fair Decorating Night	April 10
Arts Fair (Student Participation Optional)	April 11
No School/April Break	April 19
End of Course Exams (EOCs)	TBD
Physics Day – all Freshmen	TBD

May

Early Release/Professional Development	May 3
AP Exams	May 6-17
Awards Ceremony	May 13
Senior Send-Off	May 24
Memorial Day – No School	May 27
Final Exams	May 28-30
Graduation Rehearsal	May 30, 10 a.m.
Graduation	May 30, 7 p.m.

Please check the Clayton High School website throughout the year for updates.

AUGUST

Monday	Tuesday	Wednesday	Thursday	Friday
		15 **A** First Day of School	16 **B**	17 **A**
20 **B**	21 **A**	22 **B**	23 **A**	24 **B**
27 **A**	28 **B**	29 **A**	30 **B**	31 **X** No School:

SEPTEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
3 **X** Labor Day	4 **A**	5 **B**	6 **A**	7 **B**
10 **A**	11 **B**	12 **A**	13 **B**	14 **A** Early Release
17 **B**	18 **A**	19 **B**	20 **A**	21 **B**
24 **A**	25 **B**	26 **A**	27 **B**	28 **A** Early Release

OCTOBER				
Monday	Tuesday	Wednesday	Thursday	Friday
1 **B**	2 **A**	3 **B**	4 **A**	5 **B**
8 **A**	9 **B**	10 **A**	11 **B**	12 **X** No School
15 **A**	16 **B**	17 **A**	18 **B** Early Release Day	19 **X** No School:
22 **A**	23 **B**	24 **A**	25 **B**	26 **A**
29 **B**	30 **A**	31 **B**		

NOVEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 **A**	2 **B** Early Release
5 **A**	6 **X** No School	7 **B**	8 **A**	9 **B**
12 **A**	13 **B**	14 **A**	15 **B**	16 **A**
19 **B**	20 **A**	21 **X**	22 **X**	23 **X**
		THANKSGIVING HOLIDAY - NO SCHOOL		
26 **B**	27 **A**	28 **B**	29 **A**	30 **B**

DECEMBER				
Monday	Tuesday	Wednesday	Thursday	Friday
3 **A**	4 **B**	5 **A**	6 **B**	7 **A** Early Release
10 **B**	11 **A**	12 **B**	13 **A**	14 **B**
17 **A**	18 **B**	19 **A** Final Exams	20 **B** Final Exams	21 **A** Final Exams
24 **X**	25 **X**	26 **X**	27 **X**	28 **X**
WINTER BREAK				
31 **X** WINTER BREAK				

JANUARY				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 **X** Winter Break	2 **X** No School	3 **B** Classes Resume	4 **A**
7 **B**	8 **A**	9 **B**	10 **A**	11 **B** Early Rlease Day
14 **A**	15 **B**	16 **A**	17 **B**	18 **X** No School
21 **X** No School	22 **A**	23 **B**	24 **A**	25 **B**
28 **A**	29 **B**	30 **A**	31 **B**	

FEBRUARY				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 **A** Early Release
4 **B**	5 **A**	6 **B**	7 **A**	8 **B**
11 **A**	12 **B**	13 **A**	14 **B**	15 **A** Early Release
18 **X** No School President's Day	19 **B**	20 **A**	21 **B**	22 **A**
25 **B**	26 **A**	27 **B**	28 **A**	

MARCH				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 **B**
4 **A**	5 **B**	6 **A**	7 **B**	8 **X** No School
11 **A**	12 **B**	13 **A**	14 **B** Early Release	15 **X** No School:
18 **X**	19 **X**	20 **X**	21 **X**	22 **X**
*****No School - Spring Break *****				
25 **A**	26 **B**	27 **A**	28 **B**	29 **A**

APRIL				
Monday	Tuesday	Wednesday	Thursday	Friday
1 **B**	2 **A**	3 **B**	4 **A**	5 **B** Early Release
8 **A**	9 **B**	10 **A**	11 **X** Arts Fair	12 **B**
15 **A**	16 **B**	17 **A**	18 **B**	19 **X** No School
22 **A**	23 **B**	24 **A**	25 **B**	26 **A**
29 **B**	30 **A**			

