

WYDOWN

MIDDLE SCHOOL

STUDENT HANDBOOK

2022-2023

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Name _____

WYDOWN WAYS

PERSEVERANCE

COMPASSION

RESPECT

INTEGRITY

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As a Wydown student, you embark on an educational experience that is second to none. Wydown is recognized by the state of Missouri as a top scorer in the Missouri Assessment Program. Equally valuable to us is our commitment to your development as a whole child, intellectually, socially and creatively. Our goal is to support students to become literate, curious, informed and perceptive - to enjoy learning as an ongoing process and to experience Wydown as a place that is responsive to your learning needs.

Make this year your best! Get involved-- join a club or play intramurals and interdistrict sports. Be yourself and do the very best that you possibly can. Studying hard and being involved are two of the most important ingredients for success. Remember-- you are a very important part of the Wydown community and your contribution makes a difference!

ACADEMIC INTEGRITY

Wydown Middle School values academic integrity and honesty. These values are fundamental to the teaching and learning process. Teachers and administrators expect that all work be entirely the result of the student's own efforts. Plagiarism, a major form of cheating, is the act of stealing ideas and/or expressions of another and representing them as your own. Any ideas or direct quotes from others must be properly cited. Plagiarism, cheating or other forms of academic dishonesty will not be tolerated. Collaboration is not the same as cheating or plagiarism. Teachers will inform students when collaboration is an appropriate 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.

Academic dishonesty includes but is not limited to:

- Copying someone else's work and/or giving your work to another to be copied.
- Working together on a take-home test or homework when not 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 (hard copy or by 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.
- Changing a test, or paper, and claiming it had been mis-graded.
- Representing another student's work as your own.
- Using electronic means to copy or share test/quiz materials.
- Texting or other forms of electronic communications during a test or quiz.

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.

ACADEMIC RESOURCES

The Learning Center is offered to students for help with homework after school. Students are encouraged to sign up for regular attendance but may drop in as needed. The Learning Center is scheduled by grade level. Please contact your team teachers for times and days.

The Library-Media Center / Information Commons is open and supervised for students after school until 4:15 P.M. *During school*, students may enter the library with a pass signed by the sending teacher. These protocols are subject to change per staff availability and public health regulations. Changes in times will be shared during morning announcements.

AFTER-SCHOOL ACTIVITIES

Many after-school activities are offered throughout the year. These activities give students a chance to learn, have fun, and be with their friends. Students are encouraged to participate in at least one club or intramural activity. Information describing all of these opportunities is distributed in the fall. If a student does not attend school for illness, suspension, or other personal reasons they will not be allowed to participate in after-school activities that day(s). This includes after-school clubs, evening performances, and field trips. Please note that adult supervision at Wydown ends at 4:15 P.M.

ARRIVAL/DISMISSAL TIMES

Students should arrive at school no later than 8:25 A.M. Students arriving prior to 8:15 A.M. should form a line outside the building. Students will be allowed to enter the building beginning at 8:15 A.M. and should proceed to class upon entry. School begins promptly at 8:30 A.M. **Students who are tardy three times in one quarter (unexcused) will serve a lunch detention.**

Classes end at 3:12 P.M. Students not participating in a supervised after-school activity will leave school directly after classes. Students waiting for a ride must report to the designated area.

Supervised after-school activities begin no later than 3:15 P.M. **Students must have permission from a teacher, coach or sponsor to participate in after-school activities.** Most after-school activities end at 4:15 P.M. Students who are not picked up in a timely manner will not be able to participate in after-school activities. Students who are still in the building at 4:15 P.M. must report to the main office. Adult supervision at WMS ends at 4:15 P.M.

ASSEMBLIES AND FIELD TRIPS

There will be times when an individual team, grade level, class, or group may have an assembly. Pack teachers will inform students when assemblies are scheduled. Field trips are an extension of the classroom. All field trips require parental permission.

The Field Trip Participation Agreement completed by parents at the beginning of the year includes a "general" field trip permission slip, but some teachers may send home a special form for class trips. Some trips may require money to help defray costs. Field trips are a privilege. Students must follow all school expectations on the trip. Also, while on the trip, students may be missing classroom work and assignments. Although teachers are aware of

field trips, students must make up all missed work.

