

ZALMA HIGH SCHOOL



HOME OF THE BULLDOGS

2006-2007 STUDENT HANDBOOK

This Handbook Belongs To:

Name: _____ **Grade:** _____

Parents/Guardians,

Please sign this page to acknowledge that you have seen and read the Zalma High School Student Handbook and have discussed the rules, regulations and policies with your child.

I have read the Zalma High School Student Handbook and have discussed its contents with my child/children. I understand that my signature on this page only indicates that I have seen and read this handbook, not necessarily that I agree with the policies and procedures set forth in the handbook.

Parent Signature

Date

Welcome ZHS Students!

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, board of education and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally, take your place in society. Remember that your success in this school will be directly proportional to your efforts. ***It is your responsibility to read and understand the policies and procedures stated in this handbook.***

Dear Parent or Guardian:

All school districts are required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waved.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major a teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

HIGH SCHOOL PERSONNEL

Superintendent:	Darryl Sauer
Superintendent's Secretary:	Marsha Welty Phone: 722-5504
High School Principal:	Gerard Vandeven
High School Principal's Secretary:	Vickie Rhodes Phone: 722-3320
Counselor:	Shannon Garner Phone: 722-3320
Nurse:	Karen Eftink Phone: 722-3136
Library/Media Specialist	Becky Stilts
Music Teacher:	Linda Davis
Junior High Teacher:	Summer Siebert
Science Teacher:	Faith Bailey
Language Arts Teacher:	Tiffany Dannenmueller
Mathematics Teacher:	Margie Ezell
Social Studies Teacher:	Anita Thomason
Art Teacher:	Doug Dirnberger
Family & Consumer Sciences Teacher:	Regina Rainey
Business Education Teacher:	Pam Glasener
Learning Disabilities/EMH Teacher:	Judy Wiseman
Technology Coordinator:	Glenda Wiseman
Physical Education, Basketball Coach:	Chris Miller
Physical Education, Baseball Coach:	Dwyght Ford
Cheerleading Coach:	Pam Glasener
Volleyball Coach:	Shannon Garner
Assistant Volleyball Coach:	Angela Kasten

Board Of Education

Dale Fish	President
Rick Garner	Vice-President
Harold Lemons	Treasurer
Jan VanEs	Member
Steve Dickinson	Member
Mike Hovis	Member
Patti Shelby	Member

Bus Drivers

Lenny Fish
Raymond Fish
Ronnie Talley
Tracy Taylor
Lindel Ward

Cooks

Rene' Phillips
Kim Buehler

Maintenance/Grounds

Bill Jackson

Maintenance Supervisor

Marvin Burger

Custodians

Rosalyn Burger
Sheri Slemmer



Important Dates/Events

August 11	School Opens
August 17	Class Rings & Jackets – Sophomores – Jostens 11:00
August 23	Class Rings & Jackets Orders – Sophomores – Jostens 10:15
August 24	Volleyball Gatorade Game
August 25	School Pictures, Senior Pictures
September 4	Labor Day – No School
September 20	Senior Announcements – Meeting – Jostens 8:30
September 28	Senior Announcements – Orders – Jostens 10:15
October 9	Teacher Inservice – No School
October 26	Parent/Teacher Conferences – Dismiss at 12:15
October 27	Fall Break – No School
November 9	Veteran’s Banquet
November 13	Ormazd Yearbook Crowning
November 16	Basketball Gatorade Game
November 22	Sports Group Pictures, Retakes
November 22	Dismiss 12:15 – Thanksgiving Break
November 23-24	Thanksgiving Break – No School
December 7	Elementary Christmas Concert/Art Show
December 12	High School Christmas Concert
December 19	Dismiss at 12:15 - Christmas Break
December 22-January 1	Christmas Break
January 2	Second Semester Begins
January 15	No School – Martin Luther King Holiday
January 12	Homecoming
February 19	President’s Day – No School
March 22	Spring Sports, Group, Individual, Class Pictures
March 16-18	State BETA Trip
March 23	Teacher’s Meeting – No School
April 7	Alumni Banquet
April 6	Easter Break – No School
April 9	Easter Break – No School
April 21	Junior/Senior Prom
April 24	Activities Award Ceremony, Spring Concert, Art Show
April 26	Student Council Honors Banquet
April 27	Spring Break – No School
May 11	Last Day of School – Dismiss at 12:15

Please note that the above dates are subject to change due to inclement weather or other unforeseen circumstances. Please refer to the Bulldog Growler insert in the Banner Press Newspaper for up-to-date schedules and events.

Athletic Schedules are available free of charge at school or at the admission table at ballgames. All school sponsored home activities begin at 6:00 PM.

BUS REGULATIONS: It is the responsibility of the local administration to train pupils to be good bus passengers and to observe certain rules for good discipline and safety. The following regulations for pupil safety will serve as a guide.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully at all times.
2. Pupils must be on time. The bus cannot wait beyond the regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. No smoking or tobacco use on the bus at any time.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding on the bus, except for ordinary conversation.
7. Pupils must not at any time extend arms or heads out of the bus windows.
8. Pupils are not to attempt to get on or off the bus, or move about on the bus while the bus is in motion.
9. Damage to a bus by a student must be paid for by the student responsible.
10. The driver will not discharge students at places other than the regular stop near the home or at school, unless proper authorization from the office is given.
11. Students should walk ten feet in front of the bus when crossing the road.
12. Students are responsible for helping keep the buses as clean as possible. Trash cans are provided. Please use them.
13. A student may have his/her bus riding privileges removed for violating these regulations.

