



## Student Handbook

*As a part of the Webster Groves School District community, the mission of Hixson Middle School is to develop confident, responsible citizens of strong character who value learning and diversity and who can realize their aspirations and contribute to a changing world.*

**HIXSON MIDDLE SCHOOL**

630 S. Elm Avenue

Webster Groves, MO 63119

Phone: (314) 963-6450

Fax: (314) 918-4624

Visit us at <https://www.webster.k12.mo.us/Page/6258>

Follow us on Facebook: Hixson Middle School

Follow us on Instagram: @hixsonmiddleschool

<b>Webster Groves School District Administration</b>			
Name	Role	Phone	Email
Dr. John Simpson	Superintendent	314-961-1233	simpson.john@wgmail.org
Dr. Jason Adams	Assistant Superintendent - Learning	314-961-1233	adams.jason@wgmail.org
Dr. Sandy Wiley Skinner	Assistant Superintendent - Human Resources	314-961-1233	wileyskinner.sandy@wgmail.org
Pam Frazier	Chief Financial Officer	314-961-1233	frazier.pam@wgmail.org
Tina Clark-Scott	Director of Student Services	314-918-4378	scott.tina@wgmail.org
Shantay Wakefield	Director of Special Education	314-989-8277	wakefield.shantay@wgmail.org
Derek Duncan	Director of Communications	314-961-1233	duncan.derek@wgmail.org

<b>Webster Groves School District Board of Education</b>			
Name	Role	Phone	Email
Jo Doll	President	314-918-7753	doll.jo@wgmail.org
Christine Keller	Vice President	314-372-1046	keller.christine@wgmail.org
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Alex Kahn	Director	314-606-3137	kahn.alex@wgmail.org
Kita Quinn	Director	314-308-0807	quinn.kita@wgmail.org
Tara Scheer	Director	314-391-9106	scheer.tara@wgmail.org
Allen Todd	Director	314-803-2181	todd.allen@wgmail.org

**WGSD Central Office**  
 400 East Lockwood Avenue  
 Webster Groves, MO 63119  
 314-961-1233

*The Webster Groves School District community is committed to the academic and personal success for every student.*

## WEBSTER GROVES SCHOOL DISTRICT EQUITY RESOLUTION

In 2001, the Webster Groves School District created a resolution which acknowledged historic discrepancies in learning and performance among groups of children in its schools and resolved to eliminate those discrepancies by working together with others. While progress has been made, disparities still exist. The following proclamation is written to declare the district's commitment to creating a safe, nurturing, and supportive culture and environment where everyone feels valued for who he or she is and where discrepancies in learning and performance among groups are no longer found.

**WHEREAS**, the Webster Groves School District's commitment to equity and justice will be consistently expressed in words and actions.

**WHEREAS**, we recognize the importance of understanding the aspects of our district community's history which were especially unjust and inequitable for people of color, and the effect they still have on all children and families today.

**WHEREAS**, we believe in the dignity and worth of every person regardless of his or her race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.

**WHEREAS**, the mission of the district is to ensure "academic and personal success" for every child.

**WHEREAS**, the core values of the district include diversity, individuality, community, and courage.

**WHEREAS**, we believe in fostering equity, justice, acceptance, dignity and equal rights for all children and adults.

**WHEREAS**, we strive to remove social, cultural and educational barriers that members of our district community may experience through learning, advocacy, and community partnerships.

**WHEREAS**, we believe we must directly confront issues of bias and social injustice in order to eliminate the inequitable practices and unsafe environments these issues create for everyone.

**THEREFORE, BE IT RESOLVED**, the Webster Groves School District Board of Education on this date May 31, 2017, affirms its commitment to lead efforts to advance a culture of equity and justice leading to better lives for all, including but not limited to the elimination of disparities which exist across groups of children in this school district.

## ANTI-BIAS ANTI-RACISM POLICY

The Webster Groves School District (WGSD) rejects all forms of racism and bias as destructive to the district's mission, vision, values and goals. The district is committed to the following principles: (1) Establishing and sustaining a school district community that shares the collective responsibility and is held accountable to address, eliminate and prevent actions, decisions and outcomes that result from and perpetuate racism and bias; (2) Cultivating the unique gifts, talents and interests of every student; (3) Eliminating inequitable practices to end the predictive value of social or cultural factors such as race, socioeconomic status or gender on student success; (4) Respecting and validating diversity; and (5) Acknowledging that racism and biases are often compounded by other forms of discrimination including, but not limited to, those protective classes referenced in policy AC, which prohibits discrimination or harassment based upon any characteristics protected by law. All WGSD staff members and students are responsible for being in compliance with this policy and actively participating in all related programs, professional learning, activities, etc. The WGSD will not tolerate any racist or biased acts. Students or staff committing such acts will be disciplined in accordance with applicable district policies and will be provided with training. The complete district policy is available on the district website [www.webster.k12.mo.us](http://www.webster.k12.mo.us).

## HIXSON BUILDING CONTACT INFORMATION

<b>Administration</b>			
<b>Name</b>	<b>Role</b>	<b>Phone</b>	<b>Email</b>
Dr. Shenita Mayes	Principal	314-918-4551	mayes.shenita@wgmail.org
Mr. Mike Hazelton	6th Grade-Level Principal	314-918-4552	hazelton.mike@wgmail.org
Dr. Aimee Vogt	7th Grade-Level Principal	314-918-4567	vogt.aimee@wgmail.org
Mr. Jeff Atterberry	8 <sup>th</sup> Grade-Level Principal	314-918-4661	atterberry.jeff@wgmail.org
Dr. Stephanie Berry	SSD Area Coordinator	314-963-6450	berry.stephanie@wgmail.org

<b>Student Services</b>			
<b>Name</b>	<b>Role</b>	<b>Phone</b>	<b>Email</b>
Mrs. Sarah Bodi	Building-Level Counselor	314-918-4555	bodi.sarah@wgmail.org
Mrs. Emily Bardot	6th Grade-Level Counselor	314-918-4553	bardot.emily@wgmail.org
Mrs. Constance West	7th Grade-Level Counselor	314-918-4554	west.constance@wgmail.org
Ms. Lynne Reif	8 <sup>th</sup> Grade-Level Counselor	314-918-4252	reif.lynne@wgmail.org
Mrs. Earline Banks	School Registrar	314-918-4556	banks.earline@wgmail.org
Mrs. Laurie Forsythe	Counseling Assistant	314-963-6450	forsythe.laurie@wgmail.org
Mrs. Amy Hensley	School Nurse	314-918-4559	hensley.amy@wgmail.org
Ofc. Cameron McCullough	School Resource Officer	314-918-4680	mccullough.cameron@wgmail.org