ATHLETICS: INTRAMURAL/INTER-SCHOOL

Intramural sports are for everyone -- all that is needed is enthusiasm and a willingness to participate. Intramural sports include weekly games or tournaments in several sports.

Available sports are advertised with after-school club activities each season..

Inter-school athletic competition is available for seventh and eighth graders. Students have the opportunity to have fun while improving skills in competition with other middle schools in the area. In order for a student to participate in these sports, a signed doctor's release is required and students must be in good academic and behavioral standing. All activities will be listed in the digital handbook on our Wydown website.

ATTENDANCE

Wydown Middle School is committed to ensuring an exceptional learning experience for all students. Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school - regardless of the reason - it can cause them to fall behind in their academic, social, and emotional development.

Your child is less likely to succeed if they are chronically absent. Below are attendance support guidelines. Our goal is to work together with families and the community to ensure that students receive the education they will need to build a productive life.

Tardiness to School or Class:

The school day begins at 8:30 am. If your child arrives after 8:30 am, they will receive a tardy slip before reporting to class. In the event there is an unavoidable circumstance that contributed to your child's tardiness, please call the Wydown office to report. If no phone call is made, the tardy is considered "unexcused". Once a student has accumulated three unexcused tardies, whether to school or to class during the day, the student will be assigned lunch detention. At five unexcused tardies, the student would be referred to the office for a potential after school detention.

School Absences:

The Department of Elementary and Secondary Education (DESE) and the State of Missouri require, for state funding, that students are present at school a minimum of 90% of the time.

Please note that the State of Missouri and DESE require that we closely monitor student attendance, up to and including a referral to the MO Children's Division, citing educational neglect. At Wydown, we will periodically check our students' attendance to ensure we are following those guidelines. It is important that we all do our part to ensure that students are in school each day. When circumstances arise resulting in student absence from school, it is the responsibility of home, school and community to work

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together and find solutions that are in the best interest of the child. Please follow this link for further guidance on the topic of school attendance.

<https://dese.mo.gov/governmental-affairs/freqaskques/Attendance>

Breakdown of the Absence Policy for 2022-2023*:						
Absences	3 unex	4 unex	5 exc/unex	7 exc/unex	10 exc/unex	Beyond
Call from Counselor	Yes	As needed	As needed	As needed	As needed	As needed
Call from Administrator	—	Yes	As needed	As needed	As needed	As needed
Letter From Principal	—	—	Yes	Yes	Yes	—
Referral to and Follow Up from Social Worker	—	—	—	Yes	As needed	As needed
Referral to DFS	—	—	—	—	—	As needed
504 plan or virtual learning	—	—	As needed	As needed	As needed	As needed

*Exceptions can exist up to 10 absences, as long as the student's parent or guardian is in communication with an administrator, the social worker, or the grade-level counselor.

BICYCLES, SCOOTERS AND MORE

Students riding their bicycles to school should park and lock their bicycle on the rack provided. If riding a scooter or skateboard, students should come to the main office for instructions on where to store it. All equipment should have identification for security purposes. For students' safety, all bicycles, scooters and skateboards must be walked or carried until off school grounds. Obey all traffic and safety rules, and wear a helmet.

BUSES

Bus riders not participating in after-school activities must board their bus by 3:15 P.M. Another bus is provided at 4:15 P.M. for St. Louis City students participating in after-school

activities. These buses do not make as many stops as the regular routes, but will take students to the vicinity of their home. **Students may not leave campus and return to ride the activity bus.** Students must adhere to the rules for bus transportation, including staying in their seats, keeping arms inside the bus, and being respectful. All behavioral expectations and discipline is extended from the school building to the buses.

Bi-State Buses: Bi-State buses are not scheduled by the school district so students are responsible for knowing their own schedule. Buses run about every 30 minutes. For more information, please contact Bi-State: 314-982-1400. Students riding Bi-State buses should be aware that they represent Wydown and thus be respectful of other riders and the driver.

CAFETERIA EXPECTATIONS AND PROCEDURES

There are few areas more important for students to respect in our community than the cafeteria, a place we gather daily to eat, be with friends, relax, have class and occasionally meet. In light of COVID-19, some of these expectations are subject to change to ensure the health of our students.

