

WYDOWN

MIDDLE SCHOOL

STUDENT HANDBOOK

2019-2020

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Name _____

Wydown Middle School Code of Conduct

I will treat everyone with courtesy and respect

I will treat personal and school property with respect

I will create and maintain a positive and safe learning environment

I will come to school on time and be prepared for learning

I will act responsibly and accept consequences for my actions

I will help everyone in this school feel capable, connected and contributing

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The Wydown Middle School Handbook 2019-2020

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, commonly referred to as the MAP tests. 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. 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 form 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 following after-school resources are available to students for academic support until 4:15 P.M.:

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 grade level counselor for times and days.

Open Computer Lab is offered Monday, Tuesday, Wednesday, and Thursday.

The Library-Media Center / Information Commons is open and supervised for students *before school* starting at 7:30 A.M. *During school*, students may enter the library with a pass signed by the sending teacher.

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. Brochures describing all of these opportunities are 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. This includes after-school clubs, evening performances, and field trips. Please note that adult supervision at Wydown ends at 4:30pm.

ARRIVAL/DISMISSAL TIMES

Students should arrive at school no later than 8:00 A.M. Students arriving prior to 8:00 A.M. should report directly to the cafeteria. Basketball is available on certain days in the gym from 7:45 to 8:00 A.M. Students proceed to their lockers and team areas at 8:10 A.M. Please note that the doors of Wydown Middle School do not open until 7:30am.

At 8:10 A.M. students proceed to class. School begins promptly at 8:15 A.M. **Students tardy three times in one quarter (excused or unexcused) will serve a lunch detention.**

Classes end at 3:13 P.M. After school, supervised activities begin no later than 3:20 P.M. Students not participating in a supervised activity will leave school directly after classes. Most after-school activities end at 4:15 P.M. **Students must have permission from a teacher, coach or sponsor to participate in after-school activities.** Students waiting for a ride that are not in an after-school activity must report to the designated area. Students still in the building at 4:25 P.M. will report to the main office.

ASSEMBLIES AND FIELD TRIPS

There will be times when an individual team, grade level, class, or group may have an assembly. Homeroom 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: INTRAMURALS/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 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. Students will receive Clubs, Sports, & Activities handbook the third week of school with more details.

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. Even as children grow older and become more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

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 academically. Regular, timely school attendance is an important part of ensuring an optimal learning experience. School attendance also supports healthy social and emotional development.

Your child is less likely to succeed if he or she is 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:

The school day begins at 8:15 am. If your child arrives after 8:15 am, he or she 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 school office to report this. If no phone call is made, the tardy is considered "unexcused". Once

a student has accumulated three unexcused tardies, the student will be assigned lunch detention. At five unexcused tardies, the student would be referred to the office.

School Absences:

The Department of Elementary and Secondary Education of the State of Missouri requires that students are present at school a minimum of 90% of the time. When this does not happen, students miss out on valuable learning opportunities, learning that often cannot be replicated. It is understandable that students may need to miss school due to medical appointments, family emergencies, student illness, religious holidays or events, funerals, and school-sponsored activities. Communication and documentation are key in helping the school maintain an accurate attendance record.

- **Medical Appointments:**

In an effort to reduce time out of school, parents are asked to schedule medical appointments outside of the school day. However, there are times when this won't be possible. In these instances, please provide a doctor's note to the school office within three days of the appointment. It is good practice to maintain a copy for your records. If this note is not received, your child's attendance record will reflect "AU" Absence Unexcused.

- **Unexcused Absences:**

- For each absence (excused/unexcused), a call will be made to the home the day of the absence to alert a parent or guardian
- At three absences, a letter will be sent home, noting concern for your child's school attendance. Your child will also be referred to the School Counselor.
- At five absences, a **2nd** letter will be sent, noting concern for your child's school attendance. Your child's School Counselor or Administrator will make a referral to a District Social Worker. The Social Worker will contact the family to schedule an Attendance Intervention Planning meeting. The goal of this meeting will be to work together to develop a plan to help the student improve school attendance. Follow-up meetings will be scheduled, as needed.
- At ten absences, a **3rd** letter will be sent, noting concern for your child's school attendance. Additionally, a referral to the MO Children's Division will be made, requesting their intervention.

