

Clayton High School

1 Mark Twain Circle
Clayton, MO 63105

Principal	**Dr. Dan Gutchewsky**
Assistant Principal 9th and 12th Grades	**Mr. Drew Spiegel**
Assistant Principal 10th and 11th Grades	**Dr. Regina Moore**
Athletic Director	**Mr. Steve Hutson**
Director of Counseling	**Ms. Jenni Todd**
Learning Support Director	**Mrs. Carroll Lehnhoff-Bell**
Coordinator of Athletics & Activities	**Mrs. T'Shon Young**

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

_____

Student Name

Dear Clayton High School Student,

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

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

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

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

I wish you the best this academic year, and I hope your 2026-2027 school year is rewarding and enriching.

With Greyhound Pride,

Dan Gutchewsky

Dan Gutchewsky
Principal

Hotline Numbers

The following numbers are provided for your information

ALIVE (Alternatives to Living in Violent Environments)	314-993-2777
Youth Emergency Service Shelter	314-727-6294
Life Crisis Suicide Prevention	314-647-4357 800-273-8255
Youth in Need Emergency Shelter	636-946-3771
Child Abuse Hotline – Reporting Abuse	800-392-3738
K.U.T.O. (Kids Under Twenty One) Crisis Hotline You may also call: 314-963-7571	888-644-5886
PreventEd	314-962-3456
St. Louis County Youth Connection Helpline	314-628-2929
Epworth Drop-In Center Epworth Center 24/7 Helpline	314-961-5718 800-899-KIDS
The Spot (Supporting Positive Opportunities with Teens)	314-535-0413

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Clayton High School Bell Schedule 2026-2027

A DAY Periods 1 - 4 B DAY Periods 5 - 8		C DAY All Periods
Period 1 / 5	8:15 - 9:35	1 8:15-8:55
		2 9:00-9:40
Period 2 / 6	9:40 - 11:00	3 9:45-10:25
		4 10:30-11:10
Lunch & Greyhound Time 11:00 - 12:15		5 11:15-12:45 1st Lunch & GT 11:15-12:00 2nd Lunch & GT 12:00-12:45
Period 3 / 7	12:15 - 1:40	6 12:50-1:30
		7 1:35-2:20
Period 4 / 8	1:45 - 3:05	8 2:25-3:05

*ZERO HOUR - see teacher for specifics

Late Start / Snow Schedule 70 minute classes	
Period 1 / 5	9:15 - 10:25
Period 2 / 6	10:30 - 11:40
Lunch & Greyhound Time 11:40 - 12:30	
Period 3 / 7	12:35 - 1:45
Period 4 / 8	1:50 - 3:05

4 & 8 periods are 75 minutes
-the extra 5 is for announcements

Early Release Bell Schedule	
Period 1 / 5	8:15-9:15
Period 2 / 6	9:20-10:20
Period 3 / 7	10:25-11:25
Period 4 / 8	11:30-12:30
Lunch	12:30-12:55

*ZERO HOUR - check with
teacher for specifics

ONE FRIDAY EACH MONTH GET Bell Schedule	
Period 1 / 5	8:15-9:35
Period 2 / 6	9:40-11:00
Greyhound Time & Lunch 11:00 - 12:00	
GET first 15 min of 3/7	
Period 3/7	12:05-1:40
Period 4 / 8	1:45-3:05

Dates: Sept 18, Oct 23,
Nov 20, Dec 11, Jan 29
Feb 26, Apr 23, May 21

Early Release: October 15, March 12, June 3
No Class for STUDENTS 2026-27:
(Sept 4, 7) (Oct 9, 16) (Nov 3, 25, 26, 27) (Dec 23-31)
(Jan 1, 4, 16, 18) (Feb 12, 15) (Mar 5, 15-19, 26) (Apr 6, 30) (May 31)
Thanksgiving Break: Wednesday, Nov. 25 - Friday, Nov. 27
Winter Break: Wednesday, Dec. 23 - Jan. 4
Second Semester Classes Resume: Tuesday, Jan. 5
Spring Break: Mar. 15 - Mar. 19
Last Day of Class: Friday, June 3

August 2026

Monday	Tuesday	Wednesday	Thursday	Friday
24 **C**	25 **A**	26 **B**	27 **A**	28 **B**
31 **A**				

September 2026

Monday	Tuesday	Wednesday	Thursday	Friday
	1 **B**	2 **A**	3 **B**	4 **No Classes for Students**
7 **NO SCHOOL**	8 **A**	9 **B**	10 **A**	11 **B**
14 **A**	15 **B**	16 **C**	17 **A**	18 **B** **GET**
21 **C**	22 **A**	23 **B**	24 **A**	25 **B**
28 **A**	29 **B**	30 **C**		