The following guidelines help the cafeteria be a pleasant place for all:

- Students should be on time to lunch.
- Students may not cut in line.
- Students should always be courteous and respectful to the cafeteria staff.
- Students may sit with their friends, as public health protocols allow, and are encouraged to include those students sitting alone when possible.
- Students should remain in the same seat while eating.
- Inside voices should be used at all times.
- Students should walk, not run.
- Students should clean up their own table and the surrounding area. It is everyone's responsibility to keep the cafeteria clean.
- After eating and cleanup, students should relax in the cafeteria until excused, or proceed to the designated activity area, if allowed.
- Students must have a pass to leave the cafeteria to see a teacher.
- Students should have food and drinks exclusively in the cafeteria, unless permission is given from a teacher or administrator to eat elsewhere.

Procedures for Student Meal Accounts:

A full lunch is sold daily in the cafeteria as well as an assortment of a la carte items and drinks. To purchase food from the cafeteria, money may be deposited at the registers or online at www.myschoolbucks.com (view District website for details). Parents can create an account on My School Bucks to monitor and adjust their child's lunch balance and view purchase history. The Food Service office should be contacted if there is any chance the student may be eligible for free or reduced-price meals.

Students may not use anyone else's account to purchase lunch.

Low Balance Report: On a weekly basis, cafeteria personnel generate a low balance letter whenever a student's prepaid balance is \$10.00 or less. The designated school administrator's name appears as the sender on the letter. Cafeteria personnel will send the letters directly to parents via email. Emailing letters will ensure that the message was received

by the parent. If no email address exists, then a letter will be sent home. At this point, there is no disruption of food services. The student has had approximately four to five days of meals served between the time the low balance report is sent and changes in food service occur.

Negative Balance Report: Cafeteria personnel generate a negative balance letter under the appropriate administrator's name whenever a student's prepaid balance is overdrawn. Cafeteria personnel will send the letters directly to parents via email. If no email address exists, then a letter will be sent home. Food service is disrupted after the negative balance reaches the equivalent cost of five meals. At this point, middle and elementary school students are provided with an alternative meal. Cafeteria personnel will monitor for any student receiving alternative meals for the second time. The Director of Food Services may contact the school administrator after five alternative meals have been served to jointly form a plan of action to resolve the issue.

If an insufficient funds check is presented, the amount will be deducted from the student's cafeteria account and could result in a negative balance.

CARE OF MATERIALS

Students are expected to care for school property such as books and other materials. Returning items in good condition and a timely manner is very important. **Students will be assessed a fine for lost or damaged school property.**

CITIZENSHIP

Students should be aware of expectations and assume responsibility in practicing positive behavior. Wydown must be a safe place for everyone at all times!

CLAYTON NETWORK AND INTERNET CODE OF ETHICS

Students must agree to:

Internet use: submit the required permission form, check and manage claytonschools.net email and Google suite accounts regularly, and not subscribe to discussion lists (including Instant Messenger) unless authorized by a teacher.

Computers: use computers for academic purposes only; quit applications and log out before leaving a computer; not share their password; not use another person's password or account; not make unauthorized copies of software found on school computers; not attempt to gain unauthorized access to computers or system programs; not change screen backgrounds or font settings; not download, give, lend or sell copies of software to others without written permission of the copyright owner, unless the software is clearly identified as shareware or in the public domain.

Personal Electronics: not to connect privately owned computer equipment to the School District of Clayton Network without a supervisor's permission.

Digital Citizenship: be polite; send only appropriate content (specifically, not create messages or files that contain profanity, obscenity, sexually explicit material, or expressions of bigotry, sexism, racism, or hate.); use their name in all messages, not reveal home address or phone numbers, or those of others.

Violations of these Rules and Code of Ethics will result in the immediate loss of computer privileges for a specified time period and possibly additional consequences.

COMMUNICATIONS

- If a parent needs to get an important or emergency message to a student, they should call 314-854-6400 as early as possible.
- Announcements are made daily at 8:30 A.M. The announcements include all daily information about clubs, intramurals, and recreational events.
- Event information is available www.claytonschools.net.
- Announcements are also screened on monitors during lunch.
- A school newsletter is published weekly and emailed to parents.
- A school yearbook is published annually to capture the memories of the school year.
- The core teams also publish literary magazines, electronic newsletters, and other publications during the year.

