

# FORT ZUMWALT WEST MIDDLE SCHOOL



## Parent/Student Handbook

### West Middle School Mission Statement

The mission at West Middle School is to provide a safe and positive learning environment where we will foster the building of student character, increase student achievement, teach children to effectively problem-solve, embrace advances in technology, and academically prepare children who are high school, college, and career ready in a culturally diverse society.

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**Fort Zumwalt West Middle School  
150 Waterford Crossing  
O'Fallon, MO 63368**

Main Office hours: 7:00 a.m. – 4:30 p.m.  
Grade Level Office hours: 7:30 a.m. – 3:30 p.m.

Local Phone: 636-272-6690  
Metro Phone: 636-978-7251  
Fax: 636-272-6361

**Mr. Dan McQuerrey, Building Principal**

Mrs. Tracy Otten, Building Secretary  
Mrs. Rhonda Dufour, Financial Secretary

**Mrs. Jill Farrar, 8<sup>th</sup> Grade Assistant Principal**

Mrs. Ellen Broadway, Secretary

**Mrs. Kellie Voyles, 7<sup>th</sup> Grade Assistant Principal**

Mrs. Terri Vermillon, Secretary

**Mr. Mike Stille, 6<sup>th</sup> Grade Assistant Principal**

Mrs. Nancy Eggert, Secretary

**Guidance Department**

The Guidance Office hours are from 8:00 a.m. – 4:00 p.m. Students will have the same counselor throughout their time at West Middle School to help establish a positive, comfortable rapport with an adult that continues from sixth to eighth grade.

Mrs. Cheryl Burke, Counselor  
Mrs. JoAnn Gehner, 7<sup>th</sup> Grade Counselor  
Mrs. Laura D'Antonio, 8<sup>th</sup> Grade Counselor  
Mrs. Jen Litzinger, 6<sup>th</sup> Grade Counselor  
Mrs. Terri Tarvid, Crisis Counselor  
Mrs. Angie Roberts, Secretary

**Special Services**

Mrs. Heather Thompson, School Nurse  
Mrs. Katherine Miller, School Nurse – Part-Time

Mrs. Angie Bishop, Educational Diagnostician

Ms. Kristin Eades Speech and Language Pathologist  
Ms. Gabriella Perlongo, Speech and Language Pathologist

## **ACTIVITIES DISCLAIMER STATEMENT**

Fort Zumwalt School District proudly sponsors a variety of student activities/athletics that encourage participation in the extracurricular areas. Some of the club activities available to students are not affiliated with our District. These clubs are independently run and do not operate under the policies or control of Fort Zumwalt. The coaches/sponsors for these clubs are not employed by the school district and activities, schedules and games are planned separate from the district calendar. Any questions concerning the operation or management of these activities should be directed to the coach/sponsor or, if available, the regional organization.

## **ARRIVAL**

When students arrive prior to the 8:00 a.m. bell in the morning, they are to enter the building immediately. Sixth graders are to remain on the right side of the cafeteria, seventh graders should report to the small gym, and eighth graders should go to the large gym. Students will be dismissed to class at 8:00 a.m. by the bell.

If a student wishes to eat breakfast, the cafeteria opens at 8:00 a.m. Tables are set up on the left side of the cafeteria for students to eat breakfast. Once the students have finished eating and have disposed of their trash, they are to go to their lockers and report to their first period class.

## **ATTENDANCE: ABSENCES**

Regular school attendance is vital to the academic success of any child. It is also habit forming and builds a lifelong pattern. When your child is going to be absent, we ask that you contact the school office at 636-272-6690. You may leave a message if there is no answer. If your child is absent and we do not receive a call from you, we will call to verify their absence.

## **ATTENDANCE: LATE ARRIVAL AND EARLY DISMISSAL**

If your child is late to school, please call to verify or send a signed note to avoid disciplinary action. Students should sign in immediately at the attendance office upon arrival to school. Three (3) late arrivals will result in a referral to the grade level principal.