<b>Front Office Staff</b>			
<b>Name</b>	<b>Role</b>	<b>Phone</b>	<b>Email</b>
Ms. Sarah Magruder	Administrative Assistant to the Principal	314-918-4557	magruder.sarah@wgmail.org
Ms. Nikita Hicks	Building Secretary	314-918-4550	hicks.nikita@wgmail.org
Mrs. Kelley Ramay	Building Secretary	314-918-4550	ramay.kelley@wgmail.org

## HIXSON MIDDLE SCHOOL DAILY SCHEDULE

6th Grade	7th Grade	8th Grade
1st Period: 8:25 - 9:12	1st Period: 8:25 - 9:12	1st Period: 8:25 - 9:12
2nd Period: 9:16 - 10:03	2nd Period: 9:16 - 10:03	2nd Period: 9:16 - 10:03
3rd Period: 10:07 - 10:54	3rd Period: 10:07 - 10:54	3rd Period: 10:07 - 10:54
<b>Lunch: 10:58 - 11:28</b>	4th Period: 10:58 - 11:45	4th Period: 10:58 - 11:45
4th Period: 11:32 - 12:19	<b>Lunch: 11:49 - 12:19</b>	5th Period: 11:49 - 12:36
5th Period: 12:23 - 1:10	5th Period: 12:23 - 1:10	<b>Lunch: 12:40 - 1:10</b>
6th Period: 1:14 - 1:43 (Statesmen Time)	6th Period: 1:14 - 1:43 (Statesmen Time)	6th Period: 1:14 - 1:43 (Statesmen Time)
7th Period: 1:47 - 2:34	7th Period: 1:47 - 2:34	7th Period: 1:47 - 2:34
8th Period: 2:38 - 3:25	8th Period: 2:38 - 3:25	8th Period: 2:38 - 3:25
<b>After-School Activities Period: 3:35-4:20 on Tuesdays, Wednesdays, and Thursdays</b>		

## LATE START SCHEDULE

6th Grade	7th Grade	8th Grade
1st Period: 9:40-10:21	1st Period: 9:40-10:21	1st Period: 9:40-10:21
2nd Period: 10:25-11:06	2nd Period: 10:25-11:06	2nd Period: 10:25-11:06
3rd Period: 11:10-11:51	3rd Period: 11:10-11:51	3rd Period: 11:10-11:51
<b>Lunch: 11:55-12:25</b>	4th Period: 11:55-12:36	4th Period: 11:55-12:36
4th Period: 12:29-1:10	<b>Lunch: 12:40-1:10</b>	5th Period: 12:40-1:21
5th Period: 1:14-1:55	5th Period: 1:14-1:55	<b>Lunch: 1:25-1:55</b>
7th Period: 1:59-2:40	7th Period: 1:59-2:40	7th Period: 1:59-2:40
8th Period: 2:44-3:25	8th Period: 2:44-3:25	8th Period: 2:44-3:25

## EARLY DISMISSAL SCHEDULE

*No lunches, Statesman Time (6th period), or after-school activities take place on these days.*

<b>1st Period: 8:25 - 8:57</b>
<b>2nd Period: 9:01 - 9:33</b>
<b>3rd Period: 9:37 - 10:09</b>
<b>4th Period: 10:13 - 10:45</b>
<b>5th Period: 10:49 - 11:21</b>
<b>7th Period: 11:24 - 11:56</b>
<b>8th Period: 11:59 - 12:32</b>

## GENERAL INFORMATION

<p><b>After-School Activities and Help Sessions</b></p>	<p>Students are encouraged to participate in after-school activities and after-school help sessions on Tuesdays, Wednesdays, and Thursdays. Car riders, walkers and bike riders will be dismissed at 3:25 and bus riders at 3:30 and should arrive no later than 3:35 to their designated after school activity, help session, or assigned after school detention classroom.</p> <p>Students must remain in the activity for which they signed up.</p> <p><b>Students must leave campus at 4:20 pm when after school activities have ended.</b> If you are unable to promptly pick-up your child at 4:20, please make alternate arrangements for your child. The Webster Rec Center next door to Hixson is a great place for students to participate in activities after 4:20. Your timely pick up of your student is critical to his or her safety as we have limited supervision once activities and events are over.</p>
<p><b>Arrival</b></p>	<p><b>Students should not arrive at school prior to 8:05 am.</b> The building doors remain locked until 8:05 am. Students arriving between 8:05 am and 8:20 am, should enter the building through the main office doors, cafeteria doors, or the Student Services (circle drive) doors and report directly to their designated morning meeting locations.</p> <p>6th grade should report to the auditorium          7th grade should report to the Old Gym (Gym A)          8th grade should report to the New Gym (Gym B)</p> <p>Students will be dismissed from these locations to go to their lockers, if needed, and then onto their first periods.</p> <p>Students arriving between 8:20 am and 8:25 am should go directly to their lockers, if needed, and then onto their first period class.</p> <p>Students arriving after 8:25 am should enter through the Main Office doors to receive a pass and then go directly to their lockers, if needed, and then onto the first period.</p>
<p><b>Attendance Reporting</b></p>	<p><b>How do I report attendance?</b></p> <ul style="list-style-type: none"> <li>● You can email <a href="mailto:hixson.attendance@wgmail.org">hixson.attendance@wgmail.org</a> to report an absence, early dismissal, and/or late arrival.</li> <li>● You can call 314-963-6450 to report an absence, early dismissal, and/or late arrival. Please follow the prompts to get to the correct person.</li> </ul> <p><b>To whom should I report my child's attendance?</b></p> <ul style="list-style-type: none"> <li>● Students with a last name that starts with <b>A-M</b> will report absences, early dismissals, and/or late arrivals to Mrs. Ramay.</li> <li>● Students with a last name that starts with <b>L-Z</b> will report absences, early dismissals, and/or late arrivals to Ms. Hicks.</li> </ul> <p><b>Late Arrivals</b></p> <ul style="list-style-type: none"> <li>● Parents should not enter the building to sign their student in.</li> <li>● Park in front of the Main Entrance in front of the Library.</li> <li>● Your student should enter the building and come to the Main Office to sign in.</li> <li>● After signing in, your student will be given a pass to class.</li> </ul>

