

ZALMA HIGH SCHOOL



HOME OF THE BULLDOGS

2019-2020

STUDENT HANDBOOK

Adopted by Zalma R-5 Board of Education: August, 2019

This Handbook Belongs To:

Name: _____ Grade: _____

Welcome to Zalma High School! The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, students, 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 assist you in participating in various school 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.**

HIGH SCHOOL PERSONNEL

Superintendent
Superintendent's Secretary
High School Principal
High School Principal's Secretary
Counselor
Art Teacher
Science Teacher
Language Arts Teacher
Mathematics Teacher
Social Studies Teacher
7th Grade Teacher
Volleyball Coach
Assistant Volleyball Coach
Family & Consumer Sciences Teacher
Business Education Teacher
Learning Disabilities/EMH Teacher
Technology Coordinator
PE Coach
Athletic Director
Basketball Coach, Baseball Coach, PE Teacher
Library/Media Specialist, Special Education Administrator

Gerard Vandeven
Marsha Welty
Elaine Lasher
Dana Helm
Shelly Borders
Erin Shelby
Faith Bailey
Amy McCulley
Ashley Acup
Joshua Minx
Marc Crane
Elaine Lasher
Amy McCulley
Mary Beth Helderman
Pam Reynolds
Judy Wiseman
Joshua Minx
Dwyght Ford
Bryant Ferneti
Bryant Ferneti
Linda Johnson

BOARD OF EDUCATION

Scott Cato
Curt Wiseman
Courtney Shelby
Joshua Blankenship
Nicole Schrader
Doug Stilts
Roger VanGennip

President
Vice-President
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Member
Member
Member

SUPPORT STAFF

Maintenance
Custodian
Cooks
Bus Drivers

Jeff Rogers
Sheri Slemmer
Debbie Smith, Jessica Smith
Dwyght Ford, Jay Branson, Carol Morgan, Debbie Smith

PHONE NUMBERS

Superintendent
H.S. Principal
School Nurse
Counselor
FAX

722-5504
722-3320
722-3136
722-3320
722-9870

SCHOOL WEBSITE

www.zalma.k12.mo.us



Important Dates/Events 2019-2020

August 1-7 Teacher Inservice	January 1-2 No School
August 9 School Opens	January 3 Second Semester Begins
August 30 School Pictures, Senior Pictures	January 20 Martin Luther King Day No School
August 30 Dismiss 12:15	February 17 President's Day No School
September 2 Labor Day No School	March 20 Dismiss 12:15 P/T Conferences
September 4 Class Rings & Jackets 10th/11th Grades Jostens 8:30AM	March 23-27 Spring Break No School
September 12 Senior Announcement Orders Jostens 8:30AM	April 11 Alumni Banquet
October 17 Dismiss 12:15 P/T Conferences	TBA Junior/Senior Prom
October 18-21 Fall Break No School	TBA Honors Banquet
November 5 Veteran's Dinner	TBA MSHSAA Activities Ceremony
November 8 Dismiss 12:15 Fall Group/Retake Picture Day	May 7 Last Day of School (Tentative)
November 11 No School	
November 27-29 Thanksgiving Break No School	
December 20 Dismiss 12:15	
December 23-31 Christmas Break No School	

Please note that the above dates are subject to change due to inclement weather or other unforeseen circumstances. Please refer to the Bulldog Growler section of the Banner Press Newspaper, the School Sign, or the school website www.zalma.k12.mo.us 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 respectfully 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 ZALMA R-5 BOARD OF EDUCATION: Verbal Reprimand, Corporal Punishment, In-School Suspension, Out-Of-School Suspension, Noon Detention, After School Detention, Saturday School, Expulsion, Restitution for Damages/Expenses. In addition to regular disciplinary action, one or more of the following penalties may be added: Parental Involvement, School Services, 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 school is permitted. It shall be used only when all other alternative means of discipline have failed, only in reasonable form and upon the recommendation of the principal, only with verbal or written consent of a parent or guardian, only administered by an administrator, in the presence of a teacher, never in the presence of other pupils or without a witness. When it becomes necessary to use corporal punishment, it shall be administered such that there can be no chance of bodily injury or harm. The 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.