If you need to have your child dismissed early for any reason, please come to the attendance secretary located to the right of the Main Office. We will call your child from class **after** you arrive at the school. **You are required to come in and sign your child out and will be asked to show photo identification.**

## **BELL SCHEDULE**

Warning Bell:	8:10
1 <sup>st</sup> Hour	8:15-9:15
2 <sup>nd</sup> Hour	9:20-10:20
3 <sup>rd</sup> Hour	10:25-11:25
4 <sup>th</sup> Hour	11:30-1:05
5 <sup>th</sup> Hour	1:10-2:10
6 <sup>th</sup> Hour	2:15-3:15

## **CAFETERIA/LUNCH INFORMATION AND PRICES**

Each student is issued a pin number that will allow your student to access their lunch account. Lunch accounts are *debit* accounts. This means your child needs to have money in their account before purchasing lunch.

Secondary Breakfast, \$1.50

Secondary Lunch, \$2.60

*The Fort Zumwalt School District participates in the National School Lunch Program and the School Breakfast Program. Children from families whose current income has either temporarily or permanently fallen below certain federal guidelines can qualify for free and reduced price meals. The identity of qualified children is completely confidential and the district goes to great lengths to keep these children anonymous from their peers. Parents should consider taking advantage of this valuable program should their current financial circumstances warrant participation.*

Additional information, including nutritional content, can be accessed through our district website <http://www.fz.k12.mo.us/pages/FortZumwaltSD>. Please use the drop down menu “Departments” and select “Student Nutrition Services.”

## **CAFETERIA RULES**

- 1) Single file lines only, no “cutting in”.
  - 2) No yelling or horseplay (including throwing things across the table).
  - 3) Throw trash away.
  - 4) Return trays.
  - 5) Recycle in the appropriate container(s) provided.
  - 6) Once seated, students must stay seated. Permission is required to get up.
  - 7) Never leave the commons without permission from a supervisor.
  - 8) Show courtesy and respect to all supervisors, including custodians, cooks, cashiers & clerks.
- Consequences will be given for inappropriate cafeteria behavior.***

## **CLASSROOM RULES**

Students are expected to follow directions, be prepared, be courteous, be diligent in their studies, and avoid talking during group instruction or quiet time.

## **CLOSED CAMPUS**

Ft. Zumwalt West Middle School is a Closed Campus. Students are not allowed to leave the building during the school day without permission. This includes going to their car (high school), out for lunch, etc. Should a student violate the closed campus policy, he/she may be disciplined for truancy and high school students may lose their parking privileges. Please help us protect the integrity of this policy by not allowing your child to sign out for frivolous reasons.

## **DISCIPLINE**

At the start of the school year, students will participate in a review pertaining to school discipline and behavior expectations. Parents can view the student discipline guidelines established by the Board of Education through the Elementary Parent Handbook or can access this information directly by the Fort Zumwalt School District website. Please discuss this information with your child and emphasize behavioral expectations

After-school detentions are from 3:15 p.m. to 4:15 p.m. Monday through Thursday at West Middle School. Saturday detentions are from 8:00 a.m. to 12:00 p.m. at West High School.

## **EARLY RELEASE DAYS AND SCHEDULE**

There will be nine “early release” days, one per month, to allow for faculty collaboration on research-based instructional practices. The dates of early release are as follows: September 12th, October 3rd, October 31, December 5th, January 9th, February 6th, March 6th, April 10th, and May 1st. **On these days, school will begin at 8:15 a.m. and will dismiss at 12:45 p.m.** Students will see all of their classes on these days; **attendance on early release days is just as important as regular days.**

## **FOOD PREPARED AT HOME FOR SCHOOL ACTIVITIES**

Parents should be advised that the district prohibits the sale and consumption of home-prepared foods at parties, fundraising events or district functions due to the potential health risk posed to students. If you have questions or concerns, please contact your child’s principal.

## **GIFTED EDUCATION**

The gifted and talented education program (GATE) of the Fort Zumwalt School District is designed to meet the needs of academically gifted and talented students in grades K – 12. These students require services beyond those normally offered in the regular school program in order to more fully develop their abilities and to realize their contribution to self and society. Through participation in our program, students will be challenged through learning experiences geared to their level in small groups of peers, and guided by gifted learning specialists.

Referred students are screened for selection. Requirements include at least two scores at 95% or higher in total areas of Reading, Language, Math, or Composite on a standardized, nationally normed, group achievement test such as SAT9, CTBS, Terra Nova, etc. If such scores are not available, or if there is reason to believe the scores are not an accurate reflection of the student’s achievement, NNAT-2, a nonverbal ability test, may be administered, with a required score of 90th percentile or above.