October 2026

Monday	Tuesday	Wednesday	Thursday	Friday
			1 **A**	2 **B**
5 **A**	6 **B**	7 **A**	8 **B**	9 **No Classes for Students**
12 **A**	13 **B**	14 **A**	15 **B** **Early Release**	16 **No Classes for Students**
19 **A**	20 **B**	21 **C**	22 **A**	23 **B** **GET**
26 **A**	27 **B**	28 **C**	29 **A**	30 **B**

Updated 4.9.26

November 2026

Monday	Tuesday	Wednesday	Thursday	Friday
2 **A**	3 **No Classes for students**	4 **B**	5 **A**	6 **B**
9 **A**	10 **B**	11 **C**	12 **A**	13 **B**
16 **A**	17 **B**	18 **C**	19 **A**	20 **B** **GET**
23 **A**	24 **B**	25 **No Classes for Students**	26 **NO SCHOOL**	27
30 **A**				

December 2026

Monday	Tuesday	Wednesday	Thursday	Friday
	1 **B**	2 **C**	3 **A**	4 **B**
7 **A**	8 **B**	9 **C**	10 **A**	11 **B** **GET**
14 **A**	15 **B**	16 **A**	17 **B**	18 **FINALS**
21 **FINALS**	22	23 **WINTER BREAK - Classes Resume Monday, January 5**	24	25
28	29	30	31	

WINTER BREAK - Classes Resume Monday, January 5

January 2027

Monday	Tuesday	Wednesday	Thursday	Friday
				1 No Classes for Students
4 No Classes for Students	5 C	6 C	7 A	8 B
11 A	12 B	13 A	14 B	15 No Classes for Students
18 NO SCHOOL	19 A	20 B	21 A	22 B
25 A	26 B	27 C	28 A	29 B GET

PACT

February 2027

Monday	Tuesday	Wednesday	Thursday	Friday
1 A	2 B	3 C	4 A	5 B
8 A	9 B	10 A	11 B	12 No Classes for Students
15 NO SCHOOL	16 A	17 B	18 A	19 B
22 A	23 B	24 C	25 A	26 B GET

March 2027

Monday	Tuesday	Wednesday	Thursday	Friday
1 A	2 B	3 A	4 B	5 NO SCHOOL
8 A	9 B	10 C	11 A	12 B Early Release
15	16	17	18	19
NO SCHOOL - SPRING BREAK				
22 A	23 B	24 A	25 B	26 No Classes for Students
29 A	30 B	31 C		

Updated 4.9.26

April 2027

Monday	Tuesday	Wednesday	Thursday	Friday
			1 A	2 B
5 A	6 No Classes for Students	7 B	8 A	9 B
12 A	13 B	14 C	15 A	16 B
19 A	20 B	21 C	22 A	23 B GET
26 A	27 B	28 A	29 B	30 No Classes for Students

May 2027

Monday	Tuesday	Wednesday	Thursday	Friday
3 A	4 B	5 C	6 A	7 B
10 A	11 B	12 A	13 B SR. Last Day	14 C SR. Sendoff
17 A	18 B	19 C	20 A Graduation	21 B GET
24 A	25 B	26 C	27 A	28 B
31 NO SCHOOL				

June 2027

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 NO SCHOOL
	FINALS			
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

CHS ACTIVITIES CALENDAR 2026-27

Dates are subject to change
Please check the Clayton High School website throughout the year for updates

August

Fall Sports Start	August 10
FIRST DAY OF SCHOOL	August 24

September

Freshman Parents Night - Open House	September 1
Labor Day (No School)	September 7
No School /Staff Professional Learning	September 4
Sophomore Challenge	TBD

October

No School / Teacher Work Day	October 9
Homecoming Week	October 11-17
Brawley Ball	October 11
Powder Puff Game	October 11
CHS Fall Parent Teacher Conferences	October 12-15
In-Person Conference Night	October 13
Early Release / End of First Quarter	October 15
No School / Teacher Conference Comp Day	October 16
Homecoming Pep Rally (Gay Field)	October 16
Homecoming Bonfire (Gay Field)	October 16
Homecoming Parade	October 17
Homecoming Dance (Stuber)	October 17
Homecoming Football Game	October 17
PSAT/NMSQT (Stuber Gym)	October TBD

November

Winter Sports Start	November 2
Girls Swim / Dive & Boys Wrestling	November 9
No School / Staff Professional Learning	November 3
Thanksgiving Break – No School	November 25-27

December

First Semester Exams	December 18-22
End of First Semester	December 22
Winter Break	December 23 - January 4

