

# **ACADEMICS**

## **CREDITS**

At the high school level, students who will graduate in 2008 or 2009 are required to earn 22 credits to graduate. Students who will graduate in 2010 or after are required to earn 24 credits to graduate. Each class, per semester, is worth ½ credit. If a student fails a required class, she/he must take this class again to earn the appropriate credits for graduation. Specific information regarding graduation requirements should be directed to the guidance office or the Course Description handbook.

## **PROGRESS REPORTS**

Every quarter, progress reports are completed at the quarter midpoint. Progress reports, like report cards, are mailed home. Should parents wish to check grades on a more regular basis, students may take a Friday Grade Check Sheet (available in the Guidance Office) to teachers. Students are responsible for picking up a grade check form and asking teachers to complete it.

## **TUTORING**

Students who need additional assistance with academics outside the classroom have options available to them. Many teachers stay after school by appointment to work with students individually while some teachers offer regular after school help sessions. FZW's National Honor Society (NHS) offers peer tutoring. Students are paired based on the needed area and the tutor's expertise. Contact the Guidance Office for more information.

# **ACTIVITIES**

Fort Zumwalt West offers a variety of clubs, activities, and sports of which students can be a part. Contact the Activities Office for specific information.

## **ADMISSION**

For basketball, football, volleyball, and wrestling, the admission price is \$4.00 for adults and \$2.00 for students/children. Tournament admission costs may vary. All other athletic activities are free. Athletes are admitted free of charge to an athletic event during the season in which they are an athlete.

The athlete's student ID must be presented for free admission.

## ELIGIBILITY

To be eligible to participate in a Missouri State High School Athletic Association (MSHSAA) sanctioned activity, "a student in Grades 9-12 must have earned, the preceding semester of attendance, a minimum of 2.50 units of credits.... and shall currently be enrolled in and regularly attending courses that offer 2.5 units of credit..." Students must also have a physical on file with the Activities Office.

## GOOD SPORTSMANSHIP

The Fort Zumwalt School District and the MSHSAA believe in the practice of good sportsmanship. Athletes, fans, and parents all represent FZW and should remember to promote sports in a positive manner at all events. Booing, vulgar language, and/or other signs of poor sportsmanship are not tolerated at any activity.

## PHYSICALS

Any student wishing to participate in an athletic activity must first have a physical by a physician. Physical forms are available in the Activities Office.

## SPIRIT

Students are encouraged to positively support their peers and their school by attending school activities. A schedule of events is available in the daily bulletin or in the Activities Office.

*Colors: Purple, Black, And Silver*

**Mascot: Jaguar**

# ATTENDANCE

## STUDENT ABSENCES

Good student attendance will help to ensure that your student will receive the best possible education. If, however, your student will be absent, please contact the Attendance Office as early as possible to verify this absence. Parents should contact the Attendance Office for any absence—illness, funeral, doctor's appointment, late arrival to school, etc.

Should the Attendance Office not receive a call from a parent, they will make every attempt to contact you the day your child is absent to verify the absence. To guarantee that contact is made, it is best that the parent notify attendance. Each day, attendance in the building averages approximately 92%,

which means over 200 students are absent.

## AFTER AN ABSENCE

The first day a student returns from an absence, she/he needs to report to the Attendance Office to receive an admit slip. This slip is to be shown to teachers throughout the day. Only students possessing an admit slip marked 'verified' will be afforded make-up privileges.

## ATTENDANCE LETTERS

After a student misses 10 days during the school year, the Attendance Office generates a form letter to parents. These letters are meant to be of assistance to parents and school officials in helping to better track your student's attendance. Should you receive one of these letters, it is helpful to contact your student's principal to inform him/her of any special circumstances regarding your child (an extended illness, hospitalization, etc.) as the school may be able to assist in other ways. If parents have previously verified absences, the letter serves only to compare records.

# DELIVERIES AND MESSAGES

Any emergency situations that may arise requiring delivery of items to students are to be done through the Attendance Office. Please keep these types of deliveries to emergency situations. Flowers and other gifts delivered for students will be handled as follows: Students will be called to the office during passing time.