DISCIPLINE POLICY – GRADES 7 – 12: Since the Constitution and law safeguard the student rights, each student has the responsibility to protect his/her own and others' rights to an undisturbed education. All students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school principals shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order. The following is a list of violations and consequences. The appeals process is as follows: Principal, Superintendent, and Board of Education, at its regular monthly meeting. The listed punishment per offense is the minimum for that offense. The principal may use his/her discretion in using higher than the minimum levels of punishment, depending on the severity of the offense. In order to appeal to the Board of Education, one must submit an appeal to the Superintendent in writing at least 5 days prior to the regular monthly meeting.

FORMS OF PUNISHMENT ADOPTED BY DISCIPLINE POLICY COMMITTEE: Verbal Reprimand, Corporal Punishment, In-School Suspension, Out-Of-School Suspension, Noon Detention, After School Detention, Expulsion

In addition to the regular disciplinary action, one or more of the following penalties may be added: Parental Involvement, School Services, Repair or Pay for Damage, Confiscation of Illegal or Dangerous Item, Notification of Proper Legal Authorities, Loss of Privilege, Loss of Extra-Curricular Activities, Other as deemed necessary by the Principal or Superintendent.

CORPORAL PUNISHMENT: Corporal punishment as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered, by the principal, in the presence of a teacher. It should never be inflicted in the presence of other pupils, or without a witness. Corporal punishment will only be administered with the verbal or written consent of a parent or guardian.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered such that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the Superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Legal Refs: 160.261, 171.011, 563.961, RSMo
Zalma R-5 School District, Zalma, Missouri

VIOLATIONS AND CONSEQUENCES: This list is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the principal or superintendent.

ALCOHOL: Possession – Under Influence Of: 1st Offense: Out of School Suspension (10 days), 2nd Offense: 90 Day Suspension by Superintendent of Schools, 3rd Offense: Expulsion by Superintendent

ARSON: 1st Offense: Out-of-School Suspension (10 days), 2nd Offense: 90 Day Suspension by Superintendent of Schools, 3rd Offense: Expulsion by Superintendent of Schools.

ASSAULT/BATTERY: 1st Offense: Out-of-School Suspension (10 days), 2nd Offense: Suspension – must appear before Board of Education, 3rd Offense: Expulsion

AUTOMOBILE MISUSE: Includes riding or sitting in a vehicle during the school day or riding improperly in an unsafe manner on school property. 1st Offense: Verbal Reprimand, 2nd Offense: Verbal Reprimand – Loss of Driving Privileges for 3 days, 3rd Offense: Verbal Reprimand – Loss of Driving Privileges Indefinitely

BUS MISCONDUCT: 1st Offense: Verbal Reprimand, 2nd Offense: Verbal Reprimand – 3 day suspension of riding privileges, 3rd Offense: 5 day suspension of riding privileges, 4th Offense: Indefinite loss of riding privileges

CAFETERIA MISCONDUCT: 1st Offense: Verbal Reprimand, 2nd Offense: Corporal Punishment or In-school Suspension, 3rd Offense: Corporal Punishment or In-school Suspension, 4th Offense: In-school Suspension or Out-of-school Suspension Students responsible for leaving the cafeteria in disorder will be made to clean it to the satisfaction of the principal and custodian.

CHEATING: 1st Offense: Verbal Reprimand – loss of credit for assignment, 2nd Offense: Verbal Reprimand – loss of credit for assignment , parent notification, 3rd Offense: In-school Suspension, Parent Notification

CLASSROOM MISCONDUCT: 1st Offense: Verbal Reprimand, 2nd Offense: Verbal Reprimand, 3rd Offense: Corporal Punishment or In-school Suspension, 4th Offense: In-school or Out-of-school Suspension

COMMONS MISCONDUCT: 1st Offense: Verbal Reprimand, 2nd Offense: Verbal Reprimand – School Services designed to fit offense, 3rd Offense: Corporal Punishment or In-school Suspension, Loss of Privileges, 4th Offense: In-school or Out-of-school Suspension

DELIBERATE STRIKING OF STAFF MEMBER BY A STUDENT: 1st Offense: 90 day Suspension by Superintendent of Schools, 2nd Offense: Expulsion

DESTRUCTION OF SCHOOL PROPERTY: Applies 24 hours per day, 7 days per week, 365 days per year. 1st Offense: Corporal Punishment or In-school Suspension – Repair or Pay for Damages, 2nd Offense: Out-of-school Suspension (5 days) – Repair or Pay for Damages, 3rd Offense: Out-of-school Suspension (10 days) – Repair or Pay for Damages, 4th Offense: Expulsion

DISRESPECT TO STAFF MEMBERS: Applies 24 hours per day, 7 days per week, 365 days per year. 1st Offense: Verbal Reprimand, 2nd Offense: Corporal Punishment or In-school Suspension, 3rd Offense: In-school Suspension or Out-of-school Suspension

DISOBEDIENCE TO STAFF: 1st Offense: Verbal Reprimand, 2nd Offense: In-school Suspension (3 days), 3rd Offense: In-school Suspension or Out-of-school Suspension (5 days)

DISOBEYING RULES CONCERNING NIGHT ACTIVITIES, FIELD TRIPS, ETC.: 1st Offense: Verbal Reprimand, 2nd Offense: Corporal Punishment or In-school Suspension – Possible Disqualification from Activity, 3rd Offense: Disqualification from all extra-curricular activities for the year. Other measures as deemed necessary.

