



Washington Middle School

Proud Member of the Mehlville School District

**Student and Family Handbook
2023-24**

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2023-2024 ACADEMIC CALENDAR



 First and Last Day of School	 No School - District Closed
 Early Release Day/PD	 No School - Teacher Workday
 Professional Development	 Inclement Weather Make Up Day

4 District Closed - Independence Day	July '23 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td style="background-color: #FF0000;">4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						January '24 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td style="background-color: #FF0000;">1</td><td style="background-color: #FF0000;">2</td><td style="background-color: #FFA500;">3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: #FF0000;">15</td><td style="background-color: #FF0000;">16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td style="background-color: #FFFF00;">24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				1-2 No School - Winter Break 3 No School - 1/2 Day PD, 1/2 Day Teacher Workday 11-12 Final Exams 12 End of Second Quarter/First Semester 15 No School - Martin Luther King Jr. Day 16 No School - Teacher Workday 24 Early Release, Early Childhood PM Attend														
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TBD New Teacher Orientation 17 District Professional Development 18 PD - 1/2 Day District; 1/2 Day Building 21 Teacher Workday 22 First Day of School	August '23 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td style="background-color: #008000;">17</td><td style="background-color: #008000;">18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #FFA500;">21</td><td style="background-color: #FFA500;">22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			February '24 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: #FF0000;">19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td style="background-color: #FFFF00;">28</td><td>29</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			19 No School - Presidents Day 28 Early Release, Early Childhood PM Attend														
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Mehville School District • 3120 Lemay Ferry Road • St. Louis, MO 63125 • 314-467-5000 • mehvilleschooldistrict.com

Board approved 12/15/22

2023-2024 School Calendar



A Day = black
B Day = red

Aug 17	Back to School Bash
Aug 22	First day of school
Sept 4	No School - Labor Day
Sept 13	Early Release
Oct 11	Early Release
Oct 16	Parent Teacher Conferences
Oct 19	Early Release; End of 1st quarter
Oct 20	No School
Nov 7	No School - Election Day
Nov 22-24	No School - Thanksgiving Break
Dec 13	Early Release
Dec 21-Jan 3	No School - Winter Break
Jan 12	End of Semester 1
Jan 15	No School - MLK Day
Jan 16	No School
Jan 24	Early Release
Feb 19	No School - Presidents Day
Feb 28	Early Release
Mar 15	End of 3rd quarter
Mar 18-22	No School - Spring break
Mar 27	Early Release
Apr 1	No School
Apr 2	No School
Apr 10	No School
Apr 24	Early Release
May 27	No School - Memorial Day
May 29	Last Day
May 30 - June 6	Inclement makeup days

August 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WMS Bell Schedule (Mon, Wed, Fri) 2023-24

Time	Hour	Lunches
8:00 - 8:45	1st (45)	
8:48 - 9:33	2nd (45)	
9:36 - 10:21	3rd (45)	
10:24 - 11:38	4th/Lunches	1st Lunch 10:21-10:46 2nd Lunch 10:47-11:12 3rd Lunch 11:13-11:38
11:41 - 12:26	5th (45)	
12:29 - 1:14	6th (45)	
1:17 - 2:02	7th (45)	
2:05 - 2:50	8th (45)	

WMS Advisory Days (Tues & Thurs) Bell Schedule 2023-24

Time	Hour	Lunches
8:00 - 8:41	1st (41)	
8:44 - 9:25	2nd (41)	
9:28 - 9:57	Advisory (29)	
10:00 - 10:40	3rd (40)	
10:43 - 11:57	4th/Lunches	1st Lunch 10:40-11:05 2nd Lunch 11:06-11:31 3rd Lunch 11:32-11:57
12:00-12:40	5th (40)	
12:43 - 1:23	6th (40)	
1:26 - 2:06	7th (40)	

2:09 - 2:50	8th(41)	
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WMS Early Release Bell Schedule 2023-24

Time	Hour	Lunches
8:00 - 8:23	1st (23)	
8:26 - 8:48	2nd (22)	
8:51 - 9:13	3rd (22)	
9:16 - 9:38	5th (22)	
9:41 - 10:03	6th (22)	
10:06 - 10:28	7th (22)	
10:31 - 11:45	4th/Lunches	1st Lunch 10:28-10:53 2nd Lunch 10:54-11:19 3rd Lunch 11:20-11:45
11:48 - 12:10	8th (22)	