USE OF REASONABLE FORCE: 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**

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 driving 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/COMMONS 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

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/DISOBEDIENCE 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

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 (2 days), 3rd Offense: In-school Suspension (5 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/TOBACCO USE: 1st Offense: Corporal Punishment or In-school Suspension (3 days), 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: Parent Contact, 3rd Offense: Lunch Detention , 4th Offense: After School Detention, 5th Offense: In School Suspension

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

ARRIVAL AT SCHOOL: Students should not arrive at school before 7:45 a.m. Teachers do not begin their daily duties until 7:45 a.m. and no supervision is provided before that time. In addition, after-school supervision is not provided unless a student has reported for tutoring or a scheduled activity or practice. Parents are urged to cooperate with this request.

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 or phone call from his/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.

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. **Students are permitted to use cell phones during lunch time and after school only.** Parents needing to reach their child in an emergency during the school day should call the office not the child's cell phone. If a student is found to be using a cell phone during school hours, or if a cell phone interrupts a classroom, it will be confiscated and kept in the principal's office and returned at the end of the day for the first occurrence and an After School Detention will be assigned. Any further violations involving the use of a cell phone during school hours will result in the phone being

confiscated and kept in the office until a parent comes by school to retrieve the device. Further disciplinary action may result from violating the cell phone policy as per the district discipline policy.

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, spandex shorts, clothing which illustrates with words or symbols, statements condoning alcohol, tobacco, drug use, profanity, sexual issues or violence, clothing with holes/cuts, clothing exposing the body inappropriately, hats or headgear indoors. Jeans with holes or cuts may be worn providing the holes/cuts are mid thigh or below. Shorts may be worn at an appropriate length. 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.

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. Students are encouraged to use 3-ring binders and folders instead of backpacks; lockers are assigned to students in grades 7-12.

STUDENT INSURANCE: Application forms are now available online at <http://market.sevencorners.com/> 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.**

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. Zalma Schools is participating in a Free Breakfast and Lunch Program for the current school year. This alternative is referred to as the Community Eligibility Provision (CEP). A breakfast and lunch will be given to all students at no charge. Household applications will not be collected for free and reduced meals. The school breakfast and lunch program cannot succeed without your support.

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.

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 all required forms/information are returned to the office.**



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 FIRE AND TORNADO DRILLS: Emergency fire 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. Bus evacuation drills are conducted at least once per semester.

Late Work: Students are expected to submit assigned work to the teacher on the due date. Assignments turned in one (1) day late will result in 10% off the assignment. Two days (2) late will be 50%. Day three (3) or later will result in a zero (0) percentage.

ATTENDANCE POLICY/REGULATIONS: The Zalma R-5 School District attendance policy restricts students to no more than 6 days absent per semester without medical excuses. 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. Any student who accumulates more than 6 absences per semester will have their attendance reviewed by a committee consisting of at least the principal, two classroom teachers and the school counselor. Notification will be sent to the student and parent when the student's absences reach 3, 5, and 6 days. For severe illnesses, the 6 day policy is waived for that specific illness when a doctor's excuse is submitted to the office. Medical 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. 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 a day of absence, a student will have 1 school day to make up any work missed. If an absence consists of 2 or more consecutive days, students have 2 days following the last day absent to make up any work. Students will assume the responsibility of obtaining and completing any make-up work when they return to school following an absence.** 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.

ATTENDANCE INCENTIVES: During high school, any student enrolled for the entire year, who maintains at least 96% attendance for the year will earn \$100, with an additional \$25 for each percent over 96%. For example a student with 97% attendance for a given school year would earn \$125. A student with 96% attendance for all four years of high school will earn \$400. A student with perfect attendance throughout high school will earn \$800. Money earned is paid upon successful completion and graduation from high school.

CLASSROOM VISITS: Parents are welcome in each classroom provided that visits are arranged with the classroom teacher or building principal prior to 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, if possible, notify school personnel at least three days before a child is to be withdrawn from school. 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.