MAY				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 **B**	2 **A**	3 **B** Early Release
6 **A**	7 **B**	8 **A**	9 **B**	10 **A**
13 **B**	14 **A**	15 **B**	16 **A**	17 **B**
20 **A**	21 **B**	22 **A**	23 **B**	24 **A**
27 **X** No School	28 **B** FINAL EXAMS	29 **A** FINAL EXAMS	30 **B** FINAL EXAMS Graduation	

CLUBS AND ORGANIZATIONS

Clayton High School traditionally sponsors many clubs and activities on an annual basis. Other clubs of special interest are formed on a year-to-year basis to meet specific student interests and needs. Most of the activities are open to all CHS students and welcome new members throughout the school year. They all have different schedules. For specific information about any of these opportunities, please contact the Student Activities Director at 854-6785.

Clubs and Organizations
Asian Student Association
Black Student Union (BSU)
Book Club
Boys Lacrosse Club
C Club
Captain's Council
Chess Club
Chinese Club
Clayton Ice Hockey
Community Service Club
DECA
Disc Golf Club
Fellowship of Christian Athletes (FCA)
Feminist Club
Film Club
French Club
Gay-Straight Alliance (GSA)
International Student Association
Iron Chef Club
Jewish Student Union (JSU)
Latin Club
LINK Crew
National Honor Society (NHS)
Principal's Advisory Council
Rocketry Club
Spanish Club
Student Ambassadors
Student Government (STUGO)
Super Smash Bros. Club
Video Game Design Club

Academic Competition Teams
Math Club
Mock Trial Team
Scholar Quiz Team
Science Olympiad
Speech and Debate Team
T.E.A.M.S (Tests of Engineering, Math, Science)
WYSE (Youth in Science and Engineering)

Performing Arts Activities & Groups
Broadway Musical
Fall Play
Freshman/Sophomore Play
Thespian Troupe
Student Run Musical

Instrumental Ensembles
Buskers Club
Jazz Band
Pep Band
Show Choir
Tri-M Music Honor Society

Student Publications
CLAMO Yearbook
GLOBE Newspaper
GNN Student News Network (A/V)
The Works Magazine (Literary/Art Submissions)

ATHLETIC TEAMS

Clayton High School is a member of the Missouri State High School Activities Association (MSHSAA). Interscholastic teams sponsored by the school are sanctioned by MSHSAA. Clayton High School has agreed to uphold the eligibility requirements determined by the State Association in the following sports / activities:

FALL	WINTER	SPRING
Boys Soccer	Boys Basketball	Baseball
Boys Swimming	Cheerleading	Boys Golf
Cheerleading	Girls Basketball	Boys Tennis
Cross Country	Girls Swimming	Boys Track
Field Hockey	Poms / Dance	Girls Lacrosse
Football	Wrestling	Girls Soccer
Girls Golf		Girls Track
Girls Tennis		Water Polo
Softball		
Volleyball		

CHS students also have the opportunity to participate in club sports, which are recognized by the school in its publications. These sports are independently managed and organized while being financially supported by students and parents. Club sports have included: Crew, Ice Hockey and Boys Lacrosse.

ELIGIBILITY

Students wishing to compete in interscholastic activities such as athletics, music, speech and debate must meet Academic Eligibility Standards established by the Missouri State High School Activities Association. In order to compete during a semester, a student must have earned a minimum of 3.0 units of credit the preceding semester and be enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit at Clayton High School (this includes Vocational Tech School and the Collaborative School). Summer School may be able to support spring credits for fall provided that it is a core course needed for graduation, it is **not** an elective or correspondence course and only makes up a maximum of 1.0 credits. **Do NOT** drop classes without first consulting your counselor and Athletic Director to determine eligibility. Clayton High School expects all students participating in extracurricular activities to exhibit good attendance patterns, sportsmanship and good overall citizenship. Student athletes and their parents sign a pledge to support Clayton High School's *Tobacco, Alcohol and other Drugs* code. Conduct involving law enforcement should be reported immediately to CHS administration as it may impact eligibility or contest outcomes, All freshmen are automatically eligible.

Tuition paying students in grades 10 – 12 who do not reside in Clayton are ineligible for Varsity competition until they have attended classes for 365 days. Tuition paying students ARE immediately eligible for non-varsity sports upon their enrollment.

