

Community Handbook

As a part of the Webster Groves School District, the mission of Hixson Middle School is to inspire students' lives and communities through learning.

HIXSON MIDDLE SCHOOL
630 S. Elm Avenue
Webster Groves, MO 63119
Phone: (314) 963-6450
Fax: (314) 918-4624
Visit us at https://hixson.webster.k12.mo.us/

Follow us on Facebook: Hixson Middle School
Follow us on Instagram: @hixsonmiddleschool

Webster Groves School District Administration			
Name	**Role**	**Phone**	**Email**
Dr. Jana Parker	Superintendent	314-961-1233	parker.jana@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
Mr. Jacob Myers	Chief Financial & Operations Officer	314-961-1233	myers.jacob@wgmail.org
Mrs. Tina Clark-Scott	Director of Learning Support Services	314-918-4378	scott.tina@wgmail.org
Dr. Stephanie Berry	Director of Special Education	314-989-8277	berry.stephanie@wgmail.org
Mr. Derek Duncan	Director of Communications	314-961-1233	duncan.derek@wgmail.org
Dr. Shane Williamson	Director of Diversity, Equity, and Inclusion	314-961-1233	williamson.shane@wgmail.org

Webster Groves School District Board of Education		
Name	**Role**	**Email**
Kita Quinn	President	quinn.kita@wgmail.org
Tara Scheer	Vice President	scheer.tara@wgmail.org
Grace Lee	Secretary	lee.grace@wgmail.org
Allen Todd	Director	todd.allen@wgmail.org
Christine Keller	Director	keller.christine@wgmail.org
Fran Petruso	Director	petruso.fran@wgmail.org
Miriam Townsend	Director	townsend.miriam@wgmail.org

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

The Webster Groves School District is committed to inspiring students' lives and communities through learning.

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.

HIXSON BUILDING CONTACT INFORMATION

Administration			
Name	**Role**	**Phone**	**Email**
Dr. Shenita Mayes	Principal	314-918-4551	mayes.shenita@wgmail.org
Mr. Ben Flunker	6th Grade Principal	314-918-4552	flunker.benjamin@wgmail.org
Mr. Mike Hazelton	7th Grade Principal	314-918-4567	hazelton.mike@wgmail.org
Dr. Aimee Vogt	8th Grade Principal	314-918-4661	vogt.aimee@wgmail.org
Mrs. Sabrina Hoeper	SSD Coordinator	314-963-6450	hoeper.sabrina@wgmail.org

Student Services			
Name	**Role**	**Phone**	**Email**
Mrs. Sarah Bodi	Counselor - all grades	314-918-4555	bodi.sarah@wgmail.org
Mrs. Lael Jones	6th grade Counselor	314-918-4252	jones.lael@wgmail.org
Mrs. Jeanine Young	7th grade Counselor	314-918-4554	young.jeanine@wgmail.org
Mrs. Emily Bardot	8th grade Counselor	314-918-4553	bardot.emily@wgmail.org
Mrs. Earline Banks	Registrar & Admin Assistant to the Counselors	314-918-4556	banks.earline@wgmail.org
Mrs. Sara Goede	Alternative Programming Specialist	314-963-6450	goede.sara@wgmail.org
Ms. Loneesha Carter	Restorative Center Facilitator	314-963-6450	carter.loneesha@wgmail.org
Ms. Abigail Hobold	Restorative Center Aide	314-963-6450	hobold.abigail@wgmail.org
Mrs. Casey Patterson	School Nurse	314-918-4559	patterson.casey@wgmail.org
Ms. Taneisha Price	Clinic Aide	314-918-4559	price.taneisha@wgmail.org
Mr. Mike McCauliffe	School Resource Officer	314-918-4680	mccauliffe.mike@wgmail.org

Main Office Staff			
Name	**Role**	**Phone**	**Email**
Ms. Sarah Magruder	Administrative Assistant to the Principal	314-918-4557	magruder.sarah@wgmail.org
Ms. Sophia Schwind	Administrative Assistant to the Assistant Principals	314-963-6450 ext. 14932	schwind.sophia@wgmail.org
Mrs. Robin Lamar	Administrative Assistant - Attendance (A-M)	314-918-4550	lamar.robin@wgmail.org
Mrs. Tracy Budzinski	Administrative Assistant - Attendance (L-Z)	314-918-4550	budzinski.tracy@wgmail.org