Deliveries of this sort will be done only after all other necessary duties have been completed in the Attendance Office. Parents, friends, relatives, etc. are not permitted to bring "outside" lunches to school for students. This includes fast food items and the delivery of pizzas. Should an emergency arise during the day and a student needs to be contacted, please contact the attendance office. Again, these types of messages should be reserved for emergency situations only.

Messages for teachers can be given to the school receptionist. Messages can be taken during

regular office hours (6:30 AM – 4:00 PM). If a parent chooses to do so, she/he may contact the teacher via school e-mail. E-mail addresses will be as follows: First initial last [name@fz.k12.mo.us](mailto:name@fz.k12.mo.us) (for example: [nberry@fz.k12.mo.us](mailto:nberry@fz.k12.mo.us))

# DRIVING

## DROPPING OFF/PICKING UP STUDENTS

Anyone dropping off or picking up students before or after school should do so on the circle drive. This drive is near the main entrance of the school. Please do not park in the yellow zone. This is a designated bus loading area as well as emergency vehicle area.

## STUDENT DRIVERS

Parking is a privilege, not a right. Students are permitted to drive only once they have been issued a parking sticker. Parking stickers will be offered on a first come, first served basis to seniors. Once seniors have all had the opportunity to apply for a sticker, Juniors will be given the opportunity for any remaining spaces. Sophomores and Freshman are not eligible for driving privileges.

To obtain a parking permit, students must provide:

- A copy of their driver's license

- A copy of their current insurance card

- The parking application with parent/guardian signature

- \$15.00 to pay the parking fee.

# CLINIC SERVICES

## MEDICATIONS

Students, per district guidelines, are not permitted to carry any prescription or over-the-counter medications. Any prescription medicines that need to be taken during the school day are to be given to the nurse accompanied by a note from the prescribing doctor. Aspirin/Tylenol will be given to a student one time during the school year, only with parental permission. Should a student need to take aspirin/Tylenol, a note from the parent with the medication is required.

## SPECIFIC MEDICAL CONDITIONS

Should your student have any specific medical needs, be certain to include that information on the emergency information sheet. This information is entered into the school's database. Should there be any changes at any time during the school year, be sure to contact the Clinic at Ext. 1500.

# DISCIPLINE

Students will receive disciplinary information at the start of each quarter. The hope in distributing this information is that students will understand the consequences of any action before they choose to make poor decisions. The Fort Zumwalt School District uses three basic forms of discipline to enforce school policies: detentions (after-school and Saturday detentions are available), Zumwalt Alternative Education Program (ZAEP or in-school suspension), and out-of-school suspension. All correspondence regarding disciplinary consequences is mailed home to parents/guardians.

## DETENTIONS

After-school detentions are Monday through Thursday from 2:35 PM to 4:15 PM in Room 149.

Saturday detentions for West High and all district students are in the West High commons on Saturdays from 8:00 AM until 12:00 PM. Saturday detentions are not held when school is not in session that preceding Friday or following Monday.

Some teachers may choose to assign an after-school detention himself/herself. If a student is asked to serve an after-school detention with a teacher, a letter about the detention will be sent home. Failure to serve an after-school detention with a teacher will result in disciplinary action from the office.

# FOOD SERVICE

Students receive 25 minutes for lunch at one of three lunch shifts. Students may bring their own lunches. Please keep in mind, however, that refrigerators are not available for student use. Microwaves are available in the Commons. Students may choose from a variety of menu options for lunch, including salad bar (Monday-Wednesday), pasta bar (Thursday), taco bar (Friday), or a regular lunch.

A regular lunch costs \$1.80. Those needing assistance (Free and Reduced Lunch) may contact the Principal's Office at Ext. 1141 for an application.

On the first day of class, teachers will review with their students which lunch shift they will eat. Lunches are assigned bases on fourth hour classes.

Except during inclement weather, the courtyard is open for student use during lunch. Should the courtyard be abused (trash and trays left behind), the courtyard will be closed to students.

## BREAKFAST

Breakfast is available to students. Breakfast ranges in price, depending on the student's selection

from bagels, donuts, fruits, muffins, cereal, hot meals, juices, water, etc. If a student qualifies for Free/Reduced Lunch, the student will also be eligible for Free/Reduced Breakfast.