For more information on athletic policy, forms, documents and schedules please visit
www.CHSGreyhounds.com

GPA REQUIREMENT FOR EXTRA CURRICULAR PARTICIPATION

All students involved in extracurricular activities must maintain a 2.0 GPA each quarter to be eligible to participate. Students who are below a 2.0 GPA at the conclusion of the quarter will be assigned Academic Support. Students who maintain less than a 2.0 GPA for two consecutive quarters or do not attend Academic Support will not be eligible to participate.

LIBRARY MEDIA SERVICES

The Clayton High School Library Information Center is an integral part of the academic environment at CHS. The Library Information Center provides access to recreational reading, reference, research and technology resources. The Center houses over 20,000 resources, which are indexed in an online catalog (OPAC).

The CHS library website is: http://www.clayton.k12.mo.us/domain/111. The resource collection includes books, periodicals, newspapers, online databases and a variety of audiovisual and electronic resources selected to support curriculum requirements and to provide resources for independent study.

Library Media Center Hours
7:30 - 8 a.m. – Independent Study Only
Students must be working independently during this time. Group study is not allowed until 8 a.m.
8 a.m. - 3:30 p.m. - open access to all.

Library Information Center Rules

Come to the library with a productive purpose in mind.

1. Accomplish your purpose in a way that allows others to be productive.
2. Be respectful of people and property.
3. Only beverages in covered containers are allowed in the Library Media Center. No food or candy allowed.
4. All CHS rules apply.
5. Students must adhere to the Acceptable Use Policy when using computers and devices in the library.

Library Information Center Procedures

1. Students are allowed to check out six library books for a period of three weeks. Books may be renewed twice.
2. Students may be limited to checking out two books on the same subject depending on classroom assignments.
3. No fines are charged for overdue library books; however, students with overdue books may need to renew or return items before checking out additional materials. Overdue notices are sent to students once a semester. Students with books overdue for an extended period of time (over five weeks) may be subject to fines. Students must address overdue or lost book issues before attending dances.
4. Computers are available for students in the library. Students needing a computer for academic work will be given priority over those needing them for recreational purposes. Online activity may be monitored to ensure appropriate use.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a national organization recognizing high school students who have demonstrated strong character and excelled academically while taking active roles in leadership and service. Membership in the Clayton chapter of the NHS is a Faculty awarded honor presented to those students who have exemplified outstanding character, academic achievement, leadership, and service. The CHS faculty honors students in the fall of the senior year.

NHS STANDARDS AND CRITERIA

Scholarship: The student who demonstrates scholarship -
- Achieves a 3.700 GPA at the beginning of the senior year and has been enrolled at Clayton High School for a minimum of one semester.

Character: The student who demonstrates character -
- Takes criticism willingly and accepts recommendations graciously; consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); regularly shows courtesy, concern, care, fairness, and respect for others; accepts responsibilities; demonstrates trustworthiness and integrity; demonstrates power of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.

Leadership: The student who exercises leadership -
- Is resourceful in proposing new problems, applying principles, and making suggestions; demonstrates initiative in promoting school activities; exercises positive influence on peers in upholding school ideals; contributes ideas that improve the civic life of the school; exemplifies positive attitudes; inspires positive behavior in others; demonstrates academic initiative; is a leader in the classroom, at work, and in other school and community activities.

Service: The student who serves -
- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance; works well with others and is willing to take on difficult or inconspicuous responsibilities; cheerfully and enthusiastically renders any requested service to the school; mentors persons in the community or students at other schools; shows courtesy by assisting visitors, teachers, and students.

CHS National Honor Society Community Service Requirements
The CHS faculty requires each NHS candidate (3.700 GPA) to perform a total of 20 hours per year of community service between the fall of 9th grade and the start of 12th grade.
http://www.clayton.k12.mo.us//Domain/114

STUDENT ABSENCES AND EXCUSED ABSENCE CRITERIA

An absence is defined as *missing a minimum of one class period up to an entire school day (8 periods)*.