WMS 2-Hour Delayed Start Bell Schedule 2022-23

Time	Hour	Lunches
10:00 - 10:28	1st (29)	
10:32 - 11:00	2nd (28)	
11:03 - 11:31	3rd (28)	
11:31 - 12:48	4th/Lunches	1st Lunch 11:31-11:56 2nd Lunch 11:57-12:22 3rd Lunch 12:23-12:48
12:51 - 1:19	5th (28)	
1:22 - 1:50	6th (28)	
1:53 - 2:21	7th (28)	

2:24 - 2:50

8th (26)

Washington Middle School Contact Information

Building Information

Address 5165 Amb's Road, St. Louis, MO, 63128.

Phone 314-467-7600

Fax (314) 467-7699

Attendance (314) 467-7620

Principals 314-467-7600

Principal: Kelly Roberts - robertskelly@msdr9.org

Assistant Principal: Jordan Willmann - willmannj@msdr9.org

Counselors 314-467-7703

Katie Row (6th grade and 7th grade M-Z) - rowk@msdr9.org

Drew Litschgi (7th grade A-L and 8th grade) - litschgia@msdr9.org

Nurse 314-467-7630

Kelly Gowens - gowensk@msdr9.org

Resource Officer 314-467-7636

Keith Steckler - stecklerk@msdr9.org

Food Services 314-467-5250

School Food & Nutrition Secretary: Karen Chesnek - chesnekk@msdr9.org

Transportation 314-467-5243

Transportation Manager: Lori Oster - loster@msdr9.org

Follow us on Social Media!

Facebook Page - [@WashMiddle1](#)

Instagram - [@washeagles_msdr9](#)

Twitter - [@washeagles](#)

Regular school hours are 8 a.m. to 2:50 p.m.

On half-day/early release days, students are dismissed at 12:10 p.m.

District Notifications

Notice of Non-discrimination

Notice that the district does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Provide the procedures for reporting allegations of discrimination or harassment, including the definitions and examples of harassment and discrimination and the contact information for the compliance coordinator.

Title IX

The district does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education; 2) the name or title, office address, electronic mail address and telephone number of the district's Title IX Coordinator. Policy ACA

Special Education Services

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Adam Smith, Executive Director of Student Services.

Participation in Statewide Assessments

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. (Currently state law does not allow for students to opt out of statewide assessments.) [Policy IL](#)

School Food and Nutrition

The District participates in the National School Lunch and School Breakfast Programs allowing families the opportunity to apply for free and reduced price meal benefits. For more information please visit [Free and Reduced Lunch Application](#). Families may only provide food for their student, food may not be shared with other students.

Notice of Protection of Pupil Rights

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA) including: a) Privacy regarding surveys b) Privacy regarding non-emergency, invasive physical examinations c) Privacy regarding the collection of information for marketing purposes (20 U.S.C. §1232h, Policies [JHC](#), [JHDA](#), [KI](#))

Sexual Health Instruction

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction. [Policy IGAEB](#)

Suicide Awareness and Prevention

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. [Policy JHDF](#)

Missouri Course Access and Virtual School Program (MOCAP) Course

A virtual course that is offered by a course provider listed by the Department of Elementary and Secondary Education (DESE) as part of the virtual course program under § 161.670, RSMo. Students must be enrolled in the district and meet eligibility requirements to take a MOCAP course. The district pays for MOCAP courses and is required to accept MOCAP course credit. Students in grades K–12 may enroll in and attend a MOCAP course in accordance with [Policy IGCD](#) and this policy.

Student Immunizations

Students will not be permitted to attend classes until they provide satisfactory evidence of immunization. [Policy JHCB-AP1](#)

Audio and Visual Recordings

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. Any recording activity, even under circumstances permitted under this policy, will be prohibited if the activity creates a disruption. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. [Policy KKB](#)

Electronic Communication Between Staff and Students

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students,

staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students. [Policy GBH](#)

All Mehlville School District Board Policies and Procedures can be accessed on our district website or by clicking [here](#).

Building Policies and Procedures

ATTENDANCE

Regular attendance is required for students. In the event of an attendance problem parents/guardians and the school shall cooperatively work to resolve the situation. You can read the complete details in District Policy [JED](#) and [JED-R1](#).