## CREDIT

Students may not purchase any lunch or breakfast items on credit. Should a student forget his/her lunch or forget money to purchase lunch, a peanut butter sandwich and a drink will be provided to the student—provided that she/he notifies someone for assistance. We ask, however, that requests for sandwiches be kept to a minimum so as not to abuse the system.

## FREE/REDUCED LUNCH

If you believe your student may qualify for assistance with meals, please contact Ext. 1141 for specific information. Students who qualify will receive a lunch ticket to use to purchase their lunch. A family may apply for this service at any time during the school year. Should circumstances change please don't hesitate to call the office. Students who receive a Free/Reduced Lunch are also eligible for passes to athletic events.

## LUNCH TICKETS

Students may purchase lunch tickets from any cashier in the cafeteria. Checks, made payable to Fort Zumwalt School District, may be used. Tickets may be purchased for five to ten days.

## OUTSIDE LUNCHESES

Parents, friends and/or visitors are not permitted to bring outside lunches or have lunches delivered to students during the school day.

# GUIDANCE

## FINANCIAL AID

Our Financial Aide Secretary helps students seek and apply for financial aid and scholarships. Contact the Guidance Office for specific information.

## GRADE CHECKS

Each Friday, any student wishing to check his/her grades may pick up a Grade Check form in the Guidance Office. This form is then given to teachers. Teachers complete the form, noting the student's current grade, the scores for the week and any missing work.

## SCHEDULING

Each spring, students will be given information regarding the next school year. At this time, students will pick their classes and plan with their counselors classes that they need to take to fulfill graduation requirements. Counselors are also available during the regular school year to meet with students and conference with parents as necessary.

Schedule changes will be made for a limited time at the beginning of each semester. Changes will not be made so a student can eat lunch with a friend, have a particular teacher, eat during a particular lunch, or because they don't like someone who is in class with them.

## SCHOOLING OPTIONS

A variety of opportunities exist for students in the Fort Zumwalt School District. Specific information on each program can be obtained from the Guidance Office.

- *College Credit:* Juniors and Seniors may take a limited number of classes for college credit. These credits are offered through various universities/colleges in the state.
- *Hope High:* Hope High is an alternative program available to all students in the district who have finished one year of high school in their home building. Hope High is a small school with focus on individual attention. Students must apply, interview and be chosen by the staff to attend the school.
- *Lewis and Clark Technical School:* Students who have a desire to gain vocational training in fields such as auto mechanics, construction and computers may apply and be tested to be accepted to Tech School.
- *Night School:* Students who have earned 12 credits and who may be behind in their expected graduation date may apply to the Night School program.

## TESTING

Each year students take standardized tests. Some of these are given through the Guidance Office, others are ones for which students must apply.

- **ACT:** College entrance exam; information packets are available in the Guidance Office.
- **ASVAB:** Armed Services Vocational Aptitude Battery; required to be taken by all juniors.
- **MAP:** Missouri Assessment Plan; students in varying grade levels are tested in content areas,

usually in April

- **PLAN:** Pre-ACT; gives a general idea how a student will achieve on the ACT; required to be taken by all sophomores

**PSAT:** Pre-SAT; students may sign up to take this test; optional for juniors and sophomores

# IDENTIFICATION BADGES

All students are required to wear an ID badge around their neck per school district policy. The first ID, clip and lanyard will be given to students free of charge. Any additional IDs, needed by a student will cost the student \$3.00. If a student needs replacement badge and does not have money to pay for it at the time, the student will be placed on a fine list and can pay the fee at a later date. Students who do not wear an ID badge will face disciplinary consequences (out of school suspension).

# LOCKERS

## PE LOCKERS

If a student is taking a PE course, he/she will be issued a locker. It is imperative that the student use a lock a lock to secure his/her items. Without a lock on a locker, anyone can gain access to the student's property.

Because all lockers are the property of the school, they are subject to search at any time.

## STUDENT LOCKERS

Each student is issued a locker when he/she registers. This locker is the property of the school and is loaned to the student for the year. Combinations are changed each year, and students are reminded that to keep their items safe, that they should always lock their locker and not leave it "hitched" to open.

All freshmen share a locker with another freshman.

Students are not to switch lockers or "move in" with others.

Students should not bring valuable to school.