ATTENDANCE: Teaching and learning begin with student attendance. Clayton High School values students being in class every day. When it is necessary for a student to be absent for any class, **a parent / guardian is expected to call the Attendance Office (854-6607) prior to 10:00 a.m. on the day of the absence.** The number has a 24-hour voice message system for your convenience. If a telephone call is not received, the Attendance Office will call the parent or guardian after 10 a.m. **If no contact has been made within 72 hours of the absence, the absence will be unexcused.** Attendance letters are sent home after 5 and 10 absences regardless of whether the absences are excused or unexcused. When a student reaches 15 absences, a conversation will be had to discuss academic consequences and options for preserving credit for coursework.

EXCUSED ABSENCES:
1. Illness of the pupil.
2. Serious illness of a member of the family or other family emergency which necessitates the absence of the student.
3. Death in the immediate family.
4. Medical or dental appointments that **cannot** be made during non-school hours. A note from the doctor's office confirming the appointment must be turned in.
5. Religious observances.
6. During AP exams, parents may choose to excuse a student from morning classes preceding the exam.
7. College visits.
8. Absences which have **prior approval** of the principal. Students who will be absent for reasons other than those listed above must seek approval by presenting a signed and dated note from a parent or guardian to the principal.

UNEXCUSED ABSENCES: Absences from class that do not fall under the eight excused absences criteria will be "unexcused." Parents and/or Guardians will receive an automated phone call each evening informing them of any unexcused absences received that day. A detention will be assigned for each unexcused absence. *Teachers are not obligated to accept work from students with unexcused absences. Students may receive zeros for any or all assignments or test/quizzes on the next day.

TARDY POLICY: Prompt attendance to class is essential for student success. Any student who is not in the classroom when the bell rings is considered tardy. Repeated tardiness to class will result in disciplinary action by the teacher or administrator. Detention will be assigned for the accumulation of 3 or more tardies.

SCHOOL DAY ILLNESS: Students who become ill during the school day are not to miss class without permission from the school nurse or administrator. A student must obtain a pass from his/her teacher to receive treatment from the nurse during class time.

STUDENT DISCIPLINE

*See Clayton 101 for specifics on School District of
Clayton Policy and Procedures.*

WEAPONS IN SCHOOL

The possession or use of a weapon, except where authorized by law, is prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon is defined as any instrument or device commonly used to inflict physical injury or harm to another, or used to defend against an opponent, adversary, or victim. Violators may be referred to legal authorities and subject to suspension / expulsion from school in accordance with school district policy and the Missouri Safe Schools Act.

STUDENT DRESS

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the District. This expectation includes the school day and school-sponsored extracurricular activities. When, in the judgment of the principal or designee(s), a student's appearance or mode of dress is not conducive to the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Prohibited items include, but are not limited to, any clothing that contains messages pertaining to drugs, alcohol, profanity or sexual content.

SCHOOL DISTRICT OF CLAYTON – USE OF A BREATHALYZER

In our commitment in keeping students safe and healthy, the School District of Clayton reserves the right to use breathalyzers during school sponsored events, on or off school grounds, and during the school day as a deterrent to the use of alcohol by its students. The administration of the various schools reserves the right to use the breathalyzer if reasonable suspicion exists that a student may be under the influence of alcohol.
The use of a breathalyzer may be used under the following guidelines:
1. Only students where reasonable suspicion exists regarding the consumption of alcohol will be requested to submit to a breathalyzer test.
2. All breathalyzer tests will be conducted in secure and private locations, and away from other students as much as possible.
3. A student may request a second test if he/she fears that the test is inaccurate. The second test will be conducted fifteen minutes after the first test.

4. All breathalyzer tests will be administered by certified staff members who complete training on a yearly basis.
5. Results of any breathalyzer testing will be treated as confidential student information.
6. A breathalyzer will be administered even if the student admits to the consumption of alcohol.
7. Parents will be contacted and appropriate disciplinary action taken upon any positive breathalyzer test.
8. If a student refuses to submit to a breathalyzer test, he/she will be considered to be under the influence of alcohol based on the indicators that raised reasonable suspicion.