	<p><b>Early Dismissals</b></p> <ul style="list-style-type: none"> <li>● Please let us know as early as you possibly can if you need to pick your student up early. This will give us plenty of time to locate your student and get them out to your car. If you wait until the last minute, then please expect to wait 15 minutes or possibly more for us to locate your student and get them outside to your car.</li> <li>● If you need to pick your student up early, please do so by 2:50 pm. Any early dismissal request made after 2:50 pm will be asked to wait until 3:25 pm. <b>Early dismissal processes are not to be used to get ahead of the regular dismissal traffic.</b></li> <li>● Parents should not enter the building to sign their student out.</li> <li>● Park in front of the Main Entrance in front of the Library.</li> <li>● Call us at 314-963-6450 and follow the prompts to get to the correct administrative assistant according to your last name.</li> <li>● Your student will be called to the Main Office, and if you gave us plenty of notice, then your student will already be waiting for you.</li> <li>● Your student will sign out on a Chromebook, exit the Main Office, and walk out to your car.</li> <li>● Your student will not be dismissed to anyone who is not in SIS.</li> </ul>
<p><b>Attendance Standards</b></p>	<p>The following absences will be excused with a written note/phone call from the parent (BOE Policy JED):</p> <ul style="list-style-type: none"> <li>● Illness or injury that results in three or fewer days absent,</li> <li>● religious observances,</li> <li>● funerals (the principal may require other evidence as well), and</li> <li>● other appointments that cannot be scheduled outside of regular attendance hours.</li> </ul> <p>The following absences will be excused with documentation from a medical provider:</p> <ul style="list-style-type: none"> <li>● Illness or injury that results in more than three consecutive days of absence, and</li> <li>● medical appointments.</li> </ul> <p><b>All other absences and any absence not documented as described above will not be excused.</b></p> <p>The following intervention strategies and other actions may occur due to attendance violations:</p> <ol style="list-style-type: none"> <li>1. A phone call or email home if the school has not been contacted.</li> <li>2. A letter or call home after five (5) unexcused absences.</li> <li>3. A conference with the principal/counselor after eight (8) unexcused absences.</li> <li>4. A determination as to whether or not there is reason to suspect educational neglect after ten (10) unexcused absences. If educational neglect is suspected, the district will contact Children's Divisions.</li> </ol> <p>If a student reaches a combined total of 10-15 excused and unexcused absences, a letter will be sent home and a determination will be made as to whether or not there is reason to suspect educational neglect. If educational neglect is suspected, the district will contact the Children's Division.</p>

<p><b>Bags</b></p>	<p><b>Backpacks, large tote bags, duffel bags, and large coats should remain in student lockers until the end of the day.</b></p> <p>Students are only allowed to carry cinch sacks or bags that size or smaller (about 14.5" by 17"). Because of the nature of some classes, teachers or teams may decide that having bags in the classroom may be a danger to students during some activities (e.g. science labs); therefore, students should comply with these exceptions. However, if a student is carrying his or her own electronic device or a device issued by the school for use at school, an appropriately sized case may be carried for this purpose.</p>
<p><b>Bus Transportation</b></p>	<p>The Webster Groves School District provides transportation for those students who live over 3.5 miles from Hixson Middle School according to MapQuest.</p> <p>Students who live within 3.5 miles from Hixson Middle School may purchase bus passes from the office. Students who live within 3.5 miles must present their bus passes to the driver before boarding the bus. Students who do not have their bus passes may be refused a ride home.</p> <p>Students may not ride another student's bus or get off at another student's stop without written permission from a parent or guardian and approval from the front office. 24 hour notice is preferred.</p> <p>Students who are a part of the VICC Program receive transportation to and from school daily.</p>
<p><b>Cell Phone Policy</b></p>	<p>In order to protect instructional time and maintain a safe and orderly school environment, cell phones are not permitted to be used during the school day. Cell phones are only to be used before and after school. <b>Cell phones should be powered off and stored in lockers before students arrive to their first period class until the end of the school day. Students should not have their cell phone in their bags or on their person. Hixson Middle School is not responsible for lost and/or stolen cell phones that are brought to school.</b></p> <p>Unapproved or inappropriate use of cell phones will result in a staff member collecting the phone and turning it into the main office. The cell phone will remain with the grade-level principal until a parent or guardian is able to pick it up.</p> <p>Students who need to make a phone call during the school day may request permission to use the phone in the main office or a classroom phone.</p>
<p><b>Communication</b></p>	<p>The school website is the best source of information and can be used to direct you to team websites, PTO, and other important school information.</p> <p>The principal sends a weekly newsletter called the Hixson Happenings to parents every Friday. The link to the newsletter will be emailed and posted on Facebook.</p> <p>Follow us on Instagram @hixsonmiddleschool and Facebook - Hixson Middle School.</p>



<p><b>Dismissal</b></p>	<p><b>Dismissal Times</b></p> <ul style="list-style-type: none"> <li>● 3:25 - Students riding a bike or picked up by a vehicle will be dismissed.</li> <li>● 3:30 - Students riding a bus or walking home or attending an after-school activity will be dismissed.</li> <li>● 3:35 (Tuesdays through Thursdays) - Students remaining on campus should be in an after-school activity or help session room.</li> <li>● 3:35 (Mondays and Fridays) - Students should have left campus by this time.</li> <li>● 4:20 (Tuesdays through Thursdays) - All students need to be off campus.</li> </ul> <p>When students are dismissed, they are expected to exit the building in an orderly and timely fashion. Those students attending an after-school activity should report to that activity immediately. Please make alternate arrangements for supervision for your child, should you not be able to arrange prompt transportation. Your timely pick up of your student is critical to his or her safety as we have limited supervision once activities and events are over.</p> <p><b>After-School Activities</b> After Labor Day, after-school activities will be offered until 4:20 pm on Tuesdays through Thursdays. An activity bus will be available to students participating in the VICC program. Students not riding the activity bus will need to be picked up or begin walking home when after-school activities end at 4:20 pm.</p> <p><b>Supervision</b> Hixson does not have an after-school supervision program like Adventure Club. Therefore, students should not remain on campus after 3:35 pm on Mondays and Fridays and 4:20 pm on Tuesdays through Thursdays. Students are encouraged to walk to the Rec Center if their transportation is not on time and be picked up at the Rec. We cannot have students unsupervised throughout the building in the late afternoons. It is a critical safety and security issue.</p>
<p><b>Early Dismissal</b></p>	<p>Students leaving early with a parent or guardian must sign out. Parents should pull up in front of the Main Office and call Mrs. Ramey, our building secretary, at 314-963-6450 so that she can call your student out of class and have to sign out. Parents do not need to enter the building to pick up their student. Students who are leaving early due to illness should also sign out in the Main Office.</p>
<p><b>Fines and Fees</b></p>	<p>Students may be assessed fines for damage to school-owned textbooks, library books, technology, and/or school property and may incur fees for overdrawn lunch accounts. Fines and fees must be paid before students can attend school-wide field trips and after-school events. Exceptions may be made at the discretion of the grade-level principal.</p>
<p><b>Electronic Devices</b></p>	<p>Students who choose not to utilize a school-issued device may bring a personal device. These devices should be used for classroom activities only, when appropriate, and when given permission by the teacher.</p> <p>Unapproved or inappropriate use of devices will result in a staff member collecting the device and turning it into the main office. The device will remain with the grade-level principal until a parent or guardian is able to pick it up.</p> <p><b>Hixson Middle School is not responsible for lost and/or stolen electronic devices that are brought to school.</b></p>

