Westwood Trail Academy
Student Handbook
2026-2027

Westwood Trail Academy
810 Westwood Industrial Park Dr.
Weldon Spring, MO 63304
Phone: 636-851-5300
Fax: 636-851-4130

School Website:

westwood.fhsdschools.org

District Website:

fhsdschools.org

School Hours:

Regular Day: 7:40 a.m. - 1:45 p.m.
Early Release Day: 7:40 a.m. – 1:00 p.m.

Office Hours:

7:00 AM – 3:00 PM, Monday – Friday

Francis Howell School District Administration Office:

636-851-4000

Transportation:

636-851-6220

Please Note: Student Handbooks are published annually in August. Any staff changes that occur after publication will be updated in the Westwood Trail Academy Staff Directory.

Westwood Trail Academy Administration

Building Principal: Dr. Eddie Rodgers

Office Staff

Administrative Assistant: Sarah Harris, sarah.harris@fhsdschools.org, 636-851-5269

School Counselors

Cecilia Bodet, cecilia.bodet@fhsdschools.org, 636-851-6264
Linda Duree, linda.duree@fhsdschools.org, 636-851-6083

Nurse's Office

Rachel Petrov, rachel.petrov@fhsdschools.org, 636-851-6091

School Resource Officer
Officer Delp, 636-851-5268

Westwood Trail Academy Mission Statement

Our mission is to build relationships to help promote growth.

Our Vision:

Our vision is to foster a therapeutic learning community to meet individual needs and prepare for a successful transition.

Our Value Commitments

- Nonviolence: Being safe physically, emotionally, socially, and morally.
- Emotional Intelligence: Managing our feelings so we don't hurt ourselves or others.
- Social Learning: Respecting and sharing the ideas of our teams.
- Democracy: Shared decision-making.
- Open Communication: Saying what you mean and not being mean when you say it.
- Social Responsibility: Together we accomplish more.
- Growth & Change: Creating hope for our students and ourselves.

School Policies & Conduct

Communication

All parents/guardians listed in Infinite Campus Parent Portal are automatically signed up to receive District and school eNews. Community members can sign up to receive eNews through the Get News & Updates page.

Bell Schedules

Regular Day Schedule (7:40 – 1:45 PM):

Period	Time
Homeroom	7:40 – 8:10 AM
1st Period	8:10 – 8:55 AM
2nd Period	8:55 – 9:40 AM
3rd Period	9:40 – 10:25 AM
4A Period	10:25 – 11:10 AM
4B Period	10:45 – 11:30 AM
5A Period	11:10 – 11:55 AM
5B Period	11:30 AM – 12:15 PM
6th Period	12:15 – 1:00 PM
7th Period	1:00 – 1:45 PM

Lunch Period	Time
1st Lunch	10:25 – 10:45 AM
2nd Lunch	11:10 – 11:30 AM
3rd Period	11:55 AM – 12:15 PM

Early Release Wednesday (7:40 AM – 1:00 PM):

Period	Time
Homeroom	7:40 – 8:14 AM
1st Period	8:14 – 8:52 AM
2nd Period	8:52 – 9:30 AM
3rd Period	9:30 – 10:08 AM
4A Period	10:08 – 10:46 AM
4B Period	10:28 – 11:06 AM
5A Period	10:46 – 11:24 AM
5B Period	11:06 – 11:44 AM
6th Period	11:44 AM – 12:22 PM
7th Period	12:22 – 1:00 PM

Lunch Period	Time
1st Lunch	10:08 – 10:28 AM
2nd Lunch	10:46 – 11:06 AM
3rd Period	11:24 AM – 11:44 PM

School Resource Officer – Officer Delp, 636-851-5268

Westwood Trail Academy has a full-time School Resource Officer, provided by the St. Charles County police department. Officer Delp is assigned to the campus during the school year as a resource in safety, security, administration, and education. He is available as a line of communication to students and staff for any issues or circumstances.

In addition, Francis Howell School District has set up the email address: safekids@fhsdschools.org. Safe Kids is monitored 24 hours a day, seven days a week as an open resource for students, parents, faculty, and staff to communicate with administration regarding potential threats to school safety or security.

Counselors

- Mrs. Cecilia Bodet (636) 851-6264
- Ms. Linda Duree (636) 851-6083

Westwood Trail Academy provides two educational support counselors as an accessible resource for every student.

Nurses' Office

- Mrs. Rachel Petrov (636) 851-6091
- The nurses' office is staffed from 7:40 am to 1:40 pm.

A new Student Health/Emergency Information form should be completed each school year and will be kept on file in the Nurse's Office. This form gives the school current health information, parent's work phone numbers, and permission to administer acetaminophen/ibuprofen.