DRUGS/ALCOHOL - ILLEGAL USE/ABUSE/MISUSE OF DRUGS OR ALCOHOL AT SCHOOL OR DURING SCHOOL FUNCTIONS AND ACTIVITIES: Law enforcement officials will be notified if it has been determined that State and Federal laws have been violated. 1st Offense: Out-of-school Suspension (10 days), 2nd Offense: 90 Day Suspension by Superintendent of Schools, 3rd Offense: Expulsion

EXPLOSIVES/FIREWORKS: 1st Offense: Out-of-school Suspension (10 days), 2nd Offense: 90 Day Suspension by Superintendent of Schools, 3rd Offense: Expulsion

FAILURE TO OBEY ADMINISTRATIVE RULES: 1st Offense: Verbal Reprimand, 2nd Offense: In-school Suspension, 3rd Offense: Out-of-school Suspension (3 days), 4th Offense: Out-of-school Suspension (10 days)

FIGHTING: 1st Offense: Corporal Punishment or In-school Suspension, 2nd Offense: Out-of-school Suspension (10 days), 3rd Offense: 90 Day Suspension by Superintendent of Schools, 4th Offense: Expulsion Students guilty of agitating or encouraging a fight will punished in the same manner as those students guilty of fighting.

FORGERY: 1st Offense: Verbal Reprimand, 2nd Offense: In-school Suspension, 3rd Offense: Out-of-school Suspension (3 days) – Notification of Parent, 4th Offense: Out-of-school Suspension (5 days) – Notification of Parent

GAMBLING: 1st Offense: Verbal Reprimand, 2nd Offense: Verbal Reprimand, 3rd Offense: Corporal Punishment or In-school Suspension, 4th Offense: In-school Suspension or Out-of-school Suspension

GENERAL MISCONDUCT: Disciplinary action will be at the discretion of the administration. Punishment may take the form of suspension, corporal punishment, verbal reprimand or expulsion.

HARASSMENT OF OTHERS: Including threats and intimidation. 1st Offense: Verbal Reprimand, 2nd Offense: Out-of-school Suspension (5 days), 3rd Offense: Out-of-school Suspension (10 days), 4th Offense: Expulsion

INAPPROPRIATE GESTURES/LANGUAGE: 1st Offense: Verbal Reprimand, 2nd Offense: In-school Suspension (5 days), 3rd Offense: Out-of-school Suspension (3 days), 4th Offense: Out-of-school Suspension (5 days)

PUBLIC DISPLAY OF AFFECTION: 1st Offense: Verbal Reprimand, 2nd Offense: In-school Suspension (1 day), 3rd Offense: In-school Suspension (3 days), 4th Offense: In--school Suspension (5 days)

SEXUAL HARASSMENT: 1st Offense: Verbal Reprimand, 2nd Offense: In-school or Out-of-school Suspension (5 days), 3rd Offense: Out-of-school Suspension (90 days), 4th Offense: Expulsion

SMOKING: 1st Offense: Corporal Punishment or In-school Suspension, 2nd Offense: Out-of-school Suspension (5 days), 3rd Offense: Out-of-school Suspension (10 days)

STEALING: 1st Offense: Verbal Reprimand, 2nd Offense: Corporal Punishment or In-school Suspension, 3rd Offense: Out-of-school Suspension (5 days), 4th Offense: Out-of-school Suspension (10 days)

TARDINESS: Including before school and between classes. 1st Offense: After four times tardy for a given class period. Noon Detention, 2nd Offense: After fifth time tardy for a given class period. Noon Detention, 3rd Offense: After sixth time tardy for a given class period. In-school Suspension (3 days), 4th Offense: After seventh tardy for a given class period. In-school Suspension (3 days)

TRUANCY: 1st Offense: Noon Detention, 2nd Offense: In-school Suspension (3 days), 3rd Offense: In-school Suspension (5 days)

UNPREPARED FOR CLASS: 1st Offense: Verbal Reprimand, 2nd Offense: Noon Detention, 3rd Offense: In-school Suspension (3 days), 4th Offense: In-school Suspension (5 days)

WEAPONS – BRINGING DANGEROUS WEAPONS TO SCHOOL: Suspension for at least one calendar year.

Adopted by Zalma R-5 Board of Education: July 15, 1999

ARRIVAL AT SCHOOL: Students should not arrive at school before 8:00 a.m. Teachers do not begin their daily duties until 8:00 a.m. and no supervision is provided before that time. Parents are urged to cooperate with this request.

TEXTBOOKS: The school furnishes textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. No book deposit is required, however, lost or damaged books will have to be paid for by the student. To help ensure the safety of all students, backpacks, duffle bags, etc. are not permitted in grades 7 – 12. Students are encouraged to use 3-ring binders and folders.