A student qualifies for accelerated education by demonstrating exceptional performance in the following criteria:

General mental ability - individual intelligence test – IQ full scale score

Academic achievement - highest percentage in one area on recent standardized achievement test

Creativity & divergent thinking - scores on elements of creativity and divergent thinking as assessed by both the parent and a teacher familiar with the student's performance

Documented evidence of gifted behavior - scores on checklists of gifted characteristics regarding planning, communication, motivation, and leadership skills.

## **HALLWAY BEHAVIOR AND PASSES**

Students are required to get a pass from their teacher if they need to leave the classroom for any reason. Teachers will keep a sign-in and sign-out log to ensure that students are accounted for throughout the school day. Students in the hall without a pass will either be sent back to class or to the appropriate grade level office.

Students should not block traffic by standing in groups during passing periods and should stay to the right to keep hallway congestion to a minimum. Hallways are monitored by teachers, hall monitors, and administrators. West Middle School is also equipped with security cameras in the hallways. Students are to show courtesy and respect to these individuals as well as to each other for the entirety of the school day.

## **HEALTH RELATED QUESTIONS**

Our clinic is open during school hours. Please feel free to contact the nurse, Mrs. Thompson, at (636) 272-6690 with any questions.

Prescription medication cannot be given without a written prescription from the doctor. Prescription medication must come to school in the original container. Over-the-counter medications, such as Tylenol, aspirin, etc. require parental written permission on file prior to being dispensed and must be kept in the clinic.

## **HONOR ROLL CRITERIA**

Honor Roll is awarded quarterly. Students that earn a 3. GPA or higher will receive a certificate of achievement. Students that earn a 3.7 GPA or higher are noted as “Academic Superstars” and earn a Gold Deal on their certificates.

## **HOMEWORK**

The Board of Education recognizes that homework can be a valuable learning tool when a student clearly understands the assignment and when that assignment is geared to the ability level and learning style of the individual student. All of the following information comes from Board Policy IKB, and Homework Time Guidelines IKB-R.

The purposes of homework are:

- To support and strengthen curricular goals
- To provide practice and application of skills
- To check for understanding
- To inform teacher practice

Teachers can fulfill these purposes by assigning three types of homework:

- Practice Exercises - Opportunities to apply new knowledge or to reinforce newly acquired skills.
- Preparatory Work - requires obtaining background information on a unit of study to be prepared for the following day’s class.
- Extension Assignments - the pursuit of knowledge individually and imaginatively.

The following time guidelines are maximum nightly guidelines. Homework is not required on a nightly basis nor should teachers interpret the guidelines to mean that it is appropriate to skip one day and assign



twice as much the following. Teachers should avoid assigning homework on weekends and holidays, except for long term projects and tests.

It is important for your child to have a specific time and quiet place to complete homework. Your support of this process will have a positive impact on the development of your child's basic study habits.

At the secondary level, as content becomes more advanced and students choose diverse course offerings, homework requirements may vary substantially among students. Homework assignments at this level not only include the review of skills taught and preparatory work, but also incorporate experiences that will enrich the total educational experience of the students. The completion of and/or the lack of satisfactory completion of homework should be called to the attention of the parents.

<b><u>Grade</u></b>	<b><u>Recommended Maximum Amount of Time:</u></b>
6	60 minutes total for all classes
7	70 minutes total for all classes
8	80 minutes total for all classes
9-10	90 to 100 minutes total for all classes
11-12	100-120 minutes total for all classes

### **INTERDISCIPLINARY TEAMS**

The Fort Zumwalt School District implements a middle school philosophy that is designed around the unique developmental needs of early adolescents. A middle school team is a group of teachers representing each of the core subject areas (English/Language Arts, Math, Science, and Social Studies). These teachers have the same group of students throughout the day and are clustered together in the same area of the building. This is an integral part of the middle school concept and helps promote a feeling of belonging among students. Team numbers—such as team “7-2,” for example—have nothing to do with ability level. Teams are assigned randomly through a district computer database.

Teaching teams will occasionally engage in interdisciplinary instruction. This is a unit of study where all teachers on a team teach from a single theme and apply the theme to each individual subject.