Home/School Communication

An important priority of the School District of Clayton is to establish an atmosphere of open communication between a child's home and those professional staff members closest to the child. Parent-teacher conferences are encouraged as early as possible when a concern becomes apparent. Under no circumstances should parents feel that honest concerns, openly expressed, will result in unfair reprimand, recrimination or penalty to a student.

Sharing Your Concerns About Clayton Schools

The School District of Clayton believes that positive two-way communication with members of the Clayton school community is a vital component to achieving the District's goals. The District is committed to providing an open environment for individuals to voice their complaints and concerns with the goal of providing parents and patrons with the opportunity to have their concerns addressed appropriately and in a timely manner. This page summarizes the steps that can be taken to ensure easy, consistent and effective communication for parents and staff whenever an issue arises in Clayton's schools. The District welcomes feedback regarding any Clayton staff member and any District or school activity, but asks individuals to respectfully follow the procedures outlined below when looking to resolve their concerns. Use the questions listed on this page as a way to help clarify your concern and guide you to the appropriate person with whom to share your thoughts.

What type of concern do I have?

Identifying the earliest point at which your concern began will give you an idea of where to begin.

- Classroom or Learning Situation (start with a teacher or principal)
- District Policy or Procedure (start with a District administrator)
- Curriculum Related (start with a principal or curriculum coordinator)
- Activities/Athletics (start with a coach or supervisor)
- Programs/Services (Kid Zone, food service, etc.) (start with the program's director)

Who is the best person to contact?

Identify the person who is closest to or most involved in your concern and start there. It is important that sharing a concern starts at the teacher/building/program level and progresses from that point. A typical progression, should you need to take your concern to each person's

immediate supervisor, could look something like this:

- Teacher/Coach/Counselor
- Principal/Athletic Director
- District Administrator (Assistant Superintendent or Director)
- Superintendent
- Board of Education

What do I need to do when I raise a concern?

Keep these steps in mind as you prepare to share a concern.

1. Contact the person closest to the problem or issue first.
2. Specifically state your concern or problem.
3. Provide suggestions or recommendations for resolution.
4. If you need to move on to someone else, keep track of whom you've previously approached, when you approached that person and his/her response.
5. Understand that if a concern is about a specific individual, the concern is nearly impossible to resolve without involving that person in the conversation.
6. Assume good will and be patient. Problems cannot always be solved as quickly as we would like. However, the District will work as expediently as it can to address any issue or concern.

What should you expect after you raise a concern?

- Your conversations will be treated with discretion.
- Your concern will be heard without fear of retribution.
- Your concern will be acknowledged within two to three working days.
- A formal response should take no longer than two weeks.
- If your issue cannot be resolved within a reasonable amount of time, the District will clearly outline a timeline for resolving your problem.

COUNSELING AND STUDENT SERVICES

The counselors are an important link to the success of our entire school. They are available to answer questions and advise students regarding academic and personal problems. Counselors are assigned by grade level and remain with that group of students throughout grades six through eight. If a student is having a problem, they should not try to solve it alone or assume that it's not important to anyone else. The Counseling Department secretary can assist students and parents with making an appointment with their counselor. No problem is too small or too big. Most importantly, get help with the problem. Talk to a counselor, a classroom teacher, or any adult. Everyone at Wydown cares about you!

DETENTION

Detentions may be assigned for tardiness or inappropriate behavior. Students and parents will be informed of the date, location, and time of the detention. Students are expected to serve their detentions on the assigned date and time. To assure that time in detention is productive, students must be on time, be quiet, have schoolwork to do, stay seated, stay on task, and follow all rules or another detention(s) will be assigned. All school rules apply to detentions. If a detention is missed, it must be made up or time will be doubled. Continued

failure to serve detention will result in alternative instructional support (AIS). Students with a valid reason for not attending a detention the day it is due must make arrangements with the assigning teacher or administrator prior to the time the detention is to be served.