CURRICULUM: Students in grades 7 – 11, must take language arts, science, mathematics and social studies courses. 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. Freshmen must take a semester of health; juniors or seniors must take personal finance. All students must pass a state and federal constitution test prior to graduation.

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. Written notification will be mailed to parents after the completion of the academic year if a student is to be retained for the following year.

GRADES: Report cards are issued at the end of each quarter. The final semester grade is a cumulative grade for the entire preceding semester.

PROGRESS REPORTS: Notices of student progress will be sent home with high school students at mid-quarter. These reports will show if the student is deficient and what efforts need to be made to correct the deficiency. A parent may request a copy be mailed home by contacting the school.

FINAL EXAMS: Students with at least an 80% average in a course and with perfect attendance for that class period are exempt from quarter and semester final exams if they so desire. Students with at least a 90% average in a course and with no more than 2 days absent for that class period are exempt from quarter and semester final exams if they desire. However, students must be in attendance at school on the days of scheduled final exams. Any student who qualifies for these exemptions, may still be required by the teacher to take finals in an attempt to raise their grade with no risk of lowering the grade.

“A” Honor Roll, “B” Honor Roll: To achieve “A” Honor Roll status, a student must have at least an A- average with no grade below a C-. To achieve “B” Honor Roll status, a student must have at least a B- average with no grade below a C-.

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 18 credits by the beginning of their senior year.

GRADING SCALE: The following grading scale is used in determining letter grades in all high school courses, for students in grades 7 – 12. The only exception to the use of this grading scale is for students enrolled in dual credit courses through a local college or university. If the university/college assigns a letter grade, that grade will also be the grade recorded on a student's high school transcript.

A	94.5 – 100	A-	89.5 – 94.4	B+	86.5 – 89.4
B	82.5 – 86.4	B-	79.5 – 82.4	C+	76.5 – 79.4
C	72.5 – 76.4	C-	69.5 – 72.4	D+	66.5 – 69.4
D	62.5 – 66.4	D-	59.5 – 62.4	F	00.0 – 59.4

VOCATIONAL – TECHNICAL: Juniors and Seniors may take courses at the Area Technical Career Center in Poplar Bluff. Students will attend classes at the center 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.

VALEDICTORIAN/SALUTATORIAN: To qualify for the distinction of class Valedictorian or Salutatorian, a graduating senior must have attended Zalma R-5 High School for the preceding five semesters prior to graduation. All courses included on a student's transcript will be used to calculate class rank, with the first and second ranked students receiving the distinction of Valedictorian and Salutatorian, respectively. Dual Credit courses, correspondence courses and on-line courses will be included in this calculation if these courses are recognized by the district and are used to satisfy credit requirements.

HIGH SCHOOL DIPLOMA: Students who wish to be awarded a high school diploma are required to earn the following credits:

LANGUAGE ARTS: 4 units, 2 units emphasizing composition or writing skills.	PERSONAL FINANCE: ½ Unit
MATHEMATICS: 3 units selected from Algebra I, Geometry, Algebra II, Advanced Mathematics, General Mathematics, Applied Mathematics.	ELECTIVES: 7 units - 3 units must be selected from either, Foreign Language, Mathematics, Social Studies, Science or Language Arts.
SCIENCE: 3 units, one of which must be a lab course.	VISUAL ARTS OR PERFORMING ARTS: 1 unit.
SOCIAL STUDIES: 3 units.	PRACTICAL ARTS: 1 unit
PHYSICAL EDUCATION: 1 unit	HEALTH: ½ Unit

CREDITS: Students earning a diploma must earn 24 credits. **Freshmen are required to take health. Juniors are required to take personal finance. All students must pass a state and federal constitution test prior to graduation.**

STUDENT COUNCIL ACADEMIC HONORS/ACTIVITIES BANQUET: Each year, Student Council sponsors an honors banquet for students in grades 7 – 12. Students are invited to this banquet if during the current school year they are awarded any individual course award, Technical Career Center Award, maintain Honor Roll all year, place in an academic competition at the State BETA Convention or participate in a MSHSAA sanctioned activity (Basketball, Volleyball, Cheerleading, Choir, Speech, Cheerleading, Baseball, Cross Country, Track & Field).