HIXSON MIDDLE SCHOOL DAILY SCHEDULE

A DAY

(Mondays, Tuesdays, Fridays, 5/24-5/27)

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 - 10:36 **(Statesmen Time)**	**3rd Period:** 10:07 - 10:36 **(Statesmen Time)**	**3rd Period:** 10:07 - 10:36 **(Statesmen Time)**
Lunch: 10:40 - 11:10	**4th Period:** 10:40 - 11:27	**4th Period:** 10:40 - 11:27
4th Period: 11:14 - 12:01	**Lunch:** 11:31 - 12:01	**5th Period:** 11:31 - 12:18
5th Period: 12:05 - 12:52	**5th Period:** 12:05 - 12:52	**Lunch:** 12:22 - 12:52
6th Period: 12:56 - 1:43	**6th Period:** 12:56 - 1:43	**6th Period:** 12:56 - 1:43
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 DAY

(Wednesdays)

6th Grade	7th Grade	8th Grade
1st Period: 8:25 - 10:00	**1st Period:** 8:25 - 10:00	**1st Period:** 8:25 - 10:00
3rd Period (WIN): 10:04 - 11:41 Session 1: 10:04 - 10:50 Passing period: 10:50 - 10:55 Session 2: 10:55 - 11:41		
Lunch: 11:45 - 12:15	**5th Period:** 11:45 - 12:30	**5th Period:** 11:45 - 1:15
5th Period: 12:20 - 1:50	**Lunch:** 12:30 - 1:00	**Lunch:** 1:20 - 1:50
7th Period: 1:55 - 3:25	**5th Period:** 1:05 - 1:50	**7th Period:** 1:55 - 3:25
	7th Period: 1:55 - 3:25	

C DAY

(Thursdays)

6th Grade	7th Grade	8th Grade
4th Period: 8:25 - 10:00	**4th Period:** 8:25 - 10:00	**4th Period:** 8:25 - 10:00
6th Period: 10:05 - 11:40	**6th Period:** 10:05 - 11:40	**6th Period:** 10:05 - 11:40
Lunch: 11:45 - 12:15	**2nd Period:** 11:45 - 12:30	**2nd Period:** 11:45 - 1:15
2nd Period: 12:20 - 1:50	**Lunch:** 12:30 - 1:00	**Lunch:** 1:20 - 1:50
8th Period: 1:55 - 3:25	**2nd Period:** 1:05 - 1:50	**8th Period:** 1:55 - 3:25
	8th Period: 1:55 - 3:25	

B2 DAY

(8/26, 9/9,1/13)

6th Grade	7th Grade	8th Grade
1st Period: 8:25 - 10:00	**1st Period:** 8:25 - 10:00	**1st Period:** 8:25 - 10:00
3rd Period: 10:04 - 11:41	**3rd Period:** 10:04 - 11:41	**3rd Period:** 10:04 - 11:41
Lunch: 11:45 - 12:15	**5th Period:** 11:45 - 12:30	**5th Period:** 11:45 - 1:15
5th Period: 12:20 - 1:50	**Lunch:** 12:30 - 1:00	**Lunch:** 1:20 - 1:50
7th Period: 1:55 - 3:25	**5th Period:** 1:05 - 1:50	**7th Period:** 1:55 - 3:25
	7th Period: 1:55 - 3:25	

LATE START

Statesman Time will not take place on these days.

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
Lunch: 11:10-11:40	**4th Period:** 11:10-11:51	**4th Period:** 11:10-11:51
4th Period: 11:44-12:25	**Lunch:** 11:55-12:25	**5th Period:** 11:55-12:36
5th Period: 12:29-1:10	**5th Period:** 12:29-1:10	**Lunch:** 12:40-1:10
6th Period: 1:14-1:55	**6th Period:** 1:14-1:55	**6th Period:** 1:14-1:55
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

No lunches, Statesman Time, or after-school activities take place on these days.