STUDENT INSURANCE: Application forms are distributed early in the school year for an optional accident insurance program offered to all students. A choice of full-time coverage or only school-time coverage can be selected. The school is not affiliated with the insurance company in any way. This is a service provided to our students. **Health insurance is required for all students participating in extra-curricular sports.**

DRESS CODE: The school requires that student attire and grooming not pose health or safety risks to others or be disruptive to the educational process. Examples of apparel viewed as inappropriate for school wear include but are not limited to: midriff blouses and shirts, biker shorts, clothing which illustrates with words or symbols, statements condoning alcohol, tobacco, drug use, profanity, sexual issues or violence, clothing with holes cut or torn exposing the body inappropriately, hats or headgear indoors. Tank tops must have at least 1 inch wide straps. It is not possible to control or assess by written rule every possible attire and grooming issue. It is required that reasonable judgment under the general guidelines of health, safety and “disruption of the educational process” be applied fairly and consistently. Should problems arise in this area, cooperation of the parent will be sought to resolve the problem. Students wearing inappropriate attire will be asked to change clothing, either with clothing provided by school or their own.

CAFETERIA: The Cafeteria will be open on the first day of school. Students who bring their lunch must eat in the cafeteria. Students are not permitted to bring sodas from home. Soda machines are provided for student use after 12:15 p.m. Applications for free or reduced meals are provided to all students at the beginning of the school year or when they enroll. These forms need to be completed and returned to the office as soon as possible. Students requesting free or reduced meals must have an approved application on file in the office. Good behavior and manners will be maintained in the cafeteria. Our cooks and kitchen personnel take pride in the meals they serve and in turn our respect and consideration is a must. Breakfast and Lunch prices are set at the beginning of each year. Presently, breakfast prices are 50¢ and lunches are \$1.25. Reduced breakfast prices are 25¢ and reduced lunches are 40¢. High school students are not permitted to charge the cost of meals. We request, if possible, that parents pay for lunches at least a week in advance. The lunchroom computer maintains balances for student meal accounts. Students who chose to pay for lunches daily need to pay in the morning before 8:30 a.m. In order to keep the lunch line moving quickly, students who wait to pay at lunchtime will be asked to move to the end of the lunch line to allow those pre-paid to go through first.

CARE OF SCHOOL PROPERTY: We encourage all students to be proud of our school, and feel it is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay for the damage or loss.

TELEPHONE USE: We will deliver all telephone calls and messages to students and teachers. Students are not permitted to use the telephone except for emergencies.

RELEASE OF STUDENTS DURING THE SCHOOL DAY: Students are not permitted to leave the school grounds by themselves at any time during the school day without a written statement from his or her parent or the principal. Parents requesting release of a child for dental and doctor appointments or emergencies must make the request in the principal's office. A child may be released due to illness, but the release must be to the parent or to authorized reliable adults, if the parent is not available. Every effort will be made to contact the parent in all cases.

SICK STUDENTS: Students who become ill at school are sent to the school nurse or secretary. If they are too sick to remain at school, parents are called to take care of them. If the parent cannot be reached, we call the emergency number listed on the pupil's information card.

MEDICATION: It is not customary for medication to be administered to a pupil by school personnel. Requests for medication to be administered by the school nurse or secretary should be made by the parents by phone or in writing. In most instances, the medication can be administered other than school hours. Diagnosis or treatment beyond first aid procedures is not usually the responsibility of the school and is prohibited by non-medical personnel.

IMMUNIZATION REQUIREMENTS: Immunization requirements are in accordance with the laws of the State of Missouri. No child will be able to attend school if his/her immunizations are not up-to-date. Parents and guardians will be sent forms to update immunizations as required.

EMERGENCY AND MEDICAL INFORMATION FORMS: These forms are given to every student at the beginning of each school year and are required to be completed and returned each year. **Students who have not returned these forms will not be permitted to participate in any extra-curricular activities, clubs or organizations until the forms are returned to the office.**

CLASSROOM VISITS: Parents are welcome in each classroom. It is requested that visitations be arranged with the classroom teacher or building principal preceding guest arrival. No children may visit in any classroom unattended by parents. All visitors to the school must report to the principal's office upon entering the building.

WITHDRAWING FROM SCHOOL: Parents should notify school personnel at least three days before a child is to be withdrawn. All books and other supplies belonging to the school district must be returned before transfer information will be issued to the receiving school. Students should clean out their lockers of all personal items. Report cards will be issued to students when they have been in attendance long enough to justify proper and fair evaluation.

EMERGENCY FIRE, TORNADO AND EARTHQUAKE DRILLS: Emergency fire, earthquake and tornado drills are held at least once each semester. The signal for a fire drill is 3 short rings of the bell. The signal for a tornado drill is 6 short rings of the bell. The signal for an earthquake drill is short beeps from the detectors. Bus evacuation drills are conducted at least once per semester.