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 be considered only 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, parent, and administrator approval.



COMPUTER/INTERNET USE: All students must have a parent-signed internet usage agreement on file in order to be granted access to any school computer. Any violation of the internet usage agreement can result in loss of all computer privileges for an indefinite period of time.

ELECTRONIC DEVICES: The use or possession of electronic devices (beepers, cellular phones, radios, recorders, TV's, games or the like) is strongly discouraged on campus. Emergency messages must be routed through the office. 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 – parents must come to school to retrieve the device. The school is not responsible for the loss or theft of cell phones or other electronic items at school.

BELL SCHEDULE: Three minutes are allowed for passing between classes. When the second bell rings, all students are expected to be in their classrooms. The building opens at 7:45 a.m. and classes start at 8:00 a.m. School dismisses at 3:15 pm.

DETENTION: Students assigned to noon detention will serve the first 15 minutes of detention time in the assigned detention room then eat lunch in the same room for the remaining 15 minutes of their lunch break. Lunch detentions can be assigned by a classroom teacher. After a fourth lunch detention a discipline referral will be written. The fifth teacher referral will result in an After School Detention. The sixth teacher referral will result in an In School Suspension.

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. Students are not allowed to return to vehicles during the school day without permission from the office. Students who violate driving regulations are subject to having their driving permit revoked by school administration.

DAILY ANNOUNCEMENTS: Daily announcements are read to all students each morning. A copy of the daily announcements is posted on the main bulletin board each day and on the school website. 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. Staff members will need to email the announcements to the high school secretary.

SCHOOL CLOSINGS: In the event of 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, K103, KGMO/100.7, C106/KWKZ.

LIBRARY/MEDIA CENTER: The high school library is open to students beginning at 7:45 a.m. in the mornings and until 3:15 p.m. in the afternoon.

OUTSIDE GUEST POLICY: (Prom, dances, etc.) Students in high school may invite guests to after school dances, prom, etc. provided said guest is not over the age of 20. Guest lists are posted prior to proms and dances for students to submit a guest for consideration. The principal's office will contact the guest's school or prior school to determine if the guest is on good standing and able to attend events at Zalma High School. Junior High students are not allowed to invite out-of-school guests to school dances. Junior High students are not allowed to be invited as a guest to prom.

JUNIOR/SENIOR PROM: Juniors and Seniors, in good standing, may attend prom. A prom fee of \$15 will be collected for any outside guest invited. Fees must be paid at least 1 week prior to prom. Juniors and Seniors may invite 9th and 10th grade students to prom, provided they are in good standing in school. Formal attire is required. Gentlemen must wear a jacket and tie. Jeans are not permitted. All students and invited guests must attend both the dinner and dance. Invited guests must meet the requirements of the outside guest policy and have the approval of the building principal at least one week prior to the event.

ACT

- The ACT is a college admissions test and is accepted by all four-year colleges and universities in the US. Colleges and universities use a student's score for entrance into college, scholarships, and placement in certain classes.
- Your ACT score is directly related to the type of merit scholarship that you can receive. The higher your ACT score, GPA, and class rank, the better scholarship you can receive.
- Following are the test dates for the upcoming year:

TEST DATE	REGISTRATION DATE
SEPTEMBER 14, 2019	AUGUST 16, 2019
OCTOBER 26, 2019	SEPTEMBER 20, 2019
DECEMBER 14, 2019	NOVEMBER 8, 2019
FEBRUARY 8, 2020	JANUARY 10, 2020
APRIL 4, 2020	FEBRUARY 28, 2020
JUNE 13, 2020	MAY 8, 2020
JULY 18, 2020	JUNE 19, 2020

- Our high school code is 263-685.
- Our test center code is 226910.
- You can register online or by mail. Register online at www.actstudent.org. Information is located outside the counselor's office.