1st Period: 8:25 - 8:57
2nd Period: 9:01 - 9:33
4th Period: 9:37 - 10:09
5th Period: 10:13 - 10:45
6th Period: 10:49 - 11:21
7th Period: 11:24 - 11:56
8th Period: 11:59 - 12:32

GENERAL INFORMATION

After-School Activities	Students are encouraged to participate in after-school activities on Tuesdays, Wednesdays, and Thursdays. Students will be dismissed at 3:25 pm, and if they are staying for an after school activity, they should arrive at that activity no later than 3:35 pm. Students must remain in the activity until 4:20 pm. **Students must leave campus at 4:20 pm when after school activities have ended.** If you are unable to promptly pick-up your child at 4:20 pm, 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 pm. We do not provide supervision for students after the dismissal process has concluded for after school activities. 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.
Arrival	**The doors to school will be opened each day at 8:05 am. Students should not arrive at school prior to 8:05 am, as there is no supervision available prior to this time.** 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. ● 6th grade should report to the Auditorium. ● 7th grade should report to Gym A (Old Gym). ● 8th grade should report to Gym B (New Gym). Students will be dismissed from these locations to go to their lockers, if needed, and then to their first period class. Students arriving between 8:20 am and 8:25 am should go directly to their lockers, if needed, and then to their first period class. Students arriving after 8:25 am should enter through the Main Office doors to receive a late pass and then go directly to their lockers, if needed, and then to their first period class.
Attendance Reporting	**How do I report attendance?** ● You can email **hixson.attendance@wgmail.org** to report an absence, early dismissal, and/or late arrival. ● 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. **To whom should I report my child's attendance?** ● Students with a last name that starts with **A-M** will report absences, early dismissals, and/or late arrivals to Mrs. Lamar. ● Students with a last name that starts with **L-Z** will report absences, early dismissals, and/or late arrivals to Mrs. Budzinski. **Late Arrivals** ● Parents should not enter the building to sign their student in. ● Park in the driveway in front of the Main Entrance. ● Your student should enter the building and come to the Main Office to sign in. ● After signing in, your student will be given a pass to class. **Early Dismissals**

	● Please email **hixson.attendance@wgmail.org** or call us at 314-963-6450 as soon as you possibly can to let us know that 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 you should expect to wait 15 minutes or more for us to locate your student and get them outside to your car. ● 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. **Early dismissal processes are not to be used to get ahead of the regular dismissal traffic.** ● Parents should not enter the building to sign their student out. ● Park in the driveway in front of the Main Entrance. ● Call 314-963-6450 and follow the prompts to get to the correct administrative assistant according to your last name. ● 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. ● Your student will sign out, exit the Main Office, and walk out to your car. ● Your student will not be dismissed to anyone you did not authorize to pick your student up. We use the list you provided in Infinite Campus as verification.
Attendance Practices	Consistent attendance is necessary for students to be successful in school. The Hixson Middle School staff will implement attendance practices and procedures that are aligned with the Webster Groves School District attendance policy (JED). The following interventions may occur due to an accumulation of absences: **Daily Attendance Monitoring** ● Teachers take attendance within the first 10 minutes of each class period. **Immediate Notification for Daily Absences** ● Automated Call/Text/Email: Parents/guardians receive an automated notification for undocumented absences. ● Manual Follow-Up (if necessary): If a student is absent for two or more consecutive days without prior notification, office staff or a designee calls home to check on the student. **Early Intervention for Attendance Concerns** Step 1: Three Absences (or pattern of tardiness) ● An attendance letter is mailed home reminding families of attendance expectations and offering support (counseling, academic assistance, etc). Step 2: Five Absences ● The school sends a formal letter outlining attendance concerns, relevant policies, and potential consequences if the issue persists. ● A phone call from the school counselor or administrator is made to discuss barriers and support strategies. Step 3: Seven Absences ● A mandatory meeting with parents/guardians is scheduled to create an Attendance Intervention Plan (AIP), which includes: o Identified reasons for absences o Strategies to improve attendance o Available resources (tutoring, counseling, transportation, etc.) o Clear expectations moving forward Step 4: Ten Absences ● A final warning letter is sent to parents/guardians regarding potential consequences. ● Referral to student support services (social worker, counselor, or district attendance team) for intensive intervention. ● Possible home visit by school personnel. **Chronic Absenteeism (15+ Absences)** ● Student Success Team (SST) Meeting: The school convenes a meeting with teachers, counselors, and families to address attendance barriers and create a structured improvement plan. ● District-Level Referral: If attendance does not improve, the case may be referred to the student services or legal authorities (if state law requires). **Ongoing Communication & Support** ● Regular Attendance Reports: Parents have access to attendance information