<b>Hallways</b>	Students should move through the hallways as efficiently as possible, using appropriate speed and volume levels. Students should follow the directions of hallway supervisors. After Statesmen Time, students may go to their lockers to prepare to leave the building or for after school activities. Book bags, coats, instruments, etc., should not be brought to classrooms at any point of the day.
<b>Library</b>	Students are welcome in the library before and after school. During class periods, students should acquire a pass to read, check out books, and do research. Our students are very responsible; however, it is important to remember to return books on time and take good care of library materials to avoid fines.
<b>Lockers</b>	<p>6th, 7th and 8th grade students are assigned a hall locker. Students may also be assigned a PE, shop, or orchestra locker, if needed for a particular class. A copy of each locker combination is kept on file. Students should not give their locker combinations to friends or others in the building.</p> <p>All student lockers are the property of the Webster Groves School District, and we retain the right to inspect lockers at any time.</p> <p>Students may access their lockers before/after school, before/after lunch and between all passing periods. This access is on an as needed basis. Students have 4 minutes for all passing periods and need to manage their time accordingly, keeping in mind the Hixson Tardy Policy.</p>
<b>Lunch</b>	<p>Students are dismissed from class to lunch and should arrive at the cafeteria within four minutes of being dismissed from class. When students have finished eating, they may play outside or remain in the cafeteria, depending on weather and available supervision. Students are dismissed from lunch back to class and should be respectful of other classes in session as they travel through the hall.</p> <p>For the safety of our students, students may not have food delivered to them at school by anyone other than a parent or guardian.</p> <p><b>For the safety of all students, no backpacks or chromebooks should be brought into the lunchroom or taken to recess.</b> Students should place these items, and are given ample time to do so, in their lockers before coming to lunch.</p>
<b>Messages for Students</b>	Parents should leave a message with a secretary, counselor, or grade-level principal if they wish to contact a student during school hours. Please call Ms. Nikita Hicks or Mrs. Kelly Ramey at (314) 963-6450. Messages will be delivered to students.
<b>Physical Education/Fitness Dress</b>	The dress code of the Hixson Middle School Physical Education Program has been designed with your student's health, safety, and hygiene in our minds. Students may change clothes for PE, if they prefer. Clothing will not display inappropriate words or pictures and will cover a student well.
<b>Student Dress</b>	<p>Hixson 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 that is conducive to learning. This expectation includes the school day and school-sponsored extracurricular activities, but does not prohibit students from wearing clothing or items for religious or medical reasons.</p> <p>Hixson students are capable of choosing clothing for school that is conducive to the educational process, and that does not constitute a threat to health or safety. The following are guidelines to assist each student in choosing</p>

	<p>clothing that is conducive to the educational process:</p> <ul style="list-style-type: none"> <li>● Footwear with appropriate outdoor tread shall be worn at all times.</li> <li>● All coats (including trench coats, rain coats and heavy jackets) must remain in the student's locker during the school day.</li> <li>● Hats and head coverings are permitted to be worn in the building.</li> <li>● Any clothing that may create or promote an unsafe or offensive environment or illegal activity should not be worn. Examples include: <ul style="list-style-type: none"> <li>○ clothing associated with gangs or displaying gang-related symbols</li> <li>○ clothing or jewelry displaying explicit or implicit sexual content, drugs, alcohol, violence, or obscene language</li> </ul> </li> <li>● Any clothing that could cause a safety issue should not be worn.</li> <li>● Anything that obscures a person's identity, including, but not limited to face painting and sunglasses, should not be worn.</li> </ul> <p>Should there be a violation of school dress, a private informational conference will take place with the student regarding the attire and the student may be required to make modifications. Consequences for violating the dress code will be in line with the Webster Groves School District disciplinary policies, and in addition thereto, the offending item may be confiscated.</p>
<p><b>School Sponsored Events</b></p>	<p>Only Hixson Middle School students may attend Hixson's after-school parties and other events. <b>Your timely pick up of your student is critical to his or her safety as we have limited supervision once activities and events are over.</b></p>
<p><b>School and District Events</b></p>	<p>Every effort should be made for students to leave promptly after school, after after-school activities, after evening events at Hixson and after games and other events at the high school. Students who do not leave promptly and loiter on school grounds after school or district events may be subject to discipline.</p>
<p><b>Tardy Policy (Class)</b></p>	<p>Students must be in their appropriate classrooms by the end of each passing period. When students are held by a faculty or staff member, they will receive a pass to class. Otherwise, they will be subject to the Hixson Middle School Tardy policy:</p> <ul style="list-style-type: none"> <li>● 1<sup>st</sup> tardy - warning, teacher documents tardy and discusses with student</li> <li>● 2<sup>nd</sup> tardy - teacher documents tardy, discusses with student, and calls home</li> <li>● 3<sup>rd</sup> tardy - teacher documents tardy, assigns a detention, calls home</li> <li>● 4<sup>th</sup> tardy - referral to grade-level principal</li> </ul>
<p><b>Tardies Policy (School Day)</b></p>	<p>When a student is tardy to school five (5) times, a letter will be sent home.</p> <p>When a student is tardy to school eight (8) times, a conference will be arranged with the grade level principal and counselor.</p> <p>When a student is tardy to school ten (10) times, a determination will be made as to whether or not there is reason to suspect educational neglect. If educational neglect is suspected, the district will contact the Children's Division.</p>
<p><b>Valuables</b></p>	<p>Students who bring cell phones, iPads/tablets, personal computers, electronics, and other valuables to school do so at their own risk. Students who bring these things to school should lock them in their lockers. Although we do our best to recover stolen property and issue consequences for theft, once stolen property leaves the building it is very difficult to recover.</p>

## STUDENT SERVICES

<p><b>Counseling</b></p>	<p>A guidance counselor is assigned to each grade level. Students may sign up to see the counselor through an electronic sign up sheet, located on the school's website. Counselors will contact students and set up a time to meet. Parents may also contact the grade-level counselor for their student to arrange a meeting time.</p>
<p><b>Nurse and Health Services</b></p>	<p>Every student must have a signed emergency health care form (Pupil Information Form) on file with the nurse. Parents are responsible for updating immunization records and Pupil Information Forms.</p> <p>Students may not go to the nurse without a pass unless it is an emergency. If the illness is considered to be serious enough for the student to go home, the student's parents will be telephoned from the nurse's office.</p> <p>Prescription Medicine - The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and prescriber's name. The diagnosis/indication for use of the medication shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. In lieu of the prescriber's written request, the District may accept a prescription label properly affixed to the medication in question. Said label must contain the name of drug, dosage, frequency of administration, route of administration, diagnosis and prescriber's name. A parent/guardian shall provide a written request that WGSD comply with the authorized prescriber's request to give medication. The District will not administer the first dose of an initial prescription except in an emergency.</p> <p>Metered dose inhalers for students with asthma may be carried by students provided a licensed professional's order is received and the parent/guardian has signed a WGSD waiver.</p> <p>Over-the-counter Medication – Over-the-counter medication may be given for one week with a parent/guardian's signature. If a medication is to be given for more than one week, a written order by a professional licensed to provide in the State of Missouri is required.</p> <p>Storage and Administration of Medication - A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer labeled container. The District shall provide secure, locked storage for medication to restrict access to authorized personnel only. A protocol for inventory of Schedule II controlled substances is in place. The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act.</p>
<p><b>Parent Involvement</b></p>	<p>Hixson Middle School has a very active and involved Parent Teacher Organization, PTO. Please visit our school website or follow PTO on Facebook (Hixson Middle School PTO) or more information, meeting dates, and to become a member!</p>