DISCIPLINE

Faculty and staff will create an atmosphere where learning can take place. To accomplish this goal certain guidelines must be followed. If necessary, teachers will contact a parent, remove a student from class, and/or assign a consequence. No student has the right to distract or keep others from learning. At times it is necessary to refer a student to a building administrator for unacceptable behavior. The following examples are categories of behavioral decisions that are not acceptable.

The categories of discipline include the following:

Level I: Minor misbehavior on the part of a student, which impedes orderly classroom procedures and interferes with the orderly operation of the school or illustrates disrespect for others. **(Examples: classroom disturbances, tardiness, disrespect for others/property, play fighting.)**

Level II: Misbehavior whose frequency or seriousness tends to disrupt the learning environment of the school or illustrates disrespect for others. **(Examples: continuation of a Level I behavior, cutting class, using forged notes or excuses, truancy, cheating and plagiarism – see Academic Integrity statement on page 4.)**

Level III: Acts directed against persons or property and whose consequences endanger the health or safety of others in the school. **(Examples: continuation of a Level II behavior, fighting, possession/use of unauthorized substances, smoking or other tobacco use, stealing.)**

Level IV: Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. **(Examples: continuation of a Level III behavior, possession/use/transfer of dangerous weapons, furnish/selling/possession of drugs, tobacco, alcohol or other illegal substances, vandalism, assault/battery, theft/possession/sale of stolen property.)**

Consequences for inappropriate behavior include, but are not limited to:

- verbal reprimand/conference with the student
- assignment to alternative lunchroom
- parent contact
- parent conference
- after school detention
- change of class schedule
- probation (restriction from activities, buses)
- homebound instruction
- counseling
- referral to appropriate authorities
- alternative instructional support (AIS) [restriction from school activities]
- out-of-school suspension (OSS) [restriction from school activities]
- expulsion

Please note: any students receiving an in-school suspension or an out-of-school suspension will be prohibited from attending any school function on the days of the suspension. This includes before- and after-school activities, evening performances, and field trips.

DRESS

It is our commitment to maintain an environment at Wydown that is safe and conducive to learning. The way our students dress for school is an important part of our environment. Our expectation is that students take pride in their personal appearance. Clothing should be worn that promotes a comfortable and professional environment for themselves, their classmates, and their teachers.

- Shoes (footwear) must be worn. Some classes require alternate footwear.
- Head coverings are not to be worn in the building except for religious or medical reasons.
- Clothing/adornments advertising alcoholic beverages, drugs, cigarettes, displaying weapons or symbols of violence, and/or with sexually suggestive messages are prohibited at school and/or school sponsored events/functions.
- Clothing should cover the mid-section and not reveal too much of the leg, shoulder, chest, or back area. Undergarments should not be visible.

Students in violation of the dress code will be sent to the counseling suite to receive appropriate clothing to wear for the remainder of the day. Parents may be contacted and asked to bring alternate clothing to school for their child.

DRUGS, TOBACCO AND ALCOHOL

Wydown is committed to the prevention of drug, tobacco and alcohol abuse. If a student has concerns or senses problems in these areas, Wydown is ready to assist the student and his/her family to seek appropriate care and help.

No student will aid, abet, assist, or conceal the possession, consumption, purchase or distribution of any alcoholic beverage, other intoxicant, or e-cigarette by another student or students.

Possession, Use or Transfer of Drugs/Alcohol:

- Bringing drugs, alcoholic beverages or intoxicants of any kind into school buildings or onto school grounds or to school sponsored activities by students is prohibited.
- Possession of drugs, alcoholic beverages or intoxicants of any kind by student on their person or in lockers, vehicles or any other place in school buildings, on school grounds or at school sponsored activities is prohibited.
- Distribution or consumption of drugs, alcoholic beverages or intoxicants of any kind by students in school buildings, on school grounds or at school-sponsored activities is prohibited.
- Employees observing persons using, selling and/or possessing drugs, alcoholic beverages or intoxicants of any kind on school property or at school-sponsored activities will immediately inform the school principal or his/her designee. Any student violating this policy will be subject to disciplinary action, the nature and extent of which will be determined by the administration. Disciplinary action could include suspension or expulsion and any other

applicable provision of the law. Strict compliance with this policy is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

Education on the danger of drugs, including tobacco and alcohol, is a means of preventing such abuse and is provided for K-12 students. In addition, every effort is made to provide students currently using tobacco/alcohol/drugs the information necessary to change their behavior. The objective of this policy is not to punish or judge a student involved with tobacco/alcohol/drugs but rather to prevent the use of such substances. As an educational institution, not a punitive or rehabilitative institution, this policy is intended to protect students, including non-using students. We also must ensure that our schools do not become marketplaces for tobacco, alcohol and other drugs.