In the morning students may come into the building at 7:45am. If students are dropped off earlier they will need to wait outside or in the glass area between the front doors and doors to the building. **Please note supervision is not available until 7:45am.** At 7:45am, students may enter the building. A bell rings at 8:00am which signals the start of instruction. The dismissal bell rings at 2:50pm. At that time, students must leave the building and school grounds unless they are attending a school-sponsored activity at WMS. All students being picked up by a guardian must be picked up by 3:00pm.

If your child is out sick, you need to call the office at 467-7600 or the Absentee Line at 467-7620 and report their absence. Students need to remain home from school until they are fever free for 24 hours and/or have not vomited in 24 hours. Homework may be sent via email, Google Classroom, and/or gathered in the office. Students are expected to make-up any work that is missed.

Students who are absent for three or more days must have a doctor's note when coming back to school in order for absences to be excused.

→ Attendance Letters

WMS will send out 10+plus day attendance letters or when a student falls below 90% attendance rate. **Excessive (10+ days) absence from school may result in an administration, parent, student meeting, report to Children's Division, and report to Family Courts.**

→ Doctor's Appointments

We understand it is not always possible to schedule a doctor's appointment outside of school hours. Most doctors will provide you with a note of the

appointment. You can bring that to the front office when your child returns to school.

PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians have a responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent:

Every parent/guardian or other person in this state having charge, control or custody of a child between the ages of seven (7) and sixteen (16) years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire school term of the school which the child attends (rsmo. 167.031).

Parents/guardians are responsible for notifying the school office of their child's absence. A phone call should be made to 314-467-7600 to verify the absence on the day of the absence.

In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration and the student's teachers.

TARDY TO SCHOOL OR CLASS

Tardiness is arrival to class after the tardy bell rings. When students are late to school or class, they are missing valuable instruction. Students will be held responsible for getting to school or class on time. Lunch and after-school detentions will be assigned to make up for the loss of instructional time. Any student arriving after 8:00 am is tardy to school and must sign in at the office and receive a pass to enter their classroom. Missing one-half of the class constitutes an absence for that period at the middle school level. Tardies are accumulated and reset each term. Consequences for accumulated semester tardies are as follows:

TARDY TO SCHOOL

- 5th tardy - an email home indicating it is their 5th tardy for the semester
- 6th-9th tardy - lunch detention and email home
- 10 or more tardies - lunch detention and after-school detention and email home

TARDY TO CLASS

Tardies are recorded by class:

- 1st tardy - warning by teacher

- 2nd tardy - contact home by teacher
- 3rd tardy - lunch detention assigned by teacher
- 4th tardy - after school detention assigned by teacher
- 5 plus tardies - referral to administrator for further consequences

BULLYING

Definitions

[Bullying](#) – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, racial slurs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

[Cyberbullying](#) – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the school is otherwise allowed by law to address the behavior.

BUS

Every student is assigned a bus and bus stop. **Students may only ride the bus they are assigned and may only get on and off the bus at their assigned bus stop.** Students need to stay in their seats while the bus is moving. When students do not follow bus expectations, the driver can write a referral. All referrals are handled by school administration. If a student is a constant disruption on the bus, the student may be suspended from the bus for a period of time. All buses arrive to school by 7:55 and depart by 2:55. WMS cannot give out a pass to students to ride a different bus than what they are assigned.

CAFETERIA

The cafeteria is open for lunch only. In the morning, Grab-and-Go Breakfast is offered inside the front doors and in the 8th grade hallway. For lunch, students are assigned one of three lunch shifts. Students may bring their lunch or purchase lunch from the cafeteria. We also have a snack bar that has items to purchase during lunch time. All students pay by using their pin number. Parents may deposit money online (through [My School Bucks](#)) or students can fill out a lunch envelope and place it in the lunch mailbox in the front lobby.

Expectations

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, earbuds, and other electronic devices are to remain out of sight and on silent during the school day. **Devices in sight or in use during the school day will be confiscated for the remainder of the school day and a consequence will be assigned:**

Consequences for confiscated items are as follows:

1. First offense: Warning and device brought to the office
2. Second offense: Lunch detention
3. Third and Fourth offense: One hour after school detention
4. Fifth offense: 2 hour after school detention
5. Additional offenses – referral to administrator, more severe consequences may be assigned including checking in the device to the office daily.

WMS students are bringing their personal cell phones and electronic devices at their own risk. **WMS will not be held responsible for any lost/stolen/broken items.**

**If you must reach your child during the day,
refrain from texting/calling your child's cell phone.
Please call the main office at 314-467-7600.**

Generally speaking, communication between and among students that takes place outside of school is not of concern to WMS staff unless it is brought to our attention because there is a disruption to the learning environment and or to our students while on campus. If there are conflicts or disruption brought to our attention, these will be addressed through our discipline guidelines.