CHS ACTIVITIES CALENDAR 2026-2027 (continued)

Dates are subject to change
Please check the Clayton High School website throughout the year for updates

January

No School – Teacher Work Day	January 4
Second Semester Classes Begin	January 5
8th Grade Curriculum Night	TBD
Practice ACT	January 1
No School / Staff Professional Learning	January 15
Martin Luther King Jr. Day (No School)	January 18
College Kick-Off Meeting (Juniors)	January

February

No School / Staff Professional Learning	February 12
President's Day (No School)	February 15
Water Polo	February 22

March

Spring Sports Start	March 1
SAT Juniors / PSAT10 Sophomores	TBD
No School / Teacher Work Day	March 5
CHS Spring Parent Teacher Conferences	March 9-12
Early Release Day	March 12
End of Third Quarter	March 12
Spring Break (No School)	March 15-19
No School / Teacher Conference Comp Day	March 26

April

No School / Staff Prof Learning	April 6
Prom	TBD
Senior Skip Day	TBD
End of Course Exams (EOCs)	April 19-29
Awards Ceremony	April 27

May

AP Exams	TBD
Senior Week-Senior Send-Off	May 10-14
Graduation Rehearsal	May 20
Graduation	May 20
Memorial Day – No School	May 31

June

Final Exams	June 1-3
Early Release Day	June 3
Last Day of School	June 3

CLASSIFICATIONS

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

The required credits for classification are:

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

GRADUATION REQUIREMENTS

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

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

Required Credits:

Subject Area	Units Required	Notes
English	4	Including 3 units of conferenced English, including English I & II
Social Studies*	3	Including ½ unit of American Government and 1 unit of U.S. History
Science	3	
Mathematics	3	
Fine Arts	1	
Practical Arts	1	
Physical Education**	1	
Health	.5	
Additional Coursework	7.5	

Note: Students must complete the Missouri Personal Finance requirement, which is attainable through Personal Finance.

* Examinations on the United States & Missouri Constitutions and Civics exams must be passed.
**Students must complete the state required CPR certification.
Students must take all requisite End of Course exams required by Missouri.

GRADING INFORMATION

Clayton High School uses a four-point grading system (including plus and minus). Grades of A, B, C, D, and CR are passing grades. A grade of F, INC or NC carries no credit. One quarter after a student is given an Incomplete, this grade converts to an F if the course has not been completed. A student who receives an F in a required subject must repeat and pass that course to fulfill graduation requirements. Credit / No Credit grades are not used in computing grade-point averages. The grades for ALL CHS courses are computed in grade-point averages. Students may not add a credit-bearing class after the end of the second week of a semester.

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

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

Clayton High School will award credit to students for courses completed at an accredited educational institution. Coursework completed through non-accredited institutions or programs may appear on the permanent transcript, but will appear as NC - no credit. Students transferring into CHS will have their GPA recalculated based on the CHS grading scale. CHS does NOT award credit for courses taken in middle school. If middle school courses were awarded credit by a previous high school, CHS will not accept this as high school credit. All credit is awarded based on the original source of the credit-bearing institution.

GRADE POINT AVERAGES (GPA)

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

A+	4.3	C+	2.3		
A	4.0	C	2.0	F	.0
A-	3.7	C-	1.7		
B+	3.3	D+	1.3		
B	3.0	D	1.0		
B-	2.7	D-	.7		

CR	Credit	No Grade Points
NC	No Credit	No Grade Points
INC	Incomplete, No Credit	No Grade Points
AU	Audit	No Grade Points
RC	Recovered Credit	No Grade Points
NCA	No Credit (attendance)	No Grade Point

CHS GRADING SCALE

The School District of Clayton Secondary Grading Scale	
A+	98 - 100%
A	93 - 97%
A-	90 - 92%
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	77 - 79%
C	73 - 76%
C-	70 - 72%
D+	67 - 69%
D	63 - 66%
D-	60 - 62%
F	50 - 59%
FM	49% *cannot be turned in
M	48% *can be turned in
INS	0% *insufficient - see below
Range of +/- is 3% All percentages round up at the .5 level (i.e. 89.5% rounds up to 90%)	

All percentages translate to the same grades regardless of department. For example, an 87% is a B+ regardless of the course or department.

Other important characteristics of the grading scale:

- All grade ranges are 10 percentage points (except the A range, which is 11 due to the inclusion of 100%)
- All +/- ranges are 3 percentage points
- Scale is designed to round at .5 (i.e. 86.5% = 87%)

The range of the F grade is equal to the other grade ranges (10 percentage points). As a result, the bottom of our grade range is 50%. If a student scores below a 50% on an assignment, it will be recorded as a 50% (F), which is the lowest allowable grade on the scale.