Consequences Of Abuse: Referral for Therapy with Parental Involvement -

- Any case of suspected drug/alcohol abuse is to be referred confidentially through the principal's office to the medical and the counseling staff. In cases of suspicion, the counselor and medical staff will obtain confidential information from other staff members as to the student's classroom behavior and general health. If, in their judgment, that student has been exhibiting symptoms commonly associated with drug/alcohol abuse, the school principal will be advised. The parents will be informed of the observed symptoms, and accordingly encouraged to schedule a physical examination with the family physician. The school will make follow-up contact with the parents within two weeks. If the symptoms continue, a hearing will be held as determined by the superintendent's office, which could result in suspension or recommendation for expulsion.

- In a case of self-admission of drug/alcohol abuse to any member of the staff, the assumption will be that the student is seeking help, and the primary aim of the school will be to aid the student. With the knowledge of the student, the principal will be notified and the medical and counseling staff will be involved. The school will recommend to parents that a referral be made to an appropriate medical and/or social agency.

- If a student appears to be seriously impaired, the local police / ambulance will be summoned immediately and the student will be taken to the hospital designated by the district. The parents will be notified immediately of the action taken.

Penalties for Violation:

I. First Violation

- * Parents and the police department will be notified.

- * A student who initially violates this regulation will be dealt with on an individual basis by the principal. The principal is empowered to impose or recommend sanctions including but not limited to:

- a. assignment of after-school detention or school service
- b. removal from extra-curricular activities
- c. suspension
- d. expulsion

The principal may set other conditions that take into account the circumstances of the case and the needs of the individual student involved, as well as the general welfare of the student body.

II. Second and Subsequent Violations

- * Parents and the police department will be notified.
- * The student will be suspended and required to:
 - a. Provide the principal with a medical evaluation report, including findings and recommendations on the student's physical and emotional condition as they relate to drugs, alcoholic beverages or intoxicants of any kind;
 - b. Meet with his/her parent or guardian and the principal and agree to abide by the recommendations of the medical evaluation.

The principal may set other conditions that take into account the circumstances of the case and the needs of the individual student involved, as well as the general welfare of the student body.

* If the parent/guardian or the student fails to abide by the conditions governing the resumption of the student's education, the superintendent may suspend the student for or institute expulsion proceedings.

- * Expulsion will be considered at the second violation.

Tobacco Use:

The City of Clayton Municipal Ordinance strictly prohibits the possession and use of tobacco products:

- * Possession of tobacco products of any kind by students on their person or in lockers, vehicles or any other place in school buildings, on school grounds, or at school sponsored activities is prohibited.
- * Employees observing persons using and/or possessing tobacco products of any kind on school property or at school-sponsored activities will report said person to the school principal or his/her designee.
- * A student who violates the district's tobacco use policy and the City's ordinance will be dealt with on an individual basis by the principal. The principal is empowered to impose or recommend sanctions including but not limited to:
 - a. seizing the tobacco product
 - b. calling parents
 - c. removal from extracurricular activities
 - d. assignment to after-school detention or school service
 - e. calling the police
 - f. recommendation of enrollment in stop-smoking programs

Referral for Therapy for Tobacco Use:

The School District of Clayton seeks to be supportive of students who are using tobacco and wish to quit. Students who wish assistance are invited to see their counselor or the principal. Stop-smoking programs will be arranged for these students.