We want parents and students to be fully informed that internet communication and cell phones will remain private until something causes us to have an interest in them and then we will review them in the same way we would review any other item thought to be posing a threat or disruption.

SEARCHES BY SCHOOL ADMINISTRATORS

School furniture and building appointments are the property of the district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

CHROMEBOOKS

All information from the District can be found here regarding student chromebooks: [Student and Family Chromebooks Handbook](#)

Each student is assigned a Chromebook to use for the school year. Students will be held responsible if they intentionally damage the Chromebook. Chromebooks should go home each night, and return **fully charged** and ready for school each day. Students should also bring their charger daily.

Go Guardian

Go Guardian is used by teachers and administrators to monitor student activity on district devices. Administrators are alerted when students are viewing inappropriate content. Misuse of district technology may result in restricted access and/or loss of device privileges.

Outside of School Hours

Students are expected to follow the district technology expectations when using their Chromebooks outside of school. Inappropriate behavior and searches can result in consequences at school. The chromebook is property of the Mehlville School District and is linked to district Google Accounts.

COMMUNICATION

Communication between home and school is critical to student success. The following tools will be used to communicate with you this school year:



Parent Square - this is the main form of communication between the school and families. Newsletters and important information will be communicated through Parent Square.



Tyler SIS - used for online grade reports and attendance



My School Bucks - online payment system for our meals, snacks, and other fees



Peach Jar - electronic flyers from the district



Social Media Facebook, Instagram, and Twitter - used to share information from WMS and the district

Helpful Guide for Addressing Concerns

Classroom Concern:

Contact Teacher; if not resolved...

...Contact School Principal; if not resolved...

...Contact District Administrator; if not resolved...

...Contact Superintendent of Schools; if not resolved...

...Contact a School Board Member.

School Concern:

Contact School Principal; if not resolved...

...Contact District Administrator; if not resolved...

...Contact Superintendent of Schools; if not resolved...

...Contact a School Board Member.

District Concern:

Contact District Administrator; if not resolved...

...Contact Superintendent of Schools; if not resolved...

...Contact a School Board Member.

School Board Concern:

Contact a School Board Member.

CLUBS AND ORGANIZATIONS MEETING AFTER SCHOOL

Students are welcome and encouraged to stay after school in order to participate in supervised activities offered at Washington Middle School. Students may stay after school for the following reasons: detention, student tutoring, work with teachers on class work or make-up work (tests, projects, assignments, computers), clubs, intramurals, band, choir, or theater.

Students may only stay after school for activities in which they are under the direct supervision of a teacher. All other students are expected to leave campus by 3:00 p.m. Students who stay for after-school activities are expected to show proper behavior at all times and to be cooperative with all teachers supervising after-school activities; all school/district rules and policies apply.

Procedures for students participating in after school activities are:

1. Students must sign up to participate in the activity
2. Students must report to the activity by 2:55, with all belongings to go home as well
3. All students should be picked up by the end of the scheduled activity

DETENTION

If a student's behavior is disruptive and/or the teacher's efforts in the classroom have met with little success, a student may be assigned detention. The student will receive written notification regarding the reason for the detention along with the date of the assigned detention on the detention form. Parents will be contacted prior to the detention.

1. Detention is assigned by teachers and/or the administration.
2. Detention will be assigned during the student's lunch period and/or after school. One hour after-school detention will begin at 3:00 and end at 4:00. Two hour after school detention will begin at 3:00 and end at 5:00.
3. If the student is ill or absent from school during an assigned detention, the student will make it up the day upon returning to school, if appropriate.

4. Students participating in activities WILL NOT be excused from after-school detention. They have the obligation to inform the sponsor that they will be remaining after school for detention instead of the activity.
5. Students should bring their belongings to detention with them. Students will not be allowed in other areas of the school following detention.

Failure to Serve Detention

Students who fail to stay for assigned detention(s) may be assigned additional detention or up to three (3) school days of out-of-school suspension. Subsequent offenses could result in an out-of-school suspension.