ATTENDANCE REGULATIONS: Regular attendance is an important part of a student's progress in school. To ensure student safety, parents must inform the office by phone or a note brought by a sibling, when a student is absent from school. If no contact is made from the home, the school will make contact with the home or the parent at work. Immediately following the day of absence, the student will have 2 school days to make up any work missed. If the absence consists of 2 or more consecutive days, the student has 2 days following the last day absent to make up any work. The student will assume the responsibility of obtaining and completing his/her make-up work. Arrangements for make-up work to be sent home, may be made by contacting the high school secretary's office, before 9:00 a.m. If a student misses any part of the school day on the date of a contest or extra-curricular activity without being excused prior to the absence by the principal, he/she will not be considered eligible to participate in or attend said activity.

FINAL EXAMS: Students with at least a "B" average in a course and with perfect attendance for that class period are exempt from semester final exams if they so desire. However, they must be in attendance at school on the days of scheduled final exams. Any student who qualifies for this exemption, may still opt to take finals in an attempt to raise their grade with no risk of lowering the grade.

ATTENDANCE POLICY: The Zalma R-5 School District attendance policy restricts students to no more than 6 days absent per semester. When a student accumulates more than 6 absences per semester, he/she will receive a failing grade in that class or classes for non-attendance. The 6 day limit includes all absences – excused and unexcused. For severe illness, the 6 day policy is waived for that specific illness when a doctor's excuse is submitted to the office. Doctor's excuses are subject to review and verification by the district nurse. Other emergencies can waive the 6 day policy, however, this can be done only through a parent conference with the principal or superintendent.

CURRICULUM: Seventh and eighth grade students must take language arts, science, mathematics and social studies. Additional required courses include fine arts, practical arts and physical education. Subjects junior high students may select from include: music, art, health, keyboarding, family and consumer sciences and physical education. Any junior high student that fails more than 5 semesters total or more than 3 semesters in the areas of language arts, science, mathematics and social studies will be retained at that grade level for the following year. Summer school arrangements may be required for students in danger of being retained.

HIGH SCHOOL CLASSIFICATION: To be classified as a freshman, a student must have been promoted from the 8th grade. To be classified as a sophomore, a student must have earned at least 6 credits. To be classified as a Junior, a student must have accumulated at least 12 credits. To be classified as a Senior, a student must have accumulated at least 17 credits by the beginning of their senior year.

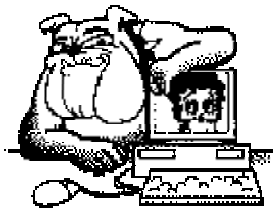
REQUIRED SCHEDULED COURSES: Freshmen and Sophomores are required to take a math, science, language and social studies class. Freshmen are required to take health. Sophomores are required to take personal finance.

CADET TEACHING REQUIREMENTS: Juniors who wish to schedule one period to work as a Cadet Teacher must have earned 14 credits before the beginning of their Junior year, have a Grade Point Average of at least 8.0 or higher on an 11 point scale and must have missed no more than 8 days of school (excused or unexcused) during the previous year. Seniors who wish to schedule one period to work as a Cadet Teacher must have earned 20 credits before the beginning of their Junior year, have a Grade Point Average of at least 8.0 or higher on an 11 point scale and must have missed no more than 8 days of school (excused or unexcused) during the previous year.

WORK RELEASE REQUIREMENTS: (Seniors Only) Seniors requesting early release during the day must have earned 20 credits before the beginning of their Senior year, have a Grade Point Average of at least 7.0 or higher on an 11 point scale and must have missed no more than 8 days of school (excused or unexcused) during the previous year. In addition, the student must before July 1, provide the Board of Education three written letters, one from the student, one from the employer and one from the school counselor. Specific information needed in these letters may be obtained from the school counselor.

JUNIOR HIGH RETENTION POLICY: To be eligible to be promoted to the next grade level, students in grades seven or eight must have successfully completed **9** academic semesters at their current grade level, with **no more than 3 failed semesters in the core subjects of Mathematics, Language Arts, Social Studies and Science**. Any student who fails to meet these criteria will be retained at their current grade level for the following year. An appeal committee comprised of the superintendent, principal, counselor and classroom teachers may grant a promotion to a student on failing status if that student has shown adequate progress during the duration of the academic year. Summer school attendance may be required as part of the appeal promotion. In addition, if tutoring services are offered to students in danger of failing, their attendance at these tutoring sessions will be taken into consideration when the appeal committee meets. Notification will be given to parents during the second semester if a student is in danger of being retained.

COMPUTER/INTERNET USE: Computer labs are located in the Business Classroom as well as the High School Library. There are additional computers located in teacher's classrooms. The majority of the computers have internet access. All students must have a parent-signed internet usage agreement on file before access to computers will be granted. Any violation of the internet usage agreement can result in loss of all computer privileges for an indefinite period of time.



COLLEGE PREPARATORY DIPLOMA: Students who wish to be awarded this diploma are required to earn the following credits and scores:

LANGUAGE ARTS: 4 units, 2 units emphasizing composition or writing skills.

MATHEMATICS: 3 units selected from Algebra I, Geometry, Algebra II, Advanced Mathematics.

SOCIAL STUDIES: 3 units.

SCIENCE: 3 units not including General Science, one of which must be a lab course.

VISUAL ARTS/PERFORMING ARTS: 1 unit.

PRACTICAL ARTS: 1 unit

PHYSICAL EDUCATION: 2 units

ELECTIVES: 7 units (3 units must be selected from either Foreign Language, Mathematics, Social Studies, or Science, Language Arts).