	through Infinite Campus.
Bags	Students may bring a reasonably sized bag to school that fits their needs. However, students are not permitted to bring rolling backpacks to school because they are a trip hazard. Large tote bags, duffel bags, and large coats should remain in students' lockers until the end of the day**.** 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 their laptop or Chromebook, an appropriately sized case may be carried to protect the device. Bags larger than a typical lunch container will not be allowed in the cafeteria at lunch because they are a trip hazard.
Bus Transportation	The Webster Groves School District provides free bus transportation for students who live **over 1.5 miles** from Hixson Middle School. Students who live 1-1.49 miles from school qualify for free transportation if they receive free or reduced price lunch or participated in the free ridership program during the 2024-2025 school year. Paid transportation will no longer be offered. Students in the 1-1.49 mile range may be assigned to a bus stop located up to 1.5 miles from school. Priority for available seats will be given to students who qualify for free or reduced price lunch or distance from school. To access this service, parents/guardians must complete the **bus transportation application**. If approved, students will receive a bus pass that they must present to their bus driver upon boarding the bus. Students who do not present their bus pass may be refused a ride home. *Students are expected to behave appropriately on the school bus at all times. Disruptive, unsafe, and/or inappropriate behavior on the bus may lead to temporary or permanent suspension of bus service.* **Students may not ride another student's bus or get off at another student's stop without written permission from both parents or guardians and approval from the student's grade level administrator. 24 hour notice via email or phone call is required. We will not process these requests without proper notification.** Students who are a part of the VICC Program receive transportation to and from school daily.
Cell Phone/Earbud/ Headphone Policy	WGSD Board Policy JFCD: Student Use of Personal Communication Devices The purpose of this policy is to promote an effective learning environment free from distractions so that students can focus on their studies. Definitions *District Networks* – Wired and wireless networks maintained by the district. *Emergency* – A serious, unexpected, and dangerous situation that requires immediate action including, but not limited to, an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action. *Personal Communication Device* – A portable electronic device that is used to initiate, receive, store, or view communications, information, images, or data electronically. Such devices may include cell phones, smartwatches, personal laptops, tablets, video game devices, and other portable media players. *School Day* – For the purposes of this policy, the period from the official start of the instructional day until the official end of the instructional day. This includes, but is not

limited to, instructional time, mealtimes, breaks, time between classes, and study halls.

Prohibited Use of Personal Communication Devices

Students are prohibited from displaying or using personal communication devices during the school day**.**

Disciplinary Procedures and Measures

Students who violate this policy will be subject to discipline, including potential device confiscation, as detailed in JG-R1 and the student handbook.

Exceptions and Permitted Uses

Students may display and use a personal communication device during the school day in the following circumstances:

1. In the case of an emergency.
2. When authorized to use such a device for an educational purpose.
3. When the district determines that the display or use is legally necessary to comply with any of the following:
    - An individualized education program (IEP).
    - A 504 plan.
    - An individualized emergency healthcare plan or an individualized healthcare plan established under § 167.625.
    - The Americans with Disabilities Act
    - The Rehabilitation Act of 1973.
    - The Civil Rights Act of 1964.
    - The Equal Educational Opportunities Act of 1974.

Use for Educational Purposes

The superintendent, principal, or designee may authorize student use of personal communication devices for educational purposes. Such use shall be consistent with the educational objectives of the district. Possession or use of personal communication devices must not in any way disrupt the district's educational process, endanger the health or safety of the student or any other person in the district, invade the rights of others at school, or involve illegal or prohibited conduct.