<p><b>Screenings</b></p>	<p>The school nurse may screen students at any time. If you do not wish for your child to be screened, please inform the school nurse in writing by the first day of school in August.</p> <p>All new students to the WGSD have a hearing and vision screening done within the first week of attendance.</p> <p>Physical Education teachers provide height and weight screening for 7<sup>th</sup> and 8<sup>th</sup> grade students. Please notify your child's Physical Education teacher in writing by the 1<sup>st</sup> day of school in August, if you do not wish for them to be screened.</p> <p>The school nurse will screen your child for scoliosis upon written request.</p>
<p><b>Special Education</b></p>	<p>The Special School District (SSD) of St. Louis County provides free special education programs and services to WGSD residents (3 to 21 years of age) with disabilities when it is determined by the SSD that the disability(ies) significantly interferes with his/her learning or school performance/functioning. The SSD is an independent public school system that was constituted in 1957 through state legislation and voter approval. It also provides vocational education, Early Childhood Special Education, Home Teaching (for home/hospital-bound students), and both routine and in-depth hearing and speech/language screenings. The WGSD has specific responsibilities with respect to the provision of special education to its students (under P.L. 104-476- Individuals with Disabilities Education Act) with regard to Section 504 of the Rehabilitation Act of 1973.</p> <p>Referrals/evaluations of children suspected of having qualifying disabilities may be initiated by staff and parents, who have knowledge of and concerns about a child; requests for referrals should be made to a student's school counselor. Students may be diagnosed as: autism, blind or partially seeing, deaf or hard of hearing, emotional disturbance, language impaired, learning disabled, orthopedically impaired, other health impaired, physically impaired, multi-handicapped, speech (sound system disorder) traumatic brain injury and vision impairment. A wide variety of programs and services, most of them available in WGSD Schools, is available to students diagnosed as such. Every student eligible for special education services is entitled to a free appropriate public education, which is determined by his/her Individualized Education Program (IEP). Children with disabilities and their parents have substantial rights and protections throughout the entire special education process. Requests for information, assistance, or services should be directed to a counselor or principal.</p>
<p><b>Technology</b></p>	<p>Students will be assigned and have access to a Chromebook for use in their classes. Students will be responsible for carrying the Chromebooks to each class as needed. Chromebooks are allowed to go home with the students at the end of each day. Students are responsible for the transporting of Chromebooks to and from school. Students who choose to leave their Chromebooks in their lockers at the end of the day may do so. All families utilizing a district issued Chromebook will need to fill out an insurance agreement form. Families also have the option of utilizing their own device instead of a district issued Chromebook.</p> <p>Misuse of any technology, including personal cell phones will result in disciplinary action in accordance with the WGSD discipline policy.</p>

# Hixson Middle School Grading Practices

## Grading Formula

A student's grade is determined using the following formula:

- 20% Formative Assessments
- 80% Summative Assessments

This formula is already set up in SIS. Teachers just need to label the assignment as formative or summative (if any other label is chosen, the assignment will not be calculated into the final grade).

## Grading System

At the end of every quarter, teachers will communicate academic and citizenship progress for each student.

### Academic:

- A 100% - 90%
- B 89% - 80%
- C 79% - 70%
- D 69% - 60%
- F 59% - below

### Citizenship:

- 3 - Usually
- 2 - Sometimes
- 1 - Seldom

Teachers may decide how to communicate performance on an assignment or assessment - with a proficiency scale or points/percentages. However, all grades must be entered into SIS as a point or percentage. If using a proficiency scale, the following conversion must be utilized to enter into SIS.

Descriptor	Scale Score	Conversion		Letter Grade
No major errors or omissions regarding the 4.0 content	4	10	100%	A
PARTIAL SUCCESS at 4.0 content	3.5	9.5	95%	
No major errors or omissions regarding the 3.0 content	3	9	90%	
PARTIAL SUCCESS at 3.0 content	2.5	8.5	85%	B
No major errors or omissions regarding the 2.0 content	2	8	80%	
PARTIAL SUCCESS at 2.0 content	1.5	7	70%	C
No major errors or omissions regarding the 1.0 content	1	6	60%	D
With help, PARTIAL SUCCESS at 1.0 content	.5	5	50%	

Student makes no attempt to show mastery	0	0	0%	F
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## Grade Communication and Frequency

While teachers may choose to enter grades in the Canvas Learning Management system, all final grades must be entered into Tyler SIS. Teachers should consistently communicate to students and families to check Tyler SIS for the final grade.

**Teachers are expected to update grades in Tyler SIS every two weeks.**

## Reassessments/Retakes

Reassessment is an important element of showing mastery of learning components. All students will be provided with one opportunity to reassess on summative assessments only. The highest of the two grades will be entered into SIS to communicate the current level of mastery.

The following requirements must be met before a student will be given the opportunity to reassess:

1. The student has been engaged in the majority of formative work (classwork, homework, and/or study guide) prior to the benchmark.
2. The student requests a reassessment opportunity within one week after receiving the initial feedback on the assessment.
3. The student has conferenced with the teacher to secure their plan for reassessment to be completed within two weeks after receiving the initial feedback on the assessment.
  - a. The conference may be an email, one-on-one conversation, or a small-group conference.
  - b. The student will complete teacher-created remediation and/or reflection before reassessment. Examples:
    - i. Make corrections to the original study guide or new study guide
    - ii. Complete missing formative assessments
    - iii. Test reflection

## Late Work

Penalties distort the achievement record the grade is intended to communicate.

- Teachers will accept late work from students without penalty within the time constraints established by the teacher.
  - There are time constraints for grading purposes or grade cut-offs that could limit the students ability to turn in late work.
  - Quarter end dates are grade cut-offs (not the day teachers grades are due).

## CHARACTER EDUCATION

At Hixson Middle School, we develop confident and responsible citizens of strong character. Our work with character education will focus on three core values: positive relationships, respect, and teamwork. Students will meet daily during Statesmen Time to develop relationships amongst peers and adults in the building and foster growth in character.