Missing assignments will be assigned a grade of M, FM or INS. A grade of M is assigned a score of 49% and indicates that the assignment may still be turned in. A grade of FM (Final Missing) is assigned a score of 48% and indicates that the assignment may no longer be turned in. INS indicates we do not have enough information about what the student does/does not know. Once an assignment is attempted, the grade would be replaced by 50% (or higher if the student earns higher), even if the student's score is below 50%. See the teacher syllabus for details about replacement procedures, timelines, and what 'attempted' means. These codes are used as a way of differentiating between a low score on an assignment and assignments that were not completed.

Navigating Powerschool- Codes and Flags

To create a more uniform grading system, the faculty at CHS has standardized some commonly used codes and flags in PowerGrade. The meanings of the commonly used codes and flags are below. You can find the grading practices of individual teachers listed under the "Section Description" in Powerschool. If you see a code or flag and do not know its meaning, please contact the teacher.

FM= *FINAL MISSING*
Student earns 48% on an assignment/test or fail to turn something in that CANNOT be made up.

M = *MISSING*
Current score is 49% but a student CAN still turn in the assignment.

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

INS = *INSUFFICIENT*
Indicates we do not have enough information about what the student does/does not know. Once an assignment is attempted, the grade would be replaced by 50% (or higher if the student earns higher) even if the student's score is below 50%. See teacher syllabus for details about replacement procedures, timelines, and what 'attempted' means.

And Flags for:
Collected:
The teacher has entered assignments in advance of collecting them; the teacher needs a placeholder; the assignment has been collected but not graded; there is no reason to be concerned about this assignment/grade at this time.



Late:
The teacher has flagged the assignment as late as a record. It may or may not be reflected in the grade. See the teacher with questions.

Missing:
The teacher has flagged the assignment as missing. It may or may not be reflected in the grade. See the teacher with questions.

Exempt:
The teacher is providing formative feedback to the student about progress but the assignment will not be figured into the grade.

Absent:
The teacher has flagged an assignment as Absent. This indicates that the student was not present for the lesson and/or assignment. It may or may not impact the grade. See the teacher with questions.

CREDIT/NO CREDIT

Students may apply to take up to .5 units of coursework each semester on a Credit/No Credit basis. This removes the course from the GPA computation. If the student does passing work, a grade of CR is recorded and credit is granted. In the event of failure, the grade is recorded as NC and no credit is awarded. In neither case is the student's grade point average affected. Students may only apply for the CR / NC option if the minimum graduation requirement is met in that subject area. For example, after the first two high school courses in Fine Arts have been completed (one year required), the student may apply to take one additional course each semester on a CR / NC basis. Requests for CR / NC options must be submitted before the end of the 1st quarter for 1st semester, and before the end of 3rd quarter for 2nd semester.

On the ninth absence, "No Credit - Absences" (NCA) will be issued for any class in which a student has missed eight class periods (excused or unexcused) in one semester. *Please note, Religious Observances, while excused, do not factor into the count of 8+ absences.

ACADEMIC PLANNING FOR COLLEGE

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

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

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

INDEPENDENT STUDY

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

CLAYTON HIGH SCHOOL WRITING GUIDE

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

1. Focus
   - Clear thesis (the main idea or argument that the writing is supporting).
   - Content relevant to the assignment.

2. Organization
   - Systematic arrangement related to the thesis.
   - Transitions to establish connections among and within paragraphs to give the writing fluency.
   - Introduction, body and conclusion.

3. Development
   - Specific, accurate evidence appropriate to the thesis, in-depth analysis that interprets evidence.
   - Critical and creative thinking.
   - Appropriate documentation of sources besides the writer's own ideas.

4. Style
   - Concise and precise word choice.
   - Sentence variety.
   - Appropriate perspective for the assignment and audience.
   - Appropriate voice for the assignment and audience.
   - Word choice and sentence structure that capture the attention of the audience.

5. Mechanics
   - Correct punctuation and usage following the conventions of standard edited English.
   - Accurate spelling.

SCHOOL CLIMATE AND STUDENT EXPECTATIONS

All Clayton High School Students are expected to:

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

STUDENT SAFETY

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

SCHOOL COUNSELING SERVICES

Clayton High School is dedicated to providing a quality program of counseling for all students in grades 9-12. Our program consists of activities at each grade level focusing on personal development, educational planning, and college/career planning. Through this programming, you can learn about your abilities, interests, goals and behavior. Counselors are available to all students to assist in developing and sharpening skills to better communicate and deal with potential concerns.