CREDITS: Students earning this diploma must earn 24 credits and may not count General Math, Consumer Math or General Science toward their College Prep Diploma.

In order to obtain a **College Preparatory Studies Certificate**, a student must complete requirements for a college preparatory diploma, have at least a 3.0 grade point average in the combined subject areas of Language Arts, Science, Mathematics and Social Studies, AND score at or above the national average on the ACT. Presently this average is 21.

GENERAL EDUCATION DIPLOMA: Students who wish to be awarded this diploma will meet the following requirements:

LANGUAGE ARTS: 3 units

SOCIAL STUDIES: 3 units

MATHEMATICS: 2 units

SCIENCE: 2 units

VISUAL/PERFORMING ARTS: 1 unit

PRACTICAL ARTS: 1 unit

PHYSICAL EDUCATION: 2 units

ELECTIVES: 9 units

CREDITS: Students earning this diploma must earn 24 credits in classes not funded by PL94-142.

Beginning with the class of 2010, students must earn 4 language arts, 3 social studies, 3 math and 3 science credits.

MODIFIED EDUCATION DIPLOMA: Students who wish to be awarded this diploma will earn the following requirements unless otherwise documented in the student's individual education plan:

LANGUAGE ARTS: 3 units

SOCIAL STUDIES: 3 units

MATHEMATICS: 2 units

SCIENCE: 2 units

VISUAL/PERFORMING ARTS: 1 unit

PRACTICAL ARTS: 1 unit

PHYSICAL EDUCATION: 2 units

ELECTIVES: 8 units

CREDITS: Students awarded this diploma may earn credits in classes that are funded by PL94-142.

VOCATIONAL – TECHNICAL: Juniors and Seniors may take courses at the Area Vocational School in Poplar Bluff. Students will attend classes at Vo-Tech in the afternoon. The programs offered by the AVS are two-year courses of study; and students can earn three credits each year they are in attendance.

SCHEDULE CHANGES: Courses selected during registration shall be considered final. Books and supplies are ordered and teachers placed on the basis of your selections. Only changes necessitated by course cancellation, failure, or irresolvable conflicts will be considered. No class changes will be allowed after the first 5 full days of the first semester or after the 3rd full day of school the second semester. All class withdrawals or transfers will only be considered after the request has been initiated by the guidance staff. The request will be reviewed by the administration and accepted or rejected. It will also be decided if a student is to be withdrawn with or without penalty. Changes of this type will have instructor, counselor and administrator approval.

PROGRESS REPORTS: Notices of student progress will be sent to parents at the end of the first 6 weeks and 12 weeks of each semester. These reports will show if the student is deficient and what efforts need to be made to correct the deficiency.

GRADES: Report cards are issued at the end of each semester. We do not issue quarter grades. Progress reports are sent two times each semester and show student progress on a cumulative basis for the semester. The final semester grade is a cumulative grade for the entire preceding semester.

HONOR ROLL/MERIT ROLL: To achieve honor roll status, a student must earn semester grades that are all at a B- level or above. To achieve merit roll status, a student must have a B- average for the semester with no failing grades. Students earning either of these distinctions are invited to a pizza party scheduled each semester.

PERFECT ATTENDANCE: Students who maintain perfect attendance each semester are invited to a perfect attendance pizza party. In addition, any student who maintains perfect attendance for the entire year is invited to the "A" Club/Perfect Attendance trip in April. Usually this trip is to St. Louis for a Cardinal Ballgame or to Six Flags Amusement Park.

STUDENT COUNCIL HONORS BANQUET: Each year, Student Council sponsors an honors banquet for students in grades 7 – 12. Students are invited to this banquet if they are awarded any individual class award, scholarship or other academic achievement.

CLASSES: Three minutes are allowed for passing between classes. When the second bell rings, all students are expected to be out of the halls and in their classrooms. The building opens at 8:00 a.m. and classes start at 8:30 a.m.

DETENTION: Students assigned to noon detention will serve the time in the library during lunch period. They will eat their lunch in a designated area of the cafeteria during the last 15 minutes of the lunch period.

IN-SCHOOL SUSPENSION: The principal may assign in-school suspension in which the student will have no contact with other students. The student will be required to complete all work assigned by the teachers on that day. The student will be supervised by school personnel during the time spent in ISS.

MOTOR VEHICLES: Students must have written permission from parents, park only in designated areas, and obey driving regulations. Driving request forms can be obtained in the principal's office. There is a cost of \$1.00 for each parking decal. Students are not allowed to return to vehicles during the school day without permission from the office.

ELECTRONIC DEVICES: The use or possession of electronic devices (beepers, cellular phones, radios, recorders, T.V.s, games or the like) is strongly discouraged on campus. Emergency messages must be routed through the office. Phone access will not be available as a result of messages received on personal electronic devices. If a student's electronic device disrupts the educational process or creates any classroom disturbance, one of the following consequences will occur: 1st Offense: Confiscation of item – returned at end of day. 2nd Offense: Confiscation of Item – returned at end of semester to parents.