Immunization

It is a state law that immunizations be completed as required by the Missouri Department of Health. If immunizations are due while your son/daughter is in school, the nurse will contact you as Parent/Guardian. Your child will be required to get the vaccine by the specified date or your child will not be allowed to attend school. Written verification from the facility where the vaccine was given should be turned into the Nurses' Office so that accurate records may be maintained. The statement must include the month, date, year, and the vaccine given.

Illness at School

Students who become ill at school should report to the Nurse's office with a pass from their classroom teacher. Under no circumstances are students, who are ill, permitted to stay in a restroom or leave campus without permission. If necessary, the parent/guardian will be contacted by the Nurse.

If your child sends you a text from school, please instruct them to go to the Nurse's office before you pick them up. They will wait in the nurse's office until you arrive. This policy helps the nurses and the school stay informed of illnesses and/or other communicable diseases that may be going on in the school building, as well as the community.

If the student drives, they would still come to the nurse's office, contact the parent/guardian, and get permission to sign out with the nurse.

FHSD Policy Regarding the Use of Crutches

A physician's statement regarding the limitations and duration of the use of crutches is required before a student is allowed to use crutches on school district property during school hours. Another student will be assigned to assist in carrying the injured student's

books. Both students will be dismissed five minutes early to facilitate getting to the bus on time at the end of the school day. The school district will not be responsible for any injury that occurs as a result of the use of crutches without a physician's written order on file.

Cafeteria

Students must report promptly to the cafeteria during their assigned lunch period. They may purchase lunch or bring a lunch from home. Milk or juice will also be available. Free and reduced lunch applications are available in the main office or online. Return the completed application to:
Program Coordinator: 4606 Central School Road, St Charles, Mo 63304. (636) 851-6054.
Please visit FHSD's website to view information for household incomes eligible for free or reduced meals. Go to: www.fhsdschools.org. Click on Department/Programs; Food Services; Free and Reduced Meals.

The following cafeteria rules must be followed to ensure the good order of the school:

- Students should arrive at the cafeteria at their allotted lunch period.
- Deposit all trash or recycle in trash containers.
- Students are responsible for removing all trash and keeping the tables and floors clean.
- Students need to ask permission to use the restrooms during their lunch period.
- Students are not to leave the cafeteria until the dismissal bell.
- Lunch items should be consumed in the cafeteria or the classroom only at the teacher's discretion.
- Students are not allowed to sit on tables or the backs of chairs.
- Breakfast sales end at 7:40 am.

*Disciplinary action may be taken for infractions of the above rules.

Academics

A+ School Program

In May 1993, the Missouri General Assembly passed Senate Bill 380, "The Outstanding Schools Act." The A+ Schools Program is one of the educational opportunities brought about by this act. The specific guidelines outlined in this manual for Francis Howell High School have been developed by Missouri Senate Bill 380.

Goals

The goals of an A+ School are to ensure that:

- All students graduate from high school.
- All students complete a selection of high school studies that are challenging and have identified learning expectations.
- All students proceed from high school graduation to a college, post-secondary vocational-technical school, or a high-wage job with workplace skill development opportunities.

Funding for the Financial Incentives

The funding for the financial incentive is dependent upon the availability of state appropriations from the Missouri General Assembly.

Student Financial Incentive

The student financial incentive part of the A+ Schools Program provides for applicants who meet the following requirements to be eligible for state reimbursement for tuition while attending any Missouri public community college or post-secondary vocational/technical school as a full-time student. A+ Students must meet the following requirements:

- Enter into a written agreement by filling out an A+ Agreement Form. Due to the requirements to accumulate tutoring hours, seniors must sign the agreement no later than September 1 of the student's senior year. Students will need to communicate with the guidance office at their home school.
- Attend a designated A+ school for three consecutive years before high school graduation.
- Graduate from high school with a grade point average (GPA) of 2.5 or better.
- Maintain at least a 95% attendance rate for the four-year period grades 9-12.
- Perform and document 50 hours of unpaid tutoring to other students which includes:
    - Have all tutoring placements arranged by the A+ Coordinator or the hours will not count.
    - Have the tutoring log sheet signed by the site teacher every day that the student tutors turn in the A+ tutoring log sheet to the A+ secretary at the end of every month or for summer placements on the first day of school in August.
    - Perform A+ hours on Francis Howell School District campuses under the supervision of an FHSD employee.
    - Provide own transportation and waive school district liability.

    - Acquire 50 hours of tutoring by January 1 of senior year.
    - Finish the 50 hours of tutoring in the semester assigned.
        - Failure to acquire the 50 hours in the semester assigned and have the log sheets turned in at the end of every month may result in removal from the A+ program.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol; as defined by law and as stated in the High School Code of Conduct.
- Score an Advanced or higher score on the Algebra 1 EOC.