College and Career Counselors support students and families in planning for life after high school, with a focus on exploring college options as well as career pathways, workforce opportunities, and other postsecondary plans that align with each student's goals and interests. Grade Level Counselors support students' personal, social, and academic development throughout their high school experience, including the transition to CHS, full engagement in the high school program, and identifying and coordinating any support services students may need. Together, counselors work to ensure all students are prepared for college, careers, and life beyond high school.

Ms. Jenni Todd (Department Chair)	Mrs. Katy-Jane Johnson
Mr. Marcelo Menchaca	Ms. Chandra Brown
Mrs. Tobie Smith	Mrs. Jacelyn Cole

In an effort to foster an even safer and more caring school community, the District uses SchoolMessenger Quick Tip to ensure that students, staff and parents have a voice to report issues that may affect their peers and/or schools. Quick Tip allows school administrators to receive tips at any time and respond in a timely manner to issues that impact the school or individual students, such as peer pressure, campus violence, depression, suicide and bullying. Quick Tip can be accessed via any District website at claytonschools.net. Users can identify which schools receive the tip, share a message, include a photograph as appropriate and submit the tip. Users may choose to communicate anonymously or leave their contact information.

LEARNING CENTER

Learning Center classes provide a quiet, academic atmosphere for students. In the Learning Center classes, students can work in an environment that is dedicated to academics, work with teachers devoted to the subject matter, catch up on any areas where they may feel left behind, and learn skills needed to be successful in all classes. In the Learning Center, students receive help with homework, long-term assignments, study skills, and organizational skills through small group work and one-on-one assistance.

Students receive one-half "non-specified elective" credit for the semester. To receive credit, students must be actively involved in academic activities during class time. In addition, students must have 85% attendance.

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

HEALTH SERVICES/ NURSE'S OFFICE

Students who wish to see the nurse during class time should report to the classroom teacher first. The teacher will fill out a "Student Services Pass", which the student will take to the nurse. If/when the student returns to class, the student will return the pass to the classroom teacher, including an indication of times and the nurse's signature.

If there is a need during Greyhound time/lunch, the student is expected to allow sufficient time for treatment or consultation before the bell rings. Emergency care is available at all times.

If you have any questions, please contact the CHS nurse, Lisa McDade at (314) 854-6606 or lisamcdade@claytonschools.net

WELLNESS CENTER

A Wellness Center is a welcoming and safe space on campus created for and with youth to provide access to teen health and wellness services and support. The Wellness Center offers prevention and intervention including one time, crisis and ongoing support. The Wellness Center model creates opportunities to support the wellness of ALL students using a multi-tiered system of support (MTSS).

We are Located in Room 19 across from the Art Department.

For more information, please contact Jennifer McKeown, MSW, LCSW CHS Wellness Coordinator, at Work Cell: 314-477-0463, Office: 314-854-6804 or email jennifermckeown@claytonschools.net

OPEN CAMPUS

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

STUDENT IDENTIFICATION CARDS / BUILDING ENTRY

1. All students must have a Student Identification Card. Identification cards are received at the beginning of freshman year or with new enrollment. These cards are used to open exterior doors during the school day, purchase lunches, and check out library materials.
2. If lost or stolen, students should see the technology intern in the library for replacement. The first replacement card is free. Further replacements cost $5.
3. Student identification cards are active from 7:00 a.m. - 4:30 p.m. Monday-Friday.
4. Student identification cards can be used to enter the Center of Clayton from 7:00 a.m. - 2:30 p.m. Monday-Friday. Students must check-in with the link attendant after 2:30 p.m. Monday-Friday
5. Student identification cards are programmed to open the following doors:
    - Front/Globe Door
    - CTE/Baseball Field Door
    - Greyhound Entrance/Stuber Gym Door
    - Band Door
6. Students should not allow others entry to the building when they open an exterior door. Students should use their individual student identification cards to enter the building and not allow unrecognized classmates, unrecognized staff members, parents, etc. to enter the building.
7. Students should direct all visitors to the front entrance to buzz in.
8. If a student forgets their student identification card they can use the buzzer at the Front/Globe entrance.
9. Students should not use excessive force on exterior doors until they open. This compromises the ability of the door to function properly and compromises our safety.

BOOKS AND LOCKERS

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

FINES

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

VISITORS

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

POSTERS AND FLIERS

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

TRANSPORTATION AND STUDENT PARKING

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

Except for Early Release days, the Activity Bus departs at 4:30 p.m. and the Athletics Bus departs at 5:45 p.m. from Gay Field and 6:00 p.m. from the Greyhound Entrance. Only students involved in activities or athletics are allowed to ride these buses.