DAILY ANNOUNCEMENTS: Daily announcements are read to all students usually during 2nd period. Students are responsible for carefully listening to announcements. A copy of the daily announcements is posted on the main bulletin board each day and on the school website (www.zalma.net). All announcements are to be cleared through the office before being added to the daily announcements. Announcements should be submitted for consideration before 8:30 a.m. for print that day.

SCHOOL CLOSING: In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. Patrons are advised to monitor the following radio and television stations for such notifications: KFVS12 TV – Cape Girardeau, 960KZIM, Radio.

LIBRARY/MEDIA CENTER: The high school library is open to students beginning at 8:00 a.m. in the mornings and until 3:15 p.m. in the afternoon. Other extended hours are arranged during the school year and announced to students in the daily announcements.

SEVENTH GRADE BETA MENTOR PROGRAM: On behalf of the Zalma Senior Beta Club, we welcome the 7th Grade Students to Zalma High School. Our mentoring program provides you with a supportive environment that eases your transition from elementary to high school. Are you wondering who the Beta Mentors are? They are upper classmen who are members of the Senior Beta Club – an organization dedicated to academic achievement and service to the community. These mentors want to be your friend; to be your guide; to teach you about all that Zalma High School has to offer; but most of all, they will be your big brothers and big sisters during your 7th Grade year. Their primary concern is your success in school. Therefore, they will ask you about your grades. They will arrange tutoring if needed. They will answer any questions you may have. They will give you advice or help you with any problems you may have. They will encourage you to become involved in the many activities they have planned for this year. We look forward to spending time with you this year. We will have a lot of fun at these meetings and begin to share great moments in advisory together. At our first meeting you will find out who your mentor is. Best wishes for a great school year. We are glad you are part of our school.

JUNIOR HIGH EXTRA-CURRICULAR ACTIVITIES: A 7th or 8th grade student must be enrolled in the normal course for that grade, must have attained an overall C- average or must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the State Department of Education which, enrolls pupils of equivalent age, and that student

must have made standard progress for his or her level the preceding semester. However, any 7th or 8th grade student who failed more than 2 scheduled subjects or failed to make standard progress in special education shall be ineligible the following semester regardless of promotion to a higher grade. A beginning 9th grade student who failed more than 2 subjects the previous semester shall be ineligible for one semester.

HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES: Academic standards for participation are: A student in grades 9 – 12 must currently be enrolled as a full-time student in courses that offer 2½ units of credit, and must have earned 2½ units of credit and attained a C- average overall in the preceding semester of attendance; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the State Department of Education which, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. Each activity sponsor may have written rules or policies governing participation in said activity. ***All students participating in sports must have a current physical examination on file before practice begins.*** A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible on the first day classes are attended in the succeeding semester. If a student misses class on the date of a contest or activity without being excused by the principal prior to the absence, he/she will not be considered eligible to participate in said activity.

SENIOR TRIP: A Senior is eligible to attend the senior trip only if all requirements for graduation have been met, prior to the trip departure. A student who does not attend at least part time the eighth semester and does not meet the minimum graduation requirements will not be eligible to go on the Senior trip. Once the date of the trip has been set, the administration will set a date (usually 2 weeks prior to the trip) by which all graduation requirements must be in order. No exceptions will be made after this date. Final exams will be given to Seniors during the two school days prior to the trip. If a Senior fails any course, which is required to graduate, he/she is ineligible to attend the trip. No fundraising money will be refunded from the Senior class account to any Senior not attending the trip. **Any money owed by any Senior must be paid in full by September 1 of their Senior year, or that Senior will be considered ineligible to attend the trip. This includes any attendance money owed for prior years.** Any high school student planning to attend the Senior trip must demonstrate good attendance in high school. For any year that a high school student falls below 96% attendance, he/she must pay \$150 toward the cost of his/her senior trip. Due to increased trip costs, beginning with the 2006-2007 school year, the cost will increase to \$250 for any year a senior drops below 96% attendance. **All bills incurred during the Senior year must be paid in full by April 1st or that Senior will be considered ineligible to attend the trip.** Seniors should stay in contact with the class treasurer to ensure that all bills are paid in full and on time.

ZHS CONCERT CHOIR – ZHS Concert Choir is a performing ensemble of thirty-five auditioned voices. It is open to students in grades seven through twelve. Students in grades nine through twelve who are selected into the ensemble are encouraged to take choir as a part of their high school schedule. Those students in grades seventh and eighth will need to meet during scheduled rehearsals both during and after school. The choir rehearses every Tuesday after school. This is a requirement. Students are permitted 3 absences per semester before being asked to leave the ensemble. However, those students also enrolled in choir, as a class will need to be at every rehearsal. Rehearsal is a part of their class requirement. Students have a responsibility to the members of the ensemble,

the director and the accompanist to be at all rehearsals and performances. This is a requirement. If you are interested in becoming a member of the ZHS Concert Choir, contact Mrs. Linda Davis to schedule an audition.