Our school-wide behavior expectations for students are as follows:

Core Value	Classrooms	Hallways	Cafeteria
<b>Build Positive Relationships</b>	<ul style="list-style-type: none"> <li>● Use kind words with students and staff</li> <li>● Be open to listening to another point of view</li> <li>● Make everyone in class feel welcomed</li> <li>● Speak positively of students and staff. Keep negativity and gossip out of the classroom.</li> <li>● Start with a clean slate everyday</li> </ul>	<ul style="list-style-type: none"> <li>● Greet teachers, staff and classmates</li> <li>● Assume positive intent from those around me</li> </ul>	<ul style="list-style-type: none"> <li>● Make everyone feel welcomed - allow others to sit with me</li> <li>● Speak positively of students and staff</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>● Listen to understand and speak respectfully</li> <li>● Be prepared for class</li> <li>● Make everyone in class feel welcomed</li> <li>● Arrive on time and get started with routines</li> <li>● Keep my phone in my locker</li> </ul>	<ul style="list-style-type: none"> <li>● Keep phone in locker</li> <li>● Be mindful of my space and the space of others</li> <li>● Stop when a teacher addresses me</li> <li>● Recognize all adults deserve respect</li> <li>● Keep large bags and backpacks in locker so hallways aren't as crowded</li> </ul>	<ul style="list-style-type: none"> <li>● Listen to understand and speak respectfully</li> <li>● Wait my turn in line</li> <li>● Say "please" and "thank you"</li> <li>● Keep my hands to myself</li> <li>● Recognize that all adults in the building deserve respect</li> </ul>
<b>Work Together</b>	<ul style="list-style-type: none"> <li>● Recognize that I can do work with anyone in class and will be expected to work with everyone in class at some point</li> <li>● Be helpful when a classmate is struggling</li> <li>● Be honest and accept consequences</li> </ul>	<ul style="list-style-type: none"> <li>● Keep traffic moving</li> <li>● Stay to the right side of the hall (walk like you drive)</li> <li>● Look out for people that are having difficulty moving through the halls</li> <li>● Step to the side to have a conversation</li> <li>● Avoid distracting students working in the hall</li> </ul>	<ul style="list-style-type: none"> <li>● Bring a pass if I need to go somewhere else during lunch</li> <li>● Do my part to clear my table and help others as needed</li> <li>● Refrain from moving chairs and/or tables</li> <li>● Stay seated and raise my hand if I need something</li> <li>● Wait to be dismissed</li> </ul>



## STUDENT DISCIPLINE

Disciplinary consequences take place at three levels in the Webster Groves School District. These are as follows:

- At the **classroom or team** level, a teacher may issue discipline for behaviors occurring in the classroom, hallway, field trip, or at an assembly.
  - Consequences may include phone calls/email home, conferences with the teacher or team, lunch detention, or after school detentions assigned by the teacher.
- At the **building** level, a principal may issue discipline for behaviors in the settings listed above, as well as, for behaviors that occur on school property before or after school hours, when walking to and from school, on transportation provided by or through the district, or at any WGSD event.
  - Consequences may include any of the above as well as assignment to in-school suspension or out-of-school suspension (from 1-10 days) assigned by a principal.
  - Students assigned to in-school suspension may not stay for after-school activities their assigned ISS day; students suspended out of school may not be on any district property until they are allowed to return to school.
- At the **district** level, the superintendent or his/her representative may give consequences for behaviors in any of the above settings or in cases where alcohol, drugs, weapons, violence, or repeated disruptive behaviors are involved.
  - Consequences may include out-of-school suspension from 11-180 days assigned by the superintendent or her designee, or expulsion which is only the decision of the WGSD Board of Education.

Please note that any offense committed by a student on transportation provided by or through the district shall receive consequences as if the offense happened at school or on district grounds. Consequences may include transportation privileges being suspended or revoked.

### Harassment, Intimidation, and Bullying

Bullying that occurs off school premises and not at a school activity may be subject to appropriate discipline if such conduct interferes with the educational environment of the student subjected to the bullying.

Hixson Middle School advises all parents to know their child's passwords for any email and all social networking apps. Further, parents are encouraged to review emails, texts, posts, and online chats frequently on behalf of their student's Internet safety.

Students and parents must be diligent about reporting acts and suspected acts of bullying, cyber-bullying, cyber-threats, and harassment. All school officials follow through on these reports in a variety of ways, including, but not limited to, individual counseling, counselor-facilitated mediations, peer-mediations, disciplinary action from a principal, or any combination of the foregoing.

Hixson Middle School works to prevent bullying and harassment. We work specifically with students who bully and are victims of or bystanders to bullying. For more information, contact your child's grade-level counselor.

**The following are considered by the district to be acts of violence and/or serious violations of the discipline policy if they result in an out of school suspension of more than 10 days:**

- fighting
- assault
- intentional infliction or attempt to inflict serious physical injury or death to any person
- possession, consumption, sale, or provision of any controlled substance
- using, possessing, providing, displaying or bringing to school any weapon, weapon replica, or component of any weapon
- arson

**There shall be compiled and maintained by the district for each student a record of any such act of violence and/or serious violation of this discipline policy committed by such student.**

The following outlines possible consequences for listed behaviors. **Consequences are assigned at the discretion of the teacher and administrator.**

<b>Definitions</b>
<p><b>ASD:</b> After school detention; parents will arrange for student pick up  <b>Conferences:</b> Parents meet with school personnel at school  <b>Contact:</b> Telephone or written contact  <b>Expulsion:</b> Expelled from school for the remainder of the year  <b>Fine:</b> payment of damage  <b>ISS:</b> In school suspension  <b>OSS:</b> Out of suspension</p>

<b>Behavior/Offense</b>	<b>Classroom/Team Level</b>	<b>Building Level - 1st Offense (Principal's Discretion)</b>	<b>Building/District Level - Subsequent Offenses (Principal's Discretion)</b>
<p><b>Affection, inappropriate, public display of:</b> Physical contact that is inappropriate for the school setting, school activities or on school property, including, but not limited to, kissing and groping.</p>	<ul style="list-style-type: none"> <li>● Teacher/Student/Parent conference</li> <li>● Verbal Warning</li> <li>● Detention</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● ASD</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> </ul>
<p><b>Alcohol/Drugs:</b>  A. Possession and/or use of unauthorized prescription, non-prescription, or synthetic drug, alcohol, illegal drugs, over the counter drugs, narcotics and/or drug paraphernalia.   B. Sale of drugs or supplying a controlled substance on school grounds or buses. (Includes misrepresenting legal substances.)   C. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.</p>		<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● Juvenile/Authorities contacted</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Juvenile/Authorities contacted</li> <li>● 1-10 days of OSS</li> <li>● OSS/Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<p><b>Arson:</b> Starting or attempting to start a fire or causing or attempting to cause an explosion.</p>			<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> <li>● Juvenile/Authorities contacted</li> </ul>