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

PERSONAL ELECTRONIC DEVICES

Our goal at Clayton High School is always to maintain a distraction free, academic environment. In compliance with Missouri State Bill 68 and SCD Board Policy JFCD, students are prohibited from displaying or using personal communication devices during the school day (bell to bell). This is inclusive of lunch, Greyhound Time, passing period, and free periods. Personal electronic devices include cell phones, smartwatches, tablets, headphones, earbuds/headphones, and other similar devices. All devices will need to be put away (not visible) during the school day. The expectation is that all students will have these devices put away during instructional time unless the teacher has given approved permission for use in specific instructional activities. Students who violate the personal electronic device expectations will be subject to progressive disciplinary consequences, including, but not limited to, loss of privileges. Exceptions to this rule may apply based on accommodations included in a student's 504, IEP or health plan. Exceptions to this rule may also apply in case of emergencies. As a reminder, students should only access the internet through district-provided networks during the school day.

Parents needing to contact students during school hours are encouraged to contact the main office at 314-854-6600 and the message will be delivered to your student.

GREYHOUND TIME

Clayton High School provides a common time each day to support the academic and personal growth of students. This time may be used in a variety of ways such as academic support (tutoring, reassessment, conferences), club meetings, exercise and mental wellness activities. While students are encouraged to be proactive in meeting their academic needs, teachers may require students to come to office hours for additional assistance. The expectation is that students will prioritize their academic needs during this time. Failure to comply with teacher requests may result in a loss of privileges until their academic obligations are met.

AFTER SCHOOL EXPECTATIONS

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

THE CENTER OF CLAYTON GUIDELINES

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

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

- Leisure Pool
- Courts #3 and #4
- Fitness Area*

*The Fitness Area will be reserved for members during heavy use times.

From 3:05–4:25 p.m., students who are not in an interscholastic sport may use the Fitness Area and Courts 3 and 4.

The Center will be closed after school from the first day of winter sports until December 1.

After 4:25 p.m., students with memberships may go to the front desk for access to the Center using their membership cards for access. No food or drink is allowed on the Center's basketball courts, lifting/fitness areas or track.

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

CLUBS AND ORGANIZATIONS

Clayton High School traditionally sponsors many clubs and activities on an annual basis. Other clubs of special interest are formed on a year-to-year basis to meet specific student interests and needs. Most of the activities are open to all CHS students and welcome new members throughout the school year. They all have different schedules. For specific information about any of these opportunities, please contact the Coordinator of Athletics and Activities at 314-854-6600.

Clubs and Organizations

All In CHS
Asian Student Association
Best Buddies
Bible Study Club
Black Student Union (BSU)
Boys Lacrosse Club
Chess Club
Chinese Club
Clayton Ice Hockey
Clayton Connect
Community Service Club
Dance Marathon
DECA
Dungeons and Dragons Club
Fellowship of Christian Athletes (FCA)
Forensics Club
French Club
Gender Sexuality Alliance
Jewish Student Union (JSU)
Latin Club
LINK Crew (Compass Leaders)
Mayor's Youth Advisory Club
Mindfulness Club
Model UN
National Honor Society (NHS)
Principal's Advisory Council
Sister Circle
Student Ambassadors
Student Council (STUCO)
Wellness Youth Council

Academic Competition Teams

A.C.E.
Math Club
Mock Trial Team
History Bowl
Robotics
Scholar Bowl
Science Olympiad
Speech & Debate Team
T.E.A.M.S.
(Tests of Engineering, Math, Science)

Performing Arts Activities & Groups

Broadway Musical
Fall Play
Freshman/Sophomore Play
Thespian Troupe
Student Run Musical

Instrumental Ensembles

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

Student Publications

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

ATHLETIC TEAMS

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

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

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

ELIGIBILITY

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

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

For more information on athletic policy, forms, documents and schedules please visit the CHS website under the Athletics tab or use this link: https://www.claytonschools.net

GPA REQUIREMENT FOR EXTRACURRICULAR PARTICIPATION

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

LIBRARY INFORMATION CENTER SERVICES

The Clayton High School Library Information Center is an integral part of the academic environment at CHS. The Library Information Center provides access to recreational reading, reference, research and technology resources. The Center houses over 10,000 resources, which are indexed in an online catalog.

The CHS library website is https://chs.claytonschools.net/student-resources/library. The resource collection includes books, periodicals, online databases, ebooks and audiobooks selected to support curriculum requirements and to provide resources for independent study.