ELECTRONIC DEVICES AND OTHER VALUABLES

Cell phones and other electronic devices may not be used by students during the school day, unless specifically used as part of instruction and directed by the teacher. Unnecessary electronics, such as cell phones and iPods, must be stored in the student's backpack during the day, and only taken out if instructed to do so by staff. Students are not allowed to take photos

or videos without teacher permission. If a student is using their electronic device/cell phone without staff permission, they will be asked to put it in their backpack. If there is a second offense, the device will be held in the main office until the end of the school day. If it continues to be an issue, Wydown administration will work with the student's family to find a solution. Any item brought to school must have the student's name engraved or written in permanent ink. We are not responsible for lost or stolen electronics that are brought to school. If you need to get in touch with your student during the school day, you are welcome to contact the main office at 314-854-6400 and the message will be delivered to your student.

EMERGENCY PROCEDURES

Emergency procedures must be taken seriously and will be discussed and posted in each room. Please listen carefully. Regularly scheduled fire, tornado, intruder and earthquake drills are held. Everyone should react as calmly as possible should any emergency arise and move quickly and quietly to designated areas.

EXTENDED ABSENCE

There may be times when an extended absence is necessary. Parents must notify the school in writing of the absence to allow for adequate advance work to be prepared and arrangements made for the student's return to school.

FOOD, CANDY, DRINK AND GUM IN CLASS

Food, candy, and drinks may be brought to school for lunch, approved special projects with a teacher or snacks for students who have early/late lunches. All food brought into the building must adhere to the district allergy policy as well as public health policies. Gum and water bottles are allowed in classes at the discretion of classroom teachers.

HARASSMENT AND BULLYING

Wydown is committed to providing a working and learning environment free from intimidating, hostile, or offensive behavior. Verbal, physical and/or sexual harassment is strictly prohibited in The School District of Clayton. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature by anyone--employees, students or others. This includes overt and subtle acts that include but is not limited to: uninvited letters, telephone calls/text messages, photos, looks, gestures, touching, teasing, jokes, remarks and questions of a sexual nature.

Administration has the direct responsibility of preventing harassment. Individuals who witness or experience harassment shall immediately notify the proper authority. For students, that authority is the teacher of the class where it occurred or the principal. If the offender is that person, the next level administrator is informed. The teacher or administrator receiving such a complaint shall discreetly investigate the allegation, including an interview with the accused person. A written report will be filed and, if necessary, appropriate authorities notified.

Bullying is a serious offense at Wydown. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another

individual or group of individuals. Students who feel they have been bullied should notify an adult immediately. All allegations of bullying will be addressed promptly. Conferencing with a counselor and an administrator is always the first step, but repeated offenses will result in suspensions.

To help students understand the term bullying, the Wydown staff developed the following definitions:

- When someone says or does something unintentionally hurtful and they do it once, that's RUDE.
- When someone says or does something intentionally hurtful and they do it once, that's MEAN
- When someone says or does something intentionally hurtful and they keep doing it-even when you tell them to stop or show them that you are upset-that's BULLYING

HOMEWORK, HOMEWORK "LINKS" AND THE WYDOWN PLANNER

Students absent for one day should check www.claytonschoools.net/wms for homework links to teacher and team web pages, call their classmates and check with their teachers upon their return. For longer absences, a parent may call before 9:30 A.M. of the second day for assignments. Assignments and materials will be available for pickup in the office by the end of the school day.

A positive homework attitude is a key to success! You should expect to have homework every day. Therefore, organization is a must! This is particularly true on long-term assignments where planning is very important. The Wydown Planner allows space for recording daily and long-range assignments. Teachers will present specific lessons on how to effectively use the planner during the first weeks of school and periodically review the use of the planner. Students are expected to use their planner daily.

INSURANCE

The Clayton Board of Education does not provide accident insurance for students. Students may, however, participate in a voluntary insurance program. A school insurance application is mailed home in the summer. Proof of insurance is required to attend 6th Grade Camp and other overnight field trips.

LOCKERS

Most students at WMS carry their belongings in their backpacks. Should a student need a locker, parents should request a locker with the school. If students wish to use a lock, they must use a lock provided by the school. Combinations are **not** to be shared with anyone. Students are responsible for returning the lock at the end of the year. A fine will be issued for any lost lock, and the fine must be paid before a new lock will be issued.

LOST AND FOUND

If a student loses a valuable object, it should be reported immediately to the office. We do

everything possible to safeguard private property, but cannot be held responsible for lost items.