District Responsibility

The district will not be responsible for technological support of students' personal communication devices. Students who bring personal communication devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged, or misplaced devices.

Notification and Authorization

The district will publish this policy on the district's website and give appropriate notice to parents/guardians and students.

1:1 Technology

Students will be issued a Chromebook at the beginning of the year. These devices should be used for academic purposes during the school day, when appropriate, and when given permission by the teacher.

Please note: Students should never take pictures or videos of other students. Such actions will result in consequences in accordance with the WGSD discipline policy. Chromebooks and other student devices are not allowed in the cafeteria at lunch time.

Communication	The school website is the best source of information. It can be used to direct you to team websites, PTO, and other important school information. The principal sends a weekly newsletter called the Hixson Happenings to parents every Friday. The newsletter will be posted in Parent Square on Friday afternoons. Follow us on Instagram @hixsonmiddleschool and Facebook - Hixson Middle School.
Dismissal	School is dismissed at 3:25 pm. When students are dismissed, they are expected to exit the building in an orderly and timely fashion. 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.
Fines and Fees	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 receive their Chromebooks at the beginning of each new school year. Exceptions may be made at the discretion of the Hixson administration.
Hallways	Students should walk on the right side of the hallway when transitioning throughout the building. Students should move through the hallways as efficiently as possible, keeping their hands to themselves and using appropriate speed and volume levels. Students should follow the directions of hallway supervisors.
Library	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.
Lockers	6th, 7th and 8th grade students are assigned a hall locker. Students may also be assigned a PE, shop, or orchestra locker, if needed. A copy of each locker combination is kept on file. **Students should not give their locker combinations to friends or others in the building.** All student lockers are the property of the Webster Groves School District. We retain the right to inspect lockers at any time. 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 four minutes for all passing periods and need to manage their time accordingly.
Lunch	Students are dismissed from class to lunch and should arrive at the cafeteria within four minutes of being dismissed from class. Students may eat lunch outside (weather permitting) or in the cafeteria. Students who choose to eat lunch in the cafeteria may play outside after they are finished eating. Outside play is dependent 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 halls. For the safety of our students, students may not have food delivered to them at school by anyone other than a parent or guardian. **For the safety of all students, personal belongings such as backpacks and Chromebooks may not be brought into the lunchroom or taken to recess.** Students should place these items, and are given ample time to do so, in their lockers before coming to lunch.

Messages for Students	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 Mrs. Robin Lamar or Mrs. Tracy Budzinski at (314) 963-6450 if you need a message delivered to your student. **Texting or calling your student during the school day on their personal device is disruptive to the learning environment and is a direct violation of the cell phone/electronic device policy.**
Physical Education/ Fitness Dress	Students may change clothes for PE, if they prefer, in the locker room. Students should wear shoes that are appropriate for physical activity. Crocs, slides, flip flops, and other types of shoes that do not attach securely to the foot pose a safety hazard and should not be worn during PE class.
Student Dress	Hixson students are capable of choosing clothing for school that is conducive to the educational process, and does not pose a threat to health or safety of themselves or others. The following are guidelines to assist each student in choosing clothing that is conducive to the educational process: ● Students must wear shoes in the building at all times. ● All coats (including trench coats, rain coats and heavy jackets) must remain in the student's locker during the school day. ● Hats and head coverings may be worn in the building. ● Clothing that promotes violent, offensive (ie: profanity, racial slurs), sexually implicit/explicit, illegal, etc messaging may not be worn at school. ● Clothing that could cause a safety issue for self or others (ie: tops or bottoms that have sharp objects, Heelys Skate Shoes, etc) ● Anything that obscures a person's identity, including, but not limited to face painting, ski masks, and sunglasses, may not be worn. Should there be a violation of the school dress code, a private conversation will take place with the student regarding the attire and the student will be required to make modifications. Parents/guardians will also be contacted regarding the incident. Consequences in line with the Webster Groves School District **discipline** (JG) and **dress code policy** (JFCA) may be issued for repeated dress code violations.
School Sponsored and District Events	Hixson Middle School students are welcome to attend Hixson's evening events (ie: band, choir, orchestra concerts) with their parents/guardians. **Students may not be dropped off at evening events. They must be under the supervision of a parent/guardian at all times.** This also applies to WGHS sporting events, particularly home football games. WGHS staff will require unsupervised middle school students to leave games if they are not under the supervision of an adult. **Students who do not follow these directives are subject to discipline in accordance with the Webster Groves School District discipline policy.**
Tardy Policy (Class)	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: ● 1st tardy - warning, teacher documents tardy and discusses with student ● 2nd tardy - teacher documents tardy, discusses with student, and calls home ● 3rd tardy - teacher documents tardy, assigns a lunch detention, calls home ● 4th tardy - referral to grade-level principal