DISCIPLINE

WMS follows [Mehlville School Board's Discipline Policies](#). District Policy is designed to foster student responsibility, respect for others, and to provide an orderly school environment. Students in violation of policies may be given a consequence such as lunch detention, after school detention, restriction of privileges, ISS, or OSS. To see the full list of the Mehlville School District's Student Discipline Policies and Procedures head to "[Disciplinary Policies and Procedures](#)".

DRESS CODE


The general atmosphere of a school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

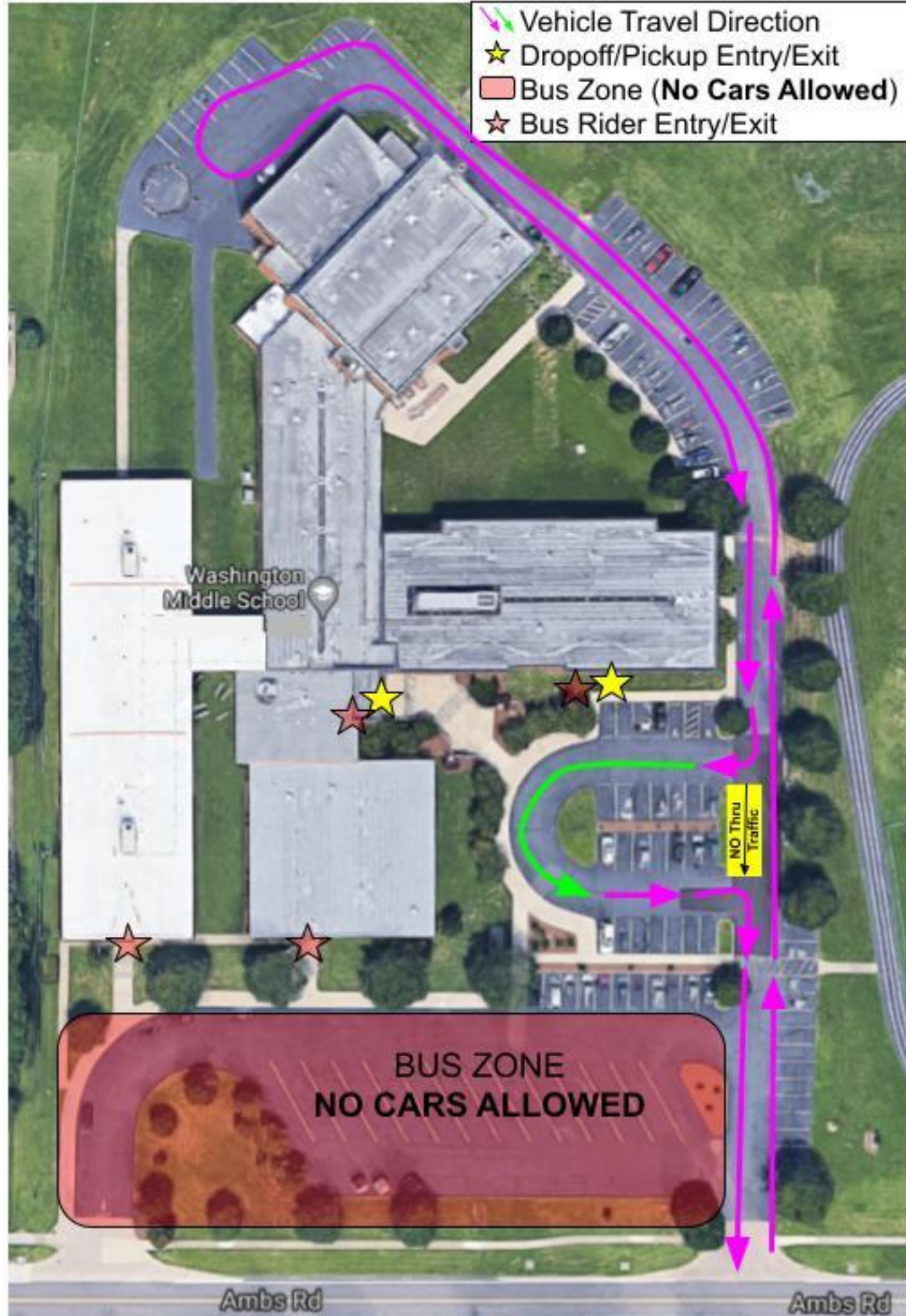
DROP OFF AND PICK-UP PROCEDURES

In order to ensure safety for everyone we ask that you follow our drop-off and pick-up procedures:

- AM - when you pull into WMS follow the road to the back of the building where you will loop around (diagram below) and then come to the front circle. **Do not cut in front of other drivers by making a left into the front circle without going around the building.** To keep the line flowing, students should be ready to exit the vehicle. Students will enter the main doors or the door at the bottom of the 7th grade stairwell. When entering and exiting the main driveway, we ask that you yield to buses entering the lot. **Vehicles should not enter or cut through the lot where the buses are unloading. This becomes a safety risk to students who are entering or exiting the bus.**

- PM - when you pull into WMS head to the back of the building, passing the front circle, to the turn-around at the very back of the building. Head back towards the front of the building pulling into the front circle. **Do not cut in front of other drivers by making a left into the front circle without going around the building.** Drive slowly as we have students getting into vehicles. **Do not enter the lot where buses are loading students.**
- Be patient and model good behavior. The beginning of the school year procedures may be slow, but as everyone gets the hang of it, it moves quickly.

Students must only exit/enter vehicles in the  sections.



DRUGS AND ALCOHOL

Students found under the influence or possession of drugs or alcohol will face a 10-day+ OSS pending a SPAR (Suspension Pending Administrative Review). Details can be found in [MSD's Discipline Handbook](#). Students could also face charges from the St. Louis County Police if drugs or alcohol are found on campus or if a student is under the influence.

ENTERING OUR BUILDING

When coming to WMS visitors must buzz in at the front door. Once admitted, visitors should proceed directly ahead to the main office. Visitors will be asked for a drivers license which will be scanned and a visitors badge will be printed. This badge must be worn *AT ALL TIMES* while inside the building. Parents are not allowed to visit classrooms or hallways unannounced, which includes before or after school.

HALLWAY EXPECTATIONS

Students out of class during regular class time should have a pass from their teacher. Teachers are expected to issue hallpasses to any student leaving the classroom.

Students should not run, shove, scream/yell, or any horseplay while in the hallway. Staff may issue consequences for disruptive or dangerous hall behavior. Repeated offenses can result in delayed passing or disciplinary action.

HOMEWORK HOTSPOT

Homework Hotspot is an opportunity for students to stay after school to work on their homework. They will meet in a room with a teacher supervising and providing help when they need it. A permission form needs to be filled out by parents in order for your student to stay for Homework Hotspot.

INTERVENTIONS

WMS has a MTSS (Multi-tiered systems of support) team that meets weekly to review student data and progress. At any point in the school year, students may be placed in an intervention group. Parents and guardians will be notified if their student will participate in an intervention group during the school year.

LOCKERS

All students are assigned a locker and a school issued lock. Students must use the lock that WMS has provided to them. Students can access their locker twice a day: during arrival and during dismissal. Backpacks are allowed during the school day.

LOST AND FOUND

The Lost-and-Found box is located at the bottom of the stairwell leading to the 8th grade hallway. Any items found around the school will be placed in the Lost-and-Found.

MONEY

We highly discourage students from carrying large amounts of money at school. The school cannot be held accountable for any lost money. Lunch accounts can be replenished through direct deposit into MySchoolBucks, or by personal check that can be put in the various lunch mailboxes around school.

NURSE'S OFFICE

Nurse Kelly Gowens is here to administer preventative and emergency medical care. Students who become ill or injured at WMS will be sent to the nurse's office. After evaluation of the illness or injury, it may be deemed necessary for the student to leave campus, at which time a parent/guardian will receive a telephone call.

- **Over-the-Counter Medications** - The nurse may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. **All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.** Students may not carry such medications throughout the school. In addition, the district's RNs may administer over-the-counter medications to middle and high school students if a standing order from the district's physician exists and written permission of the parent/guardian is provided.
- **Prescription Medications** - Parent/guardian must provide the district with written permission to administer the medication before the nurse will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

THREATS

We take any and all threats seriously. If a child makes a threat towards school or anyone at WMS, district protocol will be followed when administering consequences. The St. Louis County Police Department may also be involved based on the information gathered.

TOBACCO and VAPES

WMS is a tobacco-free campus. It is also illegal for a minor to possess any tobacco products. If a student is caught with any of the above the following will occur:

- Possession - if a student is found in possession of any of these items it is 2-day OSS
- Using - if a student is caught using any of these items its it is a 3-day OSS
- Distributing - if a student is found distributing any of these items it is a 4-day OSS

*Subsequent offenses will result in increased disciplinary action.

Title 1 Funds

Parents can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. [Policy GBL](#)