<p><b>Assault:</b> Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.</p>		<ul style="list-style-type: none"> <li>● Principal/Student/Parent Conference</li> <li>● 2-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> </ul>
<p><b>Bullying and Cyberbullying:</b> Initial, repeated and/or systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.</p>		<ul style="list-style-type: none"> <li>● Principal/Student/Parent Conference</li> <li>● Detention</li> <li>● ISS</li> <li>● 1-10 Days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>● 1-10 Days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> <li>● Expulsion</li> </ul>
<p><b>Bus Referrals:</b> Misbehavior, disrespect, profanity, etc.</p>		<p>Any offense committed by a student on a district-owned or contracted bus shall be handled in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.</p>	
<p><b>Cell Phones:</b> Cell phones should be kept in lockers during the school day. Cell phones are only allowed before school and after school.</p>	<p>If a cell phone is in not in the student's locker during the school day and/or disrupts the classroom environment (i.e., rings in the classroom), the teacher will collect the cell phone and send it to the main office.</p>	<ul style="list-style-type: none"> <li>● 1st offense - student may pick their phone up in the main office at end of day and an administrative assistant will email parents informing them of the misuse</li> </ul>	<ul style="list-style-type: none"> <li>● 2nd offense - student may pick their phone up in the main office at the end of the day, receives an after-school detention, and grade-level principal calls home</li> <li>● 3rd offense - cell phone is held in office until a parent is able to pick it up, grade-level principal calls home, student receives an after-school detention</li> <li>● 4th+ offense - consequence issued will depend on the severity of the infraction, but may include: <ul style="list-style-type: none"> <li>○ Student will receive multiple after school detentions.</li> <li>○ Student must turn in cell phone to administrator upon arrival to school and will be able to pick it up at the end of day for a number of days designated by administrator.</li> <li>○ Student will be assigned ISS for one or more days, depending on severity of issue.</li> </ul> </li> </ul>
<p><b>Cheating/Plagiarism (Academic Integrity):</b> Any act of lying, whether verbal or written, including forgery.</p>	<ul style="list-style-type: none"> <li>● Teacher/Student/Parent Conference</li> <li>● ASD</li> <li>● No credit, grade reduction,</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/Parent Conference</li> <li>● ISS</li> <li>● No credit, grade reduction,</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/Parent Conference</li> <li>● 1-10 days ISS</li> <li>● "0" on assignment</li> <li>● 1-10 days OSS</li> </ul>

	replacement assignment	replacement assignment 1-10 days OSS	<ul style="list-style-type: none"> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<b>Destruction of District, Faculty or Student Property, Accidental</b>		Reimbursement for the cost of material and labor needed to repair the damage.	
<p><b>Disrespectful/Disruptive Conduct or Speech (including profanity and pornography):</b> Any word(s), gesture, picture, item or object (even if symbolic) that is rude, vulgar, and defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions, Students will not be disciplined for speech in situations where it is protected by law. May also include, but is not limited to, failure to bring required materials to class, failing to participate in class, failure to follow the directions of staff, failure to complete assignments and/or misbehavior in classrooms, restrooms, school grounds or otherwise occurring on campus or at district activities</p>	<ul style="list-style-type: none"> <li>● Teacher/Student/Parent Conference</li> <li>● ASD</li> <li>● Teacher/Student/Principal Conference possibly resulting in additional consequences</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/Parent Conference</li> <li>● ASD</li> <li>● ISS</li> <li>● 1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/Parent/Teacher Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<p><b>Electronic Devices:</b> electronic devices (tablets, computers, smartwatches, earbuds, headphones, etc.) used without staff approval</p>	Teacher will collect the device and send it to the main office.	<ul style="list-style-type: none"> <li>● 1st offense - student may pick their phone up in the main office at end of day and an administrative assistant will email parents informing them of the misuse</li> </ul>	<ul style="list-style-type: none"> <li>● 2nd offense - student may pick their phone up in the main office at the end of the day, receives an after-school detention, and grade-level principal calls home</li> <li>● 3rd offense - cell phone is held in office until a parent is able to pick it up, grade-level principal calls home, student receives an after-school detention</li> <li>● 4th+ offense - consequence issued will depend on the severity of the infraction, but may include: <ul style="list-style-type: none"> <li>o Student will receive multiple after school detentions.</li> <li>o Student must turn in cell phone to administrator upon arrival to school and will be able to pick it up at the end of day for a number of days designated by administrator.</li> <li>o Student will be assigned ISS for one or more days, depending on severity of issue.</li> </ul> </li> </ul>

<p><b>Extortion:</b> Threatening or intimidating any student for the purpose of obtaining money or anything of value.</p>		<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<p><b>False alarms: (setting off fire alarms or making bomb threats)</b> Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.</p>		<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> <li>● Expulsion</li> <li>● Restitution</li> </ul>
<p><b>Fighting:</b> Mutual combat in which parties have contributed to the conflict either verbally or by physical action.</p>		<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● 3-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>●Principal/Student/Parent Conference</li> <li>● 5-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> <li>● Expulsion</li> </ul>
<p><b>Fireworks/ammunition/ matches/lighter:</b> Any possession of these items on school grounds or on school transportation vehicles.</p>		<ul style="list-style-type: none"> <li>● Confiscation of item</li> <li>● Principal/Student/ Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Confiscation of item</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<p><b>Hazing:</b> Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants</p>		<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>●1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<p><b>Horseplay/Scuffling:</b> (Rough-housing) physically bothering others with hands, arms, feet, legs or body. (Does not include fighting).</p>	<ul style="list-style-type: none"> <li>●Teacher/Student/ Parent Conference</li> <li>●ASD</li> <li>●Teacher/Principal conference resulting in, ISS, or OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/ Parent Conference</li> <li>● ASD</li> <li>● ISS</li> <li>● 1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>● Principal/Student/Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>

<p><b>Indecent Exposure:</b> exposing body parts.</p>		<ul style="list-style-type: none"> <li>●Principal/Student/Parent/Counselor Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>●Principal/Student/Parent/Counselor Conference</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> </ul>
<p><b>Physical Aggression/ Pushing, Shoving (non-assault):</b> Any physical contact with another student where minimal to no physical injury occurs to the other student.</p>		<ul style="list-style-type: none"> <li>●Principal/Student/Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>●Principal/Student/Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Expulsion</li> </ul>
<p><b>Profanity</b></p>	<p>(See Disrespectful/Disruptive Conduct/Speech)</p>		
<p><b>Sexual Harassment:</b> Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Also, unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.</p>		<ul style="list-style-type: none"> <li>● Principal/ Student/ Parent/ Counselor Conference</li> <li>● ISS</li> <li>● 3-10 days OSS</li> <li>● Juvenile/Authorities contacted</li> <li>● Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>●Principal/Student/Parent/Counselor Conference</li> <li>● 5-10 days OSS</li> <li>● Referral to Superintendent for possible additional days of OSS</li> <li>● Juvenile/Authorities contacted</li> <li>● Expulsion</li> </ul>
<p><b>Tardy:</b> arriving late or delayed beyond the expected or proper time for school/class.  <i>Tardies are counted per class, per semester. It is possible to receive multiple consequences as a result of tardies in several classes.</i></p>	<p>1st tardy - Warning, teacher documents tardy and discusses with student</p> <p>2nd tardy - teacher documents tardy, discusses with student, and contacts guardians</p> <p>3rd tardy - teacher documents tardy, assigns a detention, and makes a phone call</p>	<ul style="list-style-type: none"> <li>● ASD</li> </ul>	<p>Excessive tardies may be considered truancy. See consequences for truancy.</p>