Tardy Policy (School Day)	When a student is tardy to school five (5) times, a letter will be sent home. When a student is tardy to school eight (8) times, a conference will be arranged with the grade level principal and counselor. 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, we will contact the Children's Division.
Valuables	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. **Hixson Middle School is not responsible for stolen or misplaced personal property.**

STUDENT SERVICES

Counseling	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.
Nurse and Health Services	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. 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 parent/guardian will be contacted by the nurse. Prescription Medication - 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 medication, 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 medication, 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. 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. 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. 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.
Parent Involvement	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!
Screenings	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. All new students to the WGSD have a hearing and vision screening done within the first week of attendance. The school nurse will screen your child for scoliosis upon written request.
Special Education	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. 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.

Technology	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 be required to pay the insurance fee prior to receiving the device and will complete documentation during the registration process. Misuse of district technology will result in disciplinary action in accordance with the WGSD discipline policy.

Hixson Middle School Grading Practices

Grading Formula

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

- 20% Formative Assessments
- 80% Summative Assessments

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%	F
Student makes no attempt to show mastery	0	0	0%	

Grade Communication and Frequency

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

Teachers are expected to update grades in Infinite Campus 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 Infinite Campus 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, our work with character education will focus on three core values: positive relationships, respect, and teamwork. All students and staff will meet daily during Statesmen Time to learn how to enact these values at school. All Hixson community members are responsible for upholding these values. **We are *ALL* responsible for creating and maintaining a positive school culture and climate.**

Core Value	How it looks at Hixson
Positive Relationships *a connection between two or more people built on respect, trust, and healthy boundaries.*	● Use kind words with others. ● Actively listen to other points of view. ● Help everyone feel welcome. ● Speak positively of others. ● Keep negativity and gossip out of our school. ● Give everyone a clean slate everyday. ● Greet others with warmth and kindness. ● Assume positive intent. ● Create opportunities to experience joy and make memories together. ● Have fun with learning.
Respect *consideration for the feelings, wishes, rights, traditions, abilities, accomplishments, positions of others; recognizing that other people matter and treating them a such*	● Listen to understand. ● Be prepared. ● Be honest, accept responsibility, repair harm. ● Be on time. ● Communicate directly, with purpose and empathy. ● Maintain distraction-free learning-environments. ● Stop and engage with others when they address you. ● Everyone matters, so treat them as such. ● Be mindful of your space and the space of others. ● Say please and thank you. ● Don’t touch others without permission. ● Honor established rules, structures, routines, and authority.
Teamwork *combined actions of a group of people working together towards a common goal*	● Be willing to work with others no matter who they are. ● Persevere together when things are hard. ● Be helpful when someone needs support. ● Be a part of the solution; don’t contribute to the problem. ● Know when to lead and when to follow. ● Seek common ground in order to keep our work moving forward. ● Clean up after yourself and take care of our school. ● Show gratitude often. ● Recognize others who are making positive contributions to our school community.

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

Please click the link below to access the Webster Groves School District discipline policy that outlines possible consequences for specific behaviors. ***Please note, consequences are assigned at the discretion of the teacher and administrator.***

WGSD Discipline Policy, JG

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

The prohibition against illegal discrimination, harassment, and retaliation can be found at the link below:

POLICY AC

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

The sexual harassment under Title IX policy can be found at the link below:

POLICY ACA