Library Information Center Hours

7:30 - 8 a.m. – Independent Quiet Study Time
Students should be working independently and quietly during this time.
Group study is allowed at 8 a.m.
8 a.m. - 3:45 p.m. - open access; the library is booked for events and meetings at 3:15 p.m. some school days and may alter the schedule to accommodate those events.

Library Information Center Rules

Come to the library with a productive purpose in mind.

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

Library Information Center Procedures

1. Students are allowed to check out six library books for a period of three weeks. Books may be renewed twice.
2. Students may be limited to checking out two books on the same subject depending on classroom assignments.
3. No fines are charged for overdue library books; however, students with overdue books may need to renew or return books before checking out additional materials. Overdue notices are sent to students once a semester. Lost books must be paid for or replaced before a student graduates or leaves CHS.

NATIONAL HONOR SOCIETY

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

NHS STANDARDS AND CRITERIA

Scholarship: The student who demonstrates scholarship -

- Achieved a 3.600 cumulative GPA at the beginning of the sophomore, junior, or senior year and has been enrolled at Clayton High School for a minimum of one semester.

Character: The student who demonstrates character -

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

Leadership: The student who exercises leadership -

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

Service: The student who serves -

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

CHS National Honor Society Community Service Requirements
The CHS faculty requires each NHS candidate (3.600 GPA) to perform a total of 20+ hours per year of community service between the fall of 9th grade and the start of 12th grade.

NHS APPLICATION & SELECTION OVERVIEW

What to Know Before You Apply

The National Honor Society (NHS) recognizes students who demonstrate strong scholarship, leadership, service, and character. At Clayton High School, NHS membership is a faculty-awarded honor. Students who meet the academic and service benchmarks are eligible to apply, and the Faculty Council reviews each application to determine membership.

NHS APPLICATION & SELECTION OVERVIEW CONTINUED

The Four Pillars

- **Scholarship:** Strong academic achievement
- **Service:** Meaningful, verifiable service to school and community
- **Leadership:** Initiative, responsibility, and positive influence
- **Character:** Integrity, respect, honesty, and compassion

Step 1: Eligibility to Apply (Benchmarks)

Students are eligible to apply if they:

- Have a **3.600 cumulative GPA** at the start of the sophomore, junior, or senior year, and
- Have completed **20+ hours of verifiable community service per school year**, and
- Have been enrolled at CHS for **at least one semester**

Important: Meeting these benchmarks **does not guarantee membership.** It means a student may submit an application for review.

Step 2: Selection for Membership (Faculty Council Review)

The CHS Faculty Council determines membership by reviewing evidence across **all four pillars**, with particular attention to **leadership and character**.

To do this fairly and consistently, the council reviews:

- **School records-** attendance, discipline, etc.
- **Confidential staff input** collected through a structured process
- Student's application information

This review is designed to consider students across multiple settings, not based on one class or one opinion.

Selection Outcomes and Feedback

Not all applicants are selected. For those not selected, students can receive the general criteria used in the review process; however, **individualized feedback is not provided.**

We understand that students and families may want to know exactly what factored into an individual outcome. Because the Faculty Council's deliberations include confidential information and are based on a holistic review, we do not share application-specific details or individual ratings. We *can* share the general criteria and encourage students to use it to reflect on next steps and consider reapplying in a future cycle.

Being eligible to apply reflects strong academic achievement and service. NHS membership is highly selective, and students who are not selected are encouraged to continue building leadership, service, and character and to consider reapplying.

STUDENT ABSENCES AND EXCUSED ABSENCE CRITERIA

Attendance Office 314-854-6607
chsattendance@claytonschools.net

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

ATTENDANCE:
Teaching and learning begin with regular student attendance. Clayton High School values students being in class every day. When a student must be absent from any class, a parent/guardian is expected to call the Attendance Office (854-6607) before 10:00 a.m. on the day of the absence.

The number has a 24-hour voice message system for your convenience. If the Attendance Office is not contacted, an automated message will be sent to the parent or guardian after 10 a.m. If no contact has been made within 24 hours of the absence (next school day), the absence will be unexcused. Attendance letters are sent home after 3 and 5 absences, regardless of whether the absences are excused or unexcused. When a student reaches 8 absences, a conversation will be had to discuss academic consequences and options for preserving credit for coursework.

EXCUSED ABSENCES:

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

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

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

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

*Please visit our website for the most up to date attendance policy and procedures. https://www.claytonschools.net

STUDENT DISCIPLINE

See Clayton 101 for specifics on the School District of Clayton Policy and Procedures. Clayton 101 can be found on the District Website at claytonschools.net.

WEAPONS IN SCHOOL

The possession or use of a weapon, except where authorized by law, is prohibited on school property. Violators may be referred to legal authorities and subject to suspension/expulsion from school in accordance with school district policy and the Missouri Safe Schools Act.