Please note that the State of Missouri and the Department of Elementary and Secondary Education require that we closely monitor student attendance, up to and including a referral to the MO Children's Division, citing educational neglect. 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 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>

BICYCLES, SCOOTERS AND MORE

Students riding their bicycles to school should park and lock their bicycle on the rack provided. Scooters and skateboards may be placed in lockers or the main office. 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 will board buses by 3:20 P.M. A 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. Buses are scheduled approximately every 30 minutes. For more information, please contact 982-1400. Students should become familiar with their schedule. Students riding Bi-State buses should be aware that they represent Wydown and should 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.

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 remember to always be courteous and respectful to the cafeteria staff.
- Students may sit with their friends, but are encouraged to include those students sitting alone.
- 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 proceed to the designated activity area or relax in the cafeteria until excused.
- Student 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 Overdrawn Student Meal Accounts:

1. 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.
2. 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.
NOTE: 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.
3. 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. The Food Service office should be contacted if there is any chance the student may be eligible for free or reduced-price meals.
4. 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: return the required permission form, check and manage claytonschools.net email and Google Docs account regularly, 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 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 8:15 A.M. The announcements include all daily information about clubs, intramurals, and recreational events.
- Event information is available www.claytonschools.net.
- Announcements are also viewed on monitors during lunch.
- A school newsletter is published weekly and emailed to parents.
- A school yearbook is published annually that captures in pictures and words the memories of the school year.
- The core teams also publish literary magazines, electronic newsletters, and other publications during the year.

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 in an assigned seat, 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 1.)**

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, vandalism, furnish/selling/possession of drugs, tobacco, alcohol or other illegal substances, 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.
- Backpacks should be left in lockers and not brought into classrooms.

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:

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.

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:

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

Electronic devices may be allowed in class for educational purposes only, and at the discretion of the teacher. Students are not allowed to take photos or videos without teacher permission. Any item brought to school must have the student's name engraved or written in permanent ink. Unnecessary electronics, such as cell phones and iPods, must be stored in the student's locker for the day. Book bags should also be kept in lockers during the school day. We are not responsible for lost or stolen electronics that are brought to school.

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 students 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. 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.claytonschools.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

Students are expected to keep their locker clean and orderly. Locker clean-outs are held periodically throughout the year. Mirrors, shelves, or appropriate pictures placed in lockers must be able to be removed cleanly and easily. Students are provided a lock and combinations are **not** to be shared with anyone. **Students must use the lock provided by the school.** Students must pay for a lost lock before a new lock will be issued. Students are responsible for returning this lock at the end of the year. Teachers are available for assistance in opening a lock if needed. If a locker should jam between classes, the student should proceed to their next class and ask the teacher to contact someone for help.

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 and available for students to reclaim at any time.

Unclaimed items are donated throughout the 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. 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 8:15 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.

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 3:20 - 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. Officers are elected each spring and hold office the following year. **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 ID CARDS AND LUNCH

Students are issued an ID card that has the student ID number printed on it. This student ID number is used to purchase lunch. Money may be deposited at the registers or online at www.myschoolbucks.com (view District website for details). Parents can go to www.myschoolbucks.com to check or adjust their child's lunch balance and view purchase history.

Students are notified if their balance is under \$10.00 to assure that no debt is incurred. Students without credit on their lunch card may choose a sandwich and drink.

If a card is lost the first replacement is free. Additional replacement cards will cost \$5.00 for the second, \$10.00 for the third, etc. The administration should be notified immediately of a lost card. Students should not loan their card or charge others' lunches to their account. Students may not use anyone else's Student ID number to purchase lunch. A full lunch is sold daily in the cafeteria as well as an assortment of a la carte items and drinks.

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 insured.

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.

VISITORS

Out-of-town visitors may accompany students with prior permission from a building administrator and all classroom teachers. This request must be in writing by the parent at least one day in advance. All visitors must sign in at the office upon arrival and must stay with their host student. Students from local schools may not visit or attend classes during the school day.

Visitors are not permitted before holidays or the week before school is out. Some situations may also cause a denial in the request. Visitors are only permitted at public after-school or evening school functions, such as concerts and plays.

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.