The determination of reasonable suspicion will be based on, but not limited to, any one or more of the following indicators:
1. Flushed face
2. Red, watery, glassy or bloodshot eyes
3. Odor of alcohol on breath, clothing or person
4. Strong odor of mouthwash, mouth spray, or excessive gum chewing
5. Slurred speech/inability to follow instructions
6. Failure to comprehend questions
7. Impaired motor skills
8. Being combative and/or argumentative with others
9. Appearing overly jovial
10. Not being aware of time or place
11. Vomiting
12. Being in possession of alcohol
13. Exiting a vehicle in which containers of alcohol are observed

A student will be asked to submit to a breathalyzer test if there is reason to believe that a student has consumed and is under the influence of alcohol based on one or more of the indicators listed above. If a student tests positive or refuses the test, his/her parents or guardians will be called to pick up the student. Under no circumstances will the student be allowed to leave the event and transport himself/herself home. Any student who tests negative as a result of a breathalyzer test will be allowed to return to the school event provided there exist no other suspicion that the student may be under the influence of an illegal substance other than alcohol.

CLAYTON HIGH SCHOOL STATEMENT OF ACADEMIC INTEGRITY

Clayton High School values academic integrity and honesty. They are fundamental to the teaching and learning process. It is the expectation of teachers and administrators that all work be entirely the result of the student's own efforts. Plagiarism, cheating or other forms of academic dishonesty will not be tolerated. Collaboration and cooperation are not the same as cheating or plagiarism. Teachers will inform students when collaboration is an acceptable option. The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising individual. Students found to have engaged in academic dishonesty shall be subject to disciplinary action at the classroom and/or building level.

The following actions are examples of academic dishonesty (this list is not exhaustive, but is representative of forms of cheating):

- Copying someone else's homework and/or giving your work to another to be copied.
- Working together on a take-home test or homework unless specifically allowed by the teacher.
- Looking at another student's paper during an exam.
- Looking at your notes when prohibited.
- Taking an exam out of the classroom unless specifically allowed (either in person or by using electronic means).
- Using notes or other outside information on an exam unless specifically allowed.
- Giving someone answers to exam questions during the exam.
- Passing test information from an earlier class to a later class.
- Giving or selling a paper or class work to another student.
- Quoting text or other works on a paper or homework without citing the source.
- Handing in a paper purchased from a term paper service or from the Internet.
- Handing in another's paper as your own.
- Taking a paper from an organization's files and handing it in as your own.
- Changing a test, or paper, and claiming it had been graded incorrectly.
- Presenting another student's work as your own.
- Using electronic means to copy or share test/quiz materials.
- Texting or other form of electronic communications during a test or quiz.

A major form of cheating is plagiarism, the act of stealing ideas and/or expressions of another and representing them as your own. Ensure that any ideas not your own or direct quotes from others are properly cited at all times. Please review the plagiarism policy in the student handbook and provided to you.

If you have questions on an assignment or project, check with your teacher. Make sure you are clear on what is allowed and not allowed in all your classes.

I have read the information provided above. I fully understand the meaning of academic dishonesty and that there are serious consequences (ranging from a zero on the assignment to an out of school suspension) for engaging in such activities.

The above description was primarily prepared by the Office of Student Life at the

University of Texas at Dallas and the University of St. Louis-Missouri

PLAGIARISM POLICY

Honest authorship is a primary value at Clayton High School. Dishonestly claiming authorship is *plagiarism*, a form of cheating and form of either lying or stealing or both.

PLAGIARISM: Taking ideas or writings knowingly from another and presenting them as one's own.

COPYRIGHT: A protection of "original works of authorship" that are fixed in a tangible form of expression. Students should assume that all printed work, whether hard copy or electronic text or images, is copyrighted.

Students should be aware of and are subject to the Educational Fair Use Guidelines, which allow for an exemption to copyright law if all of the following factors are met: … the purposes must be used for the creator's intended purposes; the student is using only a portion of the work, never the entire work and never to avoid purchasing the original.

Acceptable Behavior in the Creation Process

1. Discussing the assignment with others for clarification.
2. Discussing ideas and details for understanding.
3. Exchanging drafts of work for critical peer response.
4. Participating in classroom activities pertaining to the writing process: pre-writing, drafting, revising, editing and publishing.

Unacceptable Behavior

1. Plagiarizing.
2. Surrendering one's work to another student to use without ensuring that the use will be consistent with the provisions of this policy.
3. Knowingly allowing another student to plagiarize one's work.
4. Taking someone else's work in any form (e.g. copying or downloading files).
5. Using additional sources when not properly credited and identified.
6. Assuming the accuracy of the information of a website without verifying the accuracy of that information. All information included in websites is copyrighted.