WEIGHTED COURSES

Classes that have been determined by the Department of Elementary and Secondary Education as Advanced Courses and Dual-Credit courses through a local college will be designated as weighted courses. The Advanced courses will have a weight of 2 added to the Grading Scale and Dual-Credit courses will have a weight of 3 added to the Grading Scale. For example if a student receives an A in an advanced course they will receive 13 GPA points for that course. If a student receives an A in a dual-credit course they will receive 14 GPA points for that course. The following courses at Zalma High School are weighted: *Language Arts 3, Language Arts 4, Composition, College Prep English, Spanish 2, Algebra II, Geometry, Algebra-Trigonometry, Physiology-Anatomy, Physics, Psychology, Contemporary Issues, American Government, American History II, Anthropology, History of the West, Child Development, Any dual-credit course taken from TRCC or SEMO.*

****Weighted courses directly affect a student's GPA.**

POPLAR BLUFF TECHNICAL CAREER CENTER

A student may attend the Technical Career Center starting their junior year in the following programs: *Automotive Technology, Automotive Collision Repair, Building Trades, Computer Graphic/Print Technology, Computer Maintenance Repair, Culinary Arts, HVACR (heating and air), Welding, Cosmetology* ******(one year program; senior level), *Health Occupations* ******(one year program; senior level)

These programs have an application process through the Technical Career Center. Each spring, applications are handed out to any sophomore that is interested after the tour. Students can also shadow a program at TCC to ensure that they are applying to the right program for them. The school district is only allowed a certain number of students in each program; therefore, if a large amount of students choose the same program they may be put on a waiting list or placed in a different program. Students are not guaranteed acceptance upon admission. Admission is also based on good attendance and very few disciplinary referrals. Please advise the counselor of a second choice of program if one does not get into the first choice.



MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY

(Volleyball, Basketball, Cheerleading, Speech, Cross Country, Track & Field, Baseball)



Every year over 300,000 students in the state of Missouri participate in interscholastic activities at the middle/junior and senior-high levels. The Missouri State High School Activities Association is comprised of member schools that establish eligibility criteria for students such as yourself to be able to participate. Look at these rules carefully. We want you to enjoy these years, maximize your interscholastic experiences and rekindle the spirit of citizenship in your own community.

Your years in high school and middle level/junior high school will be highlighted by your participation on one or more of your school's activities teams. These will be some of the most enjoyable years of your life. During this time, your school will have local school requirements that you must comply with in order to be eligible to compete. Also, your state association - the MSHSAA - has essential eligibility requirements that you must meet in order to maintain your eligibility.

Information contained in this section will acquaint you with the major rules and regulations you must follow in order to maintain and protect your high school eligibility. Any questions you have concerning these essential requirements or with your athletic eligibility should be checked with your school principal or athletic administrator. These administrators in your school have copies of all MSHSAA eligibility requirements.

The MSHSAA's eligibility requirements have been voted on by member schools and were adopted by your school when it became an association member. If there are rules which you don't understand, ask your principal or athletic administrator to explain them.

Knowing and following all these requirements will enable you to maintain and protect your eligibility. Also, it is important for you to know that you must meet all the essential requirements in order to be eligible, as no one requirement is more important than another.

BONA FIDE STUDENT

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be enrolled in and regularly attending classes at the member school and meet the academic requirements in MSHSAA By-Law 213 and those of your local school.

CITIZENSHIP

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes.

ACADEMICS

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned credit in 70% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 2.5 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- If you are beginning the 9th grade, you must have been promoted prior to the beginning of the school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses without first consulting with your school principal, athletic administrator or counselor to determine whether it will affect your eligibility.

Grades 7-8

- You must be enrolled in a normal course load for your grade at the member school.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester.

RESIDENCE REQUIREMENTS

- A junior or senior high school student may be eligible at the public or nonpublic school located in the district in which the student's parents (as defined in By-Law 238.1-c) reside. In case of a public multiple-school district, a student may be eligible at the school designated for the student to attend by the board of education (open enrollment does not count toward meeting the "designated school to attend.")

TRANSFERRING SCHOOLS

- If you transfer schools and your parents do not have a complete move out of the current district and into the district of your new school, you will be ineligible for 365 days - unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules. Make an appointment with the school's athletic administration to review these exceptions.