The lost and found items are located in Main Street as well as in team areas, and they are available for students to reclaim at any time. Unclaimed items are donated at winter break, spring break, and the end of the school year.

NURSE, CLINIC AND MEDICATION

A nurse is on duty during school hours. A pass signed by their current teacher is required for admission to the clinic for non-emergency issues, unless otherwise directed by staff. Students should not report to the clinic between classes unless for an emergency. It is very important that the teacher is aware when a student is in the nurse's office. The nurse should be consulted if any type of health problem occurs that may affect participation in school programs. If it becomes necessary for a student to go home, the nurse will call the parent and handle procedures for checking the student out of school. **No student will be sent home due to illness without the assessment and consent of the nurse.**

All medications, including over-the-counter drugs, for students must be kept in the clinic. The only exceptions to this rule are inhalers and Epi-Pens. After the submission of written parental consent, a student may carry these medications with them. A parent permission form is required for all medication to be taken at school.

An accurate Emergency Information and Parent Consent Form is vital to the care and well-being of our students. Parents must immediately notify the office of any changes.

PARTICIPATION IN PHYSICAL EDUCATION

A physician's note is required for temporary dismissal from physical education classes due to illness or injury. These should be obtained prior to 8:30 A.M. from the nurse. Requests from a parent/guardian to excuse a child from participating in physical activities will be honored for one week. A longer time requires a doctor's note. These notes are turned in at the nurse's office before school and exchanged for a school activity excuse note. Even though a student may have an excuse, they should attend P.E. daily and participate by helping keep score or assisting the teachers.

In order to cultivate and promote an enjoyable experience for all students, changing for PE is optional. You are expected to wear athletic shoes each day, and clothes that make you feel safe and comfortable while participating in various physical activities.

REPORT CARDS AND PROGRESS REPORTS

Parents are encouraged to regularly access their child's grades on-line through PowerSchool. Passwords are provided. Grades are kept current on PowerSchool and can be accessed anytime. At the end of each quarter, report cards are made available in PowerSchool. This end-of-quarter report indicates grades for the ten-week reporting period.

Academic grades include A, B, C, D, and F. Factors of "+" and "-" may be added to quarter grades of A, B, C, and D. Each teacher's expectation/grading procedures are explained thoroughly to the students in advance of any scheduled grade/progress report.

Help Sessions: Teachers may offer help sessions periodically after school from 3:15 - 4:15 P.M. These sessions provide opportunities for students to ask questions, clarify confusing concepts, and to become more organized.

STUDENT COUNCIL

Student Council is open to all students interested in working with their peers on school events as well as community service opportunities. Student Council meets weekly throughout most of the year. Traditionally the Student Council sponsors 1-2 dances per year for Wydown students. Guests are not permitted to attend. Students must be picked up promptly at the end of dances or other events.

STUDENT RIGHTS AND RESPONSIBILITIES

At Wydown, respecting the **rights** of others and taking on **responsibilities** to help each other is an expectation. Generally, it is expected that everyone's safety will be provided for, all property will be respected, and an atmosphere for productive learning will be ensured.

Trust and Common Sense: Students are expected to be well behaved, make wise decisions, and be trusted to work in a positive manner. Our goal is to prevent problems before they occur.

VISITOR MANAGEMENT SYSTEM

Student safety is our top priority throughout the School District of Clayton. In the interest of student and staff safety, the District uses a visitor management system to check in all visitors to our buildings. It allows schools and buildings to produce visitor badges and electronically check all visitors against registered sex offender databases. All visitors will need to show a photo ID each time they enter a building. Visitors will receive a printed visitor badge to wear that includes a photo, their name, time, date, destination and purpose of visit. Thank you in advance for helping us use this extra step to keep our schools safe.

WEAPONS IN SCHOOL

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim or any instrument or device used to inflict physical injury or harm to another person. Violators of this policy will be referred to the appropriate legal authorities and will be subject to suspension and/or expulsion from school. In accordance with federal law, any student who brings or possesses a firearm on school property will be suspended from school for at least one calendar year and will be referred to the appropriate legal authorities. The suspension may be modified on a case-by-case basis, upon recommendation by the Superintendent to the Board of Education.