### **LOCKERS**

Students are assigned a locker; however, lockers are the property of Fort Zumwalt School District and are subject to inspection by authorized school personnel at any time. From time to time, law enforcement officers will bring in dogs to sniff out narcotics near student lockers and in personal belongings. If a dog alerts officers to a student's locker or personal belongings, that student's items will be searched to ensure student safety.

### **MIDDLE SCHOOL CURRICULUM**

The middle school curriculum consists of core academic classes and electives. The core classes are English/Language Arts, Mathematics, Science, and Social Studies. Electives allow students to explore areas of interest and consist of art, general music, industrial technology, computer exploration, family and consumer science (FACS), band, choir, and orchestra. In addition, all students take physical education, and all sixth grade students take reading and computer literacy.

## **NO SMOKING CAMPUS**

State law prohibits anyone from smoking in any school building. District policy further bans smoking from any school property. Any smoking, use of tobacco/nicotine products and all forms of electronic cigarettes/devices shall be prohibited on the school district property for all students and employees. These restrictions on the use of tobacco/nicotine products also extend to all citizens and patrons attending school-sponsored events and meetings held in district buildings and to any group or organization contracting for public or private use of district facilities. This shall include district buildings, grounds (including grass areas around the buildings), district-owned/leased vehicles, and school-sponsored events.

## **OPEN HOUSE**

Open House takes place for 6<sup>th</sup> grade parents on August 21st and for 7<sup>th</sup> and 8<sup>th</sup> grade parents on August 23rd. This evening activity is an opportunity for parents to come and walk through their child's schedule, meet the teachers, and learn more about the grade-level curriculum. This is not an evening for individual concerns or parent-teacher conferences.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are held on the evening of October 24<sup>th</sup> and during the day on October 25<sup>th</sup>. Information and sign-up forms will be sent home prior to conferences through the Guidance Department. Complete the sign-up form and return it to school as soon as possible to help ensure that you get your preferred time and teacher with whom you would like to have a conference.

## **PARENTS/VISITORS**

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events. However, all visitors during business hours, must sign or check in at the building office before proceeding anywhere in the building or on grounds.

In addition, parents are welcome to visit the classrooms, but are required to make advance arrangements with the teacher or principal and check in at the office prior to going to the classroom. Due to the potential for disrupting the learning environment, the district discourages parents/guardians or others from using district classrooms as places for simply visiting students and may refuse these requests.

## **PARKING LOT**

Automobiles parked on Fort Zumwalt School District property are subject to inspection by authorized school personnel. If reasonable suspicion warrants, school officials will conduct a search of the vehicle to ensure student safety.

## **PHONE USE—STUDENT**

Should you need to contact your child, please call (636) 272-6690 and we will get a message to your child to have them return the call at the end of the class period. Students may use any office/clinic phone to contact parents. ***Cell phone use during the school day is prohibited.*** This is a **district policy and discipline will be issued when a student is using a cell phone.** *Please help your child adhere to discipline guidelines by refraining from texting or calling your student on his or her cell phone during school hours.*

## **PHYSICAL EDUCATION REQUIREMENTS**

Students are required to dress out for P.E. They will need gym shorts or sweat pants, a t-shirt (different from the one worn to school), and tennis shoes. Slip-on tennis shoes are not recommended. Dressing out for P.E. is monitored on a daily basis “failure to dress out” infractions will result in a reduction of grades. Though students are not required to shower after P.E., showers are available for student use. If a student is absent from P.E., they will be required to complete an approved make up assignment.

## **PROGRESS REPORTS AND REPORT CARDS**

Parents receive computerized report cards four times a year and progress reports at the midpoint of each quarter. Semester grades are reflected on second quarter and fourth quarter report cards. Semester grades are calculated by averaging the two preceding quarter grades. Only semester grades count toward promotion. The grading scale for the Fort Zumwalt School District is as follows: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F.

## **RECORDING BY DISTRICT PERSONNEL OR DESIGNEES**

The district or designees of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

The district may also allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all student and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

## **SCHOOL VOLUNTEERS**

Fort Zumwalt School District policy requires that any person seeking to volunteer for the school must fill out an initial request form with the school office. You may also be asked to complete additional forms depending on the amount of time you will be volunteering or the type of volunteer activity. If you plan on volunteering at any time (special events, classroom parties, field trips, etc.), you must fill out a form in advance and return it to the office. It is our goal to protect the safety and well-being of all our students with this process.