PLAGIARISM POLICY (Continued)

Consequences of Unacceptable Behavior

1. Whenever a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and state the penalties to which the student may be subject:
- Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
- Reduce the credit that the student would otherwise receive for the assignment by a degree commensurate with the severity of the violation.
- Refuse to give the student any credit for the assignment.
- Require the student to rework the assignment entirely, using his / her own ideas and style.
- Refer the student to the proper school authority for any additional counseling or discipline consistent with any other policy of Clayton High School.

2. Whenever a teacher reasonably believes, based on significant evidence, that a student has knowingly assisted another student to plagiarize part or all of an assignment, the teacher shall evaluate the nature and extent of the assignment lent to the student who plagiarized and inform the student that she / he is, or may be subject to, the following penalties:
- Reduce or eliminate the credit that the student would have received for his / her own work on the same assignment on which the student assisted another student to plagiarize.
- Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable believe that the student assisted another student in plagiarizing.
- Refer the student to proper school authorities for any additional counseling or discipline consistent with any other policy of Clayton High School.
- In addition to disciplining the student according to the provisions of this policy, the teacher will continue to emphasize to the student the value of honest authorship

3. Violating the plagiarism policy may disqualify the student from school awards or honors.

SCHOOL DISTRICT OF CLAYTON ACCEPTABLE USE POLICY:

Access to District owned devices, the Internet, and email accounts is provided for the purpose of supporting the learning process and communication among all of the members of our learning community. All users must agree to follow the District Policies and Procedures and electronically consent to the District Acceptable Use Policy form prior to accessing or using District technology resources unless excused by the superintendent or designee. We strive to ensure reliable delivery of technology services and require that you follow these expectations in the use of the District technology.

By reading this document, I agree **NOT** to:
- Conduct electronic network based activities that are not classroom related.
- Share passwords/account codes with others.
- Use another party's password except as directed and supervised by teacher.
- Use another person's name/password/account to send or receive messages on the network.
- Enter into restricted information on systems or network files in violation of   password/account code restrictions.
- Damage or steal system hardware, peripherals, or software.
- Alter the system hardware or software.
- Install, on District computers, software that has not been approved by the District technology staff except where the user is an approved administrator.
- Place unlawful information, computer viruses, or harmful programs on, or through the computer system.
- Violate another user's right to privacy.
- Use the District's electronic network in such a matter that would damage, disrupt, or prohibit the use of the network by another user.
- Disclose, use, or disseminate unauthorized personal information.
- Violate copyright laws or plagiarize online documents.
- Download files, games, programs, music, or other electronic media in violation of copyright laws.
- Download files, games, programs, music, or other electronic media without permission of the teacher.
- Obtain, download, view, or otherwise gain access to "inappropriate matter," including but not limited to obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures.
- Send abusive, insulting, harassing, or threatening messages to others.
- Submit, publish, or display, on the network, information that is abusive, insulting, or threatening to others or contains inappropriate matter.
- Participate in chat rooms, blogs, or Multiple User Dimensions (MUDs) with the exception of those groups that are authorized by teachers for specific instructional purposes.

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:
- Suspension of District Network privileges.
- Revocation of Network privileges
- Suspension of Internet access
- Revocation on Internet access
- Suspension of computer access
- Revocation of computer access
- Student disciplinary action up to and including expulsion from school.

SCHOOL DISTRICT OF CLAYTON ACCEPTABLE USE POLICY:
(Continued)

These expectations also apply to users accessing the District remotely.

A student does not have legal expectation of privacy in their electronic communications or other activities involving the District's technology resources. The District may examine all information stored on the District's electronic resources at any time. The District may monitor employee and student technology usage. Electronic communications, all data stored on the District's technology resources, and downloaded material, including files deleted from a student's account may be intercepted, accessed or searched by the district's administrator or designees at any time.

HIGH SCHOOL SERVER ACCESS

Each student has access to a server on which files can be stored. The resources can be accessed remotely (from home). The CHS Technology Department will instruct students on access and use of the server.

STUDENT-PARENT CHROMEBOOK AGREEMENT

The Student-Parent Chromebook Agreement must be signed prior to Chromebook distribution. This form is available in PowerSchool under the eCollect tab.