JUNIOR BETA CLUB – Junior Beta Club is a local chapter of the National Junior Beta Club, which honors students that excel in academic and citizenship achievement. The club seeks to promote character, develop leadership skills, encourage service involvement, recognize achievement, and provide technological advances for students in grades five through nine. Students that belong to the Junior Beta Club receive numerous benefits during their elementary and secondary education. Some of these include building self-worth, prestige, positive peer recognition, diploma seals, membership credentials, social and community responsibility, leadership skills, journals, access to web site, and scholarships. Students learn the value of service through leadership. There is a one-time fee of \$13.00 to become a member of the National Junior Beta Club, payable at the time of induction. Members then pay only local chapter dues of \$5.00. First year members will pay \$18.00 and \$5.00 each year thereafter. To be eligible to join, you must demonstrate worthy, moral, and ethical character, good mentality, achievement of a B- average with no grade lower than a C, commendable attitude and be enrolled in grades 5 – 9. Candidates become members through a formal invitation from the local chapter. Students not receiving an invitation may request that their records be evaluated for membership. If at any time after induction, a student fails to meet any of the above requirements, that student shall be placed on probation for one semester. After the probationary semester has expired, the student shall be removed from probationary status upon meeting the above-mentioned criteria. If the student fails to meet these requirements at the end of the probationary period, the student will be disqualified and removed from membership. If you are interested in becoming a member of Junior Beta, please speak with Mrs. Bailey, Mrs. Layton, Mrs. Simmers or Mrs. Siebert.

SENIOR BETA CLUB – The National Beta Club promotes the ideals of character, service and leadership among high school students, to reward meritorious achievement and to encourage and assist students in continuing their education beyond high school. The National Beta Club continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service and leadership in a global community. To be eligible to join, you must demonstrate worthy, moral, and ethical character, good mentality, achievement of a 8.0 average on an 11.0 scale with no grade lower than a C-, commendable attitude and be enrolled in grades 10 – 12. Candidates become members through a formal invitation from the local chapter. One-time club dues of \$16.00 are required for membership payable at the time of induction. Students not receiving an invitation may request that their records be evaluated for membership. If at any time after induction, a student fails to meet any of the above requirements, that student shall be placed on probation for one semester. After the probationary semester has expired, the student shall be removed from probationary status upon meeting the above-mentioned criteria. If the student fails to meet these requirements at the end of the probationary period, the student will be disqualified and removed from membership. Senior Beta participates in the state Beta convention each year. In addition, Senior Beta members must complete at least 25 service hours each year in the school or community, approved by the club sponsors. BETA members are expected to assist with fundraising activities scheduled by the sponsors to help offset the cost of attending the state BETA convention each Spring. If you are interested in becoming a member of Senior Beta, please speak with Mr. Shannon Garner.

STUDENT COUNCIL – Student Council is an organization that seeks to promote better school spirit and loyalty; to promote co-operation between classes, students and faculty; and to provide central direction for the activities of the school. The purpose, as stated in the student council constitution, is to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school; improve student-teacher relationships; improve school morale; provide a forum for student expression; and promote the general welfare of the school. To become a member of student council, you must first be elected as a class officer. Those elected to class office become members of student council. The membership of student council elects officers from among their membership. The student elected president of student council must be a Junior or Senior. In addition, the student council constitution states that all officer of student council must maintain a B- average, with no F's for the prior semester. Student council sponsors the following activities: Honors Banquet, End of Year Activity Day, Birthdays of the Month, Poster Contests (American Education Week and Spirit Week), Teacher Appreciation Week and other service projects to help around school. If you have any questions regarding Student Council, speak with Ms. Anita Thomason.

FCCLA – Family, Career and Community Leaders of America, is a national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education. To become a member, you need to enroll in a Family and Consumer Science course and pay state and national dues. FCCLA provides opportunities for personal development and preparation for adult life, strengthens the function of the family as a basic unit of society, encourages democracy through cooperative action in the home and community, encourages individual and group involvement in helping achieve global cooperation and harmony, promotes greater understanding between youth and adults, provides opportunities for making decisions and assuming responsibilities, and prepares young people for the multiple roles of men and women in society. Several meetings at the district, region, state and national level are held each year. FCCLA sponsors several activities each year. Among these are: Veteran's Day Dinner, Pixie Pals, Community Dance, Charity Week, K-1 Halloween Safety Program, Fruit Baskets for WWII Veterans, FCCLA Week, Alumni Banquet Catering, Senior Night, Locker Decorating, Spirit Bonfires for Athletic Teams, and an annual trip usually to St. Louis. Dues are set each year by voting members. If you are interested in joining FCCLA, speak with Mrs. Regina Rainey or with any member.

CLASSES, ORGANIZATIONS AND CLUBS: All meetings will be scheduled as needed by the administration and sponsors. Any class or club collections must be turned in to the superintendent's office by the sponsor. Any purchase made on behalf of any class or club requires a purchase order. Purchase orders are obtained in the superintendent's office and must be signed by the superintendent. All bills are charged to the Zalma R-5 School c/o class or club, and signed by the person making the purchase. All receipts must be submitted to the superintendent's office. If a class or club needs funds from an account, the sponsor must notify the superintendent's office by the first Friday of the calendar month. The funds will be ready by the Friday after the next regular meeting of the Board of Education. Clubs and organizations are responsible for cleaning up after events they sponsor. They are also responsible for scheduling the use of the facilities and personnel needed to help. This should be done as far in advance of the event as possible. Each club secretary must submit a written report of any meeting to the principal's office. **No fundraising activities are to be planned without prior permission from the high school principal's office.**