School property is defined as: Property owned, operated, maintained, utilized, supervised, rented, leased, or controlled by the school district including but not limited to school buildings, administration facilities, school playgrounds, parking lots, district transportation, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

STUDENT DRESS POLICY

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

SCHOOL DISTRICT OF CLAYTON – USE OF A BREATHALYZER

In our commitment in keeping students safe and healthy, the School District of Clayton reserves the right to use breathalyzers during school sponsored events, on or off school grounds, and during the school day as a deterrent to the use of alcohol by its students. The administration of the various schools reserves the right to use the breathalyzer if reasonable suspicion exists that a student may be under the influence of alcohol.

The use of a breathalyzer may be used under the following guidelines:

1. Only students where reasonable suspicion exists regarding the consumption of alcohol will be requested to submit to a breathalyzer test.
2. All breathalyzer tests will be conducted in secure and private locations, and away from other students as much as possible.
3. A student may request a second test if he/she fears that the test is inaccurate. The second test will be conducted fifteen minutes after the first test.
4. All breathalyzer tests will be administered by certified staff members who complete training on a yearly basis.
5. Results of any breathalyzer testing will be treated as confidential student information.
6. A breathalyzer will be administered even if the student admits to the consumption of alcohol.
7. Parents will be contacted and appropriate disciplinary action taken upon any positive breathalyzer test.
8. If a student refuses to submit to a breathalyzer test, he/she will be considered to be under the influence of alcohol based on the indicators that raised reasonable suspicion.

The determination of reasonable suspicion will be based on, but not limited to, any one or more of the following indicators:

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

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

CLAYTON HIGH SCHOOL STATEMENT OF ACADEMIC INTEGRITY

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

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

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

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

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

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

The above description was primarily prepared by the Office of Student Life at the University of Texas at Dallas and the University of St. Louis-Missouri

PLAGIARISM POLICY

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

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

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

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

Acceptable Behavior in the Creation Process

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

Unacceptable Behavior

1. Plagiarizing.
2. Using AI text generators such as (but not limited to) ChatGPT, Photo Math, and Google Translate and representing it as one's own work.
3. Surrendering one's work to another student to use without ensuring that the use will be consistent with the provisions of this policy.
4. Knowingly allowing another student to plagiarize one's work.
5. Taking someone else's work in any form (e.g. copying or downloading files).
6. Using additional sources when not properly credited and identified.
7. Assuming the accuracy of the information of a website without verifying the accuracy of that information. All information included in websites is copyrighted

PLAGIARISM POLICY (Continued)

Consequences of Unacceptable Behavior

1. Whenever a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and state the penalties to which the student may be subject:

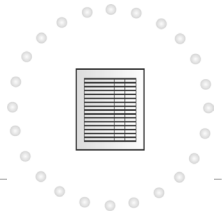
- Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
- Reduce the credit that the student would otherwise receive for the assignment by a degree commensurate with the severity of the violation.
- Refuse to give the student any credit for the assignment.
- Require the student to rework the assignment entirely, using his / her own ideas and style.
- Refer the student to the proper school authority for any additional counseling or discipline consistent with any other policy of Clayton High School.

2. Whenever a teacher reasonably believes, based on significant evidence, that a student has knowingly assisted another student in plagiarizing part or all of an assignment, the teacher shall evaluate the nature and extent of the assignment lent to the student who plagiarized and inform the student that she/he is or may be subject to, the following penalties:

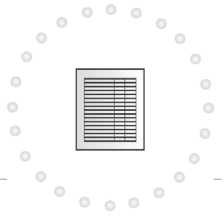
- Reduce or eliminate the credit that the student would have received for his / her own work on the same assignment on which the student assisted another student to plagiarize.
- Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student assisted another student in plagiarizing.
- Refer the student to the proper school authorities for any additional counseling or discipline consistent with any other policy of Clayton High School.
- In addition to disciplining the student according to the provisions of this policy, the teacher will continue to emphasize to the student the value of honest authorship

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

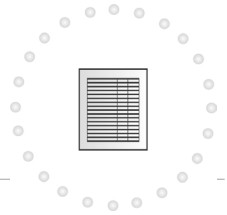
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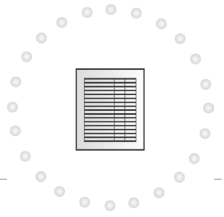
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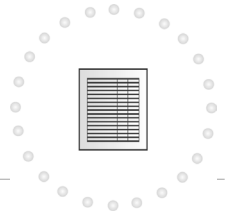
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