## STUDYING

## HOMEWORK

On average, students will have approximately one-half hour of homework per class each night. This amount might differ based on the kinds of classes in which a student is enrolled. Your child's teachers can more accurately let you know how much homework to expect.

Because students need to earn passing credits to graduate, it is important that students complete homework.

## MAKE UP WORK

Should a student miss a day of school, the student will receive one day to make up any work missed. This is the case for all absences, with the exception of longer absences. Contact the Guidance Office for more information.

If a test, project, paper, etc. has been assigned prior to the student being absent and the student is aware of this assignment and misses the day it is due, the student is responsible for making up the work the day he/she returns to school.

Should a student miss three days consecutively; contact the Guidance office to request homework. The Guidance Office will contact the student's teachers and gather work missed.

Should a student miss only a few days, it is the student's responsibility to speak with each of his/her teachers to obtain any work missed.

Check with each teacher regarding individual make up work policies. Each may have specific requirements in addition to the information listed above.

## **STUDENT RESOURCES**

## CRISIS COUNSELORS

Crisis counselors are available to students during the school day. These counselors can help students work through personal problems, family issues, school issues, issues with friends, etc. The crisis counselors also run support groups. For specific information about these groups, contact the Guidance Office.

## DAILY BULLETIN

Each day during fourth hour, teachers will read the daily bulletin. Information regarding all school activities and important school information is included in the bulletin. Students can also read the bulletin on their own in any teacher's classroom, as the bulletins are posted daily.

## PEER MEDIATION

Should a student believe he/she is in a situation that might result in a major conflict with another

student, the student can request a peer mediation. More times than not, these mediation remedy conflicts between students. Students may ask any teacher, counselor or administrator to set up a mediation. This proactive measure often helps students avoid disciplinary action.

## SAFE LINE

Students who need assistance after school hours can contact the FZW Safe line at 636-485-2932. This can be used for tips to student safety (drug use, gang activity, threats of violence, suicide, etc.)

Abuse of this line or reports of falsified information will result in disciplinary action.

## SCHOOL RESOURCE OFFICER

An O'Fallon Police Officer is available during regular school hours for student assistance. As needed, students will be referred to the SRO for situations that can best be handled by him.

**STUDENT HANDBOOKS** During the first week of school, all students are given a student handbook/planner. These handbooks have school rules, a school calendar, and a day planner available for student use. It is recommended that students use the planner to track homework due dates, activity schedules and work schedules as it assists students in learning time management skills.

## WORK PERMITS

A students wishing to work before the age of 16 may pick up a worker's permit in the principal's office. The form will be given to students who have maintained good grades and who have secured a job. For specific questions call Ext. 1101.

## SUPPLIES

Specific supply lists are not available prior to the start of school. Students should, however, come prepared for class the first day of school. Pens, pencils, paper and folders are recommended. Teachers with specific material needs will notify students as necessary.

## TEXTBOOKS

Students are issued copies of textbooks and other necessary materials (IE. novels) for their use during the school year. These textbooks are the property of the school district and are on loan to students. Should books be lost or damaged, students will be responsible for replacement or repair fees.

## TRANSPORTATION

Any student who lives more than one mile from school is eligible for bus transportation. Route listing can be obtained by calling the Guidance Office.

Students are not permitted to drive to school unless they have been issued a parking permit.

All buses, including sports buses, will drop off and pick up in the bus lot located adjacent to Mexico Road.

Activity buses (for transportation home from sports or club activities) are not available.

## **TECH SCHOOL**

Students who attend Lewis and Clark Technical School are required to ride the tech bus. No students are permitted to drive themselves to Tech School.

## **ZERO HOUR**

Any student enrolled in zero hour or attending Tech School may request zero hour transportation. Contact the district's transportation office at 636-980-2337 to request zero hour transportation.

## **VALUABLES**

It is recommended that students not carry large amounts of cash to school, nor should students bring other valuable items to school.

Headphones, CD players, video games, phones, beepers, etc. are not permitted at school.

## **VISITORS**

Students are not permitted to bring outside visitors during regular school hours. This includes any time during the school day and during all lunch shifts.

## **VOLUNTEERS**

Parent volunteers are always needed for booster club activities. Contact the Activities Office at Ext. 1401 about information about athletic, band, choir, and drama booster clubs.