- If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- You and your parents must move to the new residence at the same time.
- *Always* check with your school principal **before** you transfer to determine whether it will affect your eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will cause you to be ineligible for 365 days.
- A student may be eligible immediately at the school of his or her choice upon first entering when the student is promoted from the eighth grade (or the highest grade of a junior high school administered as a separate unit within a school system), provided the student is eligible in all other respects.

PARTICIPATION LIMITS

All students participating in sports must have a current physical examination on file before practice begins.

Grades 9-12

- You are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next *eight consecutive semesters (four consecutive years)*.

Grades 7-8

- You are eligible for only your first two semesters of attendance in the seventh grade and for only your first two semesters in the eighth grade.
- You are not eligible to compete with or against students enrolled in the tenth grade or above when you are enrolled in either the seventh or eighth grade.
- **NOTE: Check with your school principal for exceptions to this rule if you are ineligible because of age.**

ENTERING SCHOOL

- You must enter school within the first 11 days of the semester in order to be eligible.

Additional information concerning eligibility is available on the MSHSAA website. (www.mshsaa.org) Information above was taken from this website in June of 2008. Be advised that MSHSAA requirements may change. Speak with the school athletic director or building principal if you have any further questions concerning your eligibility.



EXTRACURRICULAR ACTIVITIES CREDIT REQUIREMENTS: (Softball, Basketball, Cheerleading, Speech, Cross Country, Volleyball, Track & Field) Students participating in MSHSAA Sanctioned Activities are required to maintain the credit requirements set forth by MSHSAA. Students are encouraged to take advantage of after-school tutoring. Each extra-curricular student will participate in random drug testing. Testing will be done four times a year. All student drivers and any student involved in any extra-curricular activity must sign a consent form. Any student refusing to participate in the program will be ineligible to participate in any activity.

CLASSES, ORGANIZATIONS AND CLUBS: All meetings will be scheduled as needed by the administration and sponsors during advisory time. 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. Sponsors are required to fill out a fundraising financial statement from the high school office.

No fundraising activities are to be planned without prior permission from the high school principal's office.

ORGANIZATION SPONSORS

Junior Beta
Beta Club
Student Council
FCCLA
FBLA

Marc Crane
Faith Bailey
Joshua Minx
Regina Rainey
Pam Reynolds

CLASS SPONSORS

Seventh Grade
Eighth Grade
Ninth Grade
Tenth Grade
Eleventh Grade
Twelfth Grade

Marc Crane
Amy McCulley
Ashley Acup
Faith Bailey
Shelly Borders
Erin Shelby



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 ,(per semester) commendable attitude and be enrolled in grades 6-8. 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/removed from membership. If you are interested in becoming a member of Junior Beta, please speak with the sponsor.



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,(per semester) commendable attitude and be enrolled in grades 9-12. 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 the sponsor.



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. The student elected president of student council must be a Junior or Senior. In addition, the student council constitution states that all officers of student council must maintain a B- average, with no F's for the prior semester. If you have any questions regarding Student Council, speak with the sponsor.



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, 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. 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 the sponsor.



FBLA - Future Business Leaders of America is an association of high school students studying business or business-related careers. Members will pay yearly dues of \$15 to cover the cost of National, State, and Local dues. The goals of FBLA are to help young men and women develop competent, aggressive business leadership; strengthen the confidence of students in themselves and their work; create more interest in and understanding of American business enterprise; encourage members in the development of individual projects which contribute to the improvement of home, business, and community; develop character, prepare for useful citizenship, and foster patriotism; encourage and practice efficient money management; encourage scholarship and promote school loyalty; assist students in the establishment of occupational goals; facilitate the transition from school to work. Students benefit by learning skills critical to success in business, developing self-confidence and a positive attitude, learning first-hand from business leaders, developing problem-solving and decision making competencies, gaining recognition for accomplishment in business competitions, increasing employability skills, and preparing for community living as a responsible citizen. Members will have the opportunity to attend and compete at the District Leadership Conference held in February each year with an additional opportunity to compete at the State Leadership Conference held annually in April and the National Leadership Conference held annually in June.

Parent/Guardian Notification

No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving federal funds.

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parent/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parent/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement Status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform parents/guardians that their Limited English Proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of student enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

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

Student Name

Date