	to guardian  4th Tardy - referral to grade-level principal		
<b>Technology Misconduct:</b> Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Includes the abuse, misuse and misapplication of computers, telephones, and other pieces of technology, including inappropriate access to Internet sites, computer vandalism and inappropriate e-mail, text messages, photos, or other forms of social media. Also includes violation of the district's Internet use agreement and etiquette rules governing student use of technology as may be applicable.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Lunch Detention</li> <li>• ASD</li> <li>• Office Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Principal/Student/ Parent Conference</li> <li>• Loss of user privileges</li> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Loss of user privileges</li> <li>• ISS</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> </ul>
<b>Theft:</b> Theft, attempted theft or knowing possession of stolen property.		<ul style="list-style-type: none"> <li>• Return of or restitution for property</li> <li>• Principal/Student/ Parent Conference</li> <li>• ISS (&lt; 50.00)</li> <li>• 1-10 days OSS (&gt;50.00)</li> <li>• Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Return of or restitution for property</li> <li>• Principal/Student/Parent Conference</li> <li>• 1-10 days OSS</li> <li>• Referral to Superintendent for possible additional days of OSS</li> <li>• Expulsion</li> <li>• Juvenile/Authorities contacted</li> </ul>
<b>Tobacco and Tobacco Products (including Electronic cigarettes):</b> a. Possession of any tobacco products on school grounds, school transportation or at any school activity. b. Use, sale or distribution of any tobacco products on school grounds, school transportation or at any school activity.		<ul style="list-style-type: none"> <li>• Confiscation of tobacco product</li> <li>• Principal/Student/ Parent Conference</li> <li>• ISS</li> <li>• 1-3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation of tobacco products.</li> <li>• ISS</li> <li>• 1-10 days OSS</li> </ul>
<b>Truancy:</b> Absence from school without the knowledge and consent of parents/guardians and/or the school administration, including leaving school without permission and/or skipping all or part of a school day; excessive non-justifiable absences, even with the consent of		<ul style="list-style-type: none"> <li>• Principal/Student/ Parent/ Counselor Conference</li> <li>• ASD, repay time missed</li> <li>• 1-3 days ISS</li> <li>• Juvenile/Authorities contacted</li> <li>• Referral to Truancy</li> </ul>	<ul style="list-style-type: none"> <li>• Principal/Student/ Parent/ Counselor Conference</li> <li>• ASD, repay time missed</li> <li>• 1-3 days ISS</li> <li>• Juvenile/Authorities contacted</li> <li>• Referral to Truancy Court</li> </ul>

<p>parents/guardians. The district may prosecute parents/guardians for excessive absences.</p>		<p>Court</p>	
<p><b>Vandalism:</b> willfully causing damage or attempting to cause damage to property belonging to school, staff, or students.</p>		<ul style="list-style-type: none"> <li>● Return of or restitution for property</li> <li>● Principal/Student/Parent Conference</li> <li>● ISS</li> <li>● 1-10 days OSS (&lt;100.00)</li> <li>● 10 days + Referral to Superintendent for possible additional days of OSS (&lt;100.00)</li> <li>● Expulsion</li> <li>● Juvenile/Authorities contacted</li> </ul>	<ul style="list-style-type: none"> <li>● Return of or restitution for property</li> <li>● ISS</li> <li>● 1-10 days OSS (&lt;100.00)</li> <li>● 10 days + Referral to Superintendent for possible additional days of OSS (&gt; 100.00)</li> <li>● Expulsion</li> <li>● Juvenile/Authorities contacted</li> </ul>
<p><b>Weapons: (possession of)</b>  State and local responsibility under the Gun Free School Act of 1994 legislates that local educational agencies expel from school, for a period of not less than one year, a student who is determined to have brought a weapon to school. State law also allows the chief administering officer of LEA (Local Educational Agency) to modify the expulsion policy on a case-by-case basis.</p> <p>For the purpose of the GSFA, a ‘weapon’ means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:</p> <ul style="list-style-type: none"> <li>● Any knives, including switchblade, dagger, dirk, stiletto, or bladed hand instrument.</li> <li>● Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.</li> <li>● The frame or receiver of any weapon described above.</li> <li>● Any firearm muffler or firearm silencer.</li> <li>● Any destructive device which is customarily used for attack or defense against another person including Pepper Spray); any instrument or device used to inflict physical injury to another person.</li> <li>● The district maintains a gun-free school zone. Guns are not allowed on campus, in district buildings or in district vehicles, except for law enforcement officers. Due to the seriousness of guns in school and the threat</li> </ul>		<p>A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.</p> <ul style="list-style-type: none"> <li>● First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</li> <li>● Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</li> </ul> <p>B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g) (2).</p> <ul style="list-style-type: none"> <li>● First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the Superintendent.</li> <li>● Subsequent Offense: Expulsion.</li> </ul>	



<p>of violence, fake or toy guns are not allowed. Because of the possibility of retaliation and further problems, possession of fake or toy guns will be treated as a serious offense and may result in disciplinary action. Knives are also not allowed</p>		
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### **Prohibition Against Illegal Discrimination, Harassment and Retaliation (Notice of Non-discrimination)**

The Webster Groves School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Webster Groves School District is an equal opportunity employer.

The board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of illegal discrimination or harassment.
  - b. Report illegal discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or externally, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

The board designates the following individuals to act as the district's compliance officers:

Assistant Superintendent of Human Resources, Director of Learning Support Services, and Director of Diversity, Equity, and Inclusion  
 Webster Groves School District  
 400 E. Lockwood  
 Webster Groves, MO 63119  
 Phone: 314-961-1233 / Fax: 314-918-4023  
 Email: [TitleIX@wgmail.org](mailto:TitleIX@wgmail.org)  
 The complete district policy is available on the district website [www.webster.k12.mo.us](http://www.webster.k12.mo.us).

### **Sexual Harassment Under Title IX**

The Webster Groves School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the

district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during non business hours, by using the telephone number, email address or office address listed below. The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Webster Groves School District and coordinate and implement the district's efforts to comply with the requirements of Title IX.

Assistant Superintendent of Human Resources  
Webster Groves School District  
400 E. Lockwood  
Webster Groves, MO 63119  
Phone: 314-961-1233 / Fax: 314-918-4023  
Email: [TitleIX@wgmail.org](mailto:TitleIX@wgmail.org)

The complete district policy is available on the district website [www.webster.k12.mo.us](http://www.webster.k12.mo.us).