Additionally, at the elementary level, parents and grandparents wanting to attend a class party will need to present an I.D. and we will check a list to make sure the attendee has been pre-screened. All parents should contact the teacher in advance about their attendance, so the pre-screen process can be completed. If a parent or grandparent is not on our party list, they will have to wait to be screened in the office before being going to the classroom.

## **SNOW SCHEDULE, EARLY DISMISSAL AND SCHOOL CLOSINGS**

Whenever possible the school district will post school closings on our website at [www.fz.k12.mo.us](http://www.fz.k12.mo.us). In the event of severe weather, the district may choose to use a late arrival snow schedule, dismiss the students ear from school or cancel school for the day. For those patrons unable to access the Internet, local television and radio stations will also be contacted to provide this information.

Radio KMOX 1120 AM

Television KTVI Channel 2 KMOV Channel 4 KSDK Channel 5

Finally, we will utilize our School Messenger system to reach out to our families through both e-mail and phones. **Please be sure that your contact information is current in our database so you can receive the School Messenger call in these situations.**

## **STUDENT APPEARANCE/DRESS CODE**

Student dress and grooming should be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. (house shoes/slippers are not allowed)
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the educational environment teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
7. Students shall not wear the following:
  - a. hats, bandannas, shower caps, or other non-therapeutic headgear inside the school building.
  - b. muscle shirts/halter tops/midriiffs/backless or racer back apparel/sagging pants/short shorts above mid-thigh (undergarments cannot be exposed including boxers and bra straps)
  - c. clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
  - d. clothing which promotes drugs, alcohol, tobacco, and/or its products
  - e. clothing with sexually suggestive messages, messages that promote the occult, or messages of vulgar nature

f. clothing with holes above mid-thigh or exposing undergarments

g. jewelry and chains that may be used as a weapon or that present a safety concern

8. All high school students must carry their ID badges at all times and present them immediately and respectfully upon request from any staff member. Staff will request to view ID badges when determining or verifying a student's name.

*When, in the judgment of the principal, a student's appearance disrupts or mode of dress does not comply with the above criteria, the educational process, or constitutes a threat to health or safety the student may be required to make modifications.*

## **TARDIES**

There are 5-minute breaks between classes. Clocks are positioned in hallways for student use. A bell rings to begin class. Disciplinary action will be given for tardies.

## **TRANSPORTATION**

All bus assignments, bus stops, and bus changes are made through the District Transportation Department. Advance permission from the Transportation Office must be given before a student can ride another student's bus or get off at a different bus stop. ***Only parents/guardians can make a change request.*** To make a request or to check on a late bus, please call the Bus Garage at (636) 281-3458 or (636) 240-3138. Bus routes can be found on the district web page under <http://www.fz.k12.mo.us/cms/One.aspx?portalId=191707&pageId=751100> "Departments" and "Transportation."

## **LAWRENCE E. SMITH INSURANCE FOR STUDENTS**

Missouri schools are not required to buy insurance or pay student medical expenses associated with school injuries. However, Fort Zumwalt School District has purchased an accident insurance policy as a public service to assist parents that may be without insurance or need to supplement their own personal insurance plan deductibles or copays. The school policy will not provide 100% reimbursement for all medical expenses incurred. The plan has limitations and benefits as outlined below. The school district cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy.

The school policy covers students, grades Early Childhood through 12, while they are participating in school scheduled, school supervised and school funded classes, sports and activities, during the regular school term. Students are also covered while they are traveling as a school sponsored group in a school bus or van operated by a licensed adult driver to and from school premises and a school sponsored event site. Injuries sustained during individual travel or travel in privately owned vehicles are not covered by the school policy.

## **OPTIONAL STUDENT INSURANCE PURCHASE**

Parents may also purchase additional insurance protection for accidents that may occur while students are away from school, at home, during the weekends and vacation periods, including the summer months. For information regarding this optional coverage, call the Lawrence E. Smith & Associates Insurance Agency at 1-800-325-1350, or e-mail a request for information to [lucyw@lesmith.net](mailto:lucyw@lesmith.net).