Certification of good citizenship will be based on the official discipline record maintained in the administrative offices at the student's high school. Verification of good citizenship will be given by the principals.

A+ Citizenship Policy during Grades 9-12

(The school year is from August 1 through July 31)
All four years are part of the citizenship record.
The Francis Howell Schools A+ Advisory Committee believes that good citizenship is paramount for a student graduating with an A+. The following will result in removal from the A+ Program at
Francis Howell Schools:

- 3 or more occurrences of in-school and/or out-of-school suspensions during a school year.
- 5 or more occurrences of in-school and/or out-of-school suspensions during the student's high school career (grades 9-12).
- Any suspension that results in an out-of-school suspension that is 10 or more days.
- Possession, use, sale, or transfer of alcohol, drugs, narcotics, or any substance represented to be such.
- Possession of drug paraphernalia.
- Any level IV Code of Conduct* offense that results in an out-of-school suspension.
    - *Francis Howell School District -- High School Code of Conduct
- Attempt to secure all available federal financial assistance funds that do not require repayment. During 12th grade, complete the Free Application for Federal Student Aid (FAFSA) form. Male students must register for the selective service upon their eighteenth birthday. (Parental income is NOT a criterion for the A+ student incentive reimbursement.) Reimbursement from the state will be given only after federal funds that do not require repayment have been applied.
- Male students must register under the United States Military Selective Service Act.

A+ Appeal Process

A student and/or parent have the right to request an appeal within 10 days of the notice of an attendance or citizenship deficiency. A+ appeal will not be granted after that time. The student's GPA will not be rounded up or appealed and must be a 2.5 on a 4.0 scale. In cases of concern or ineligibility, the:

- Student and parent must notify the A+ Coordinator in writing of his/her intent to discuss the concern or ineligibility. The appeal request letter must be written by the student (required) and parent (optional), and supporting documents to support the appeal request are highly recommended.
- The A+ Coordinator will then convene an A+ Appeals Committee meeting for consideration for eligibility.
- The A+ Appeals Committee will hear the request and return its decision to the student and parent.

Anyone requesting an appeal should complete an "A+ Appeal" form which is available from the A+ coordinator. Please call 636-851-4600 to request an A+ Appeals form. After the review committee reaches a decision, the A+ Coordinator will notify the parents by letter.

Monitoring A+ Status

At the end of each semester, each participating A+ student and his/her parents/guardians may request a status update reporting his/her progress in each of the required areas. Two of the five requirements are part of the report card: attendance and GPA. Any other questions should be directed to the A+ Coordinator.

Notification of A+ Status

All records of A+ Students will be reviewed by the A+ Coordinator for official certification. The names of eligible A+ graduates will be submitted to the Department of Elementary and Secondary Education in June two weeks after graduation and then documented on final transcripts.

Examination of Records

Parents may examine all official records of their children. An appointment must be made beforehand with the appropriate counselor or principal. In addition, parents/legal guardians may request an amendment to educational records if the parents/legal guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/legal guardians may register a complaint with the U.S. Office of Education if they feel the district violates the Family Education Rights and Privacy Act. Copies of records can be made. Copies must be paid for at the time of receipt.

Credit by Semester

Graduation credit will be awarded upon the successful completion of a semester's course of study in each class. Credit will not be awarded by quarter. The semester grade will be based on a combination of the two-quarter grades and the semester examination grade.

Honor Roll

The honor roll is computed twice per year at the end of each semester. A student must have earned a 3.0 grade point average (G.P.A.) for the semester to be included on the honor roll. Excluding "Honors" courses, grade point averages are determined by the following system: A=4, B=3, C=2, D=1, F=0. In Honors courses: A=5, B=4, C=3, D=1, F=0.

Activities

Students are encouraged to attend the various public and school events held at Westwood during the year.

Public events such as sporting contests, band performances, or choir performances are open to students, members of the community, and all interested parties. School events, such as dances and other specified activities are intended for Westwood students only, although guests may attend with the principal's approval.

Students attending either public or school activities (home or away) will be held accountable for their actions.

Any inappropriate behavior as defined in the "Student Code of Conduct" will not be tolerated. Furthermore, any student attending an activity and leaving the building before its conclusion will not be re-admitted.

Leaving the Building

Students are not to leave the school building or school grounds during the school day without permission from the Attendance Office. Anyone who leaves the school campus or building after arriving at school in the morning will be subject to disciplinary action. In addition, students are not permitted to loiter outside at any time during the school day.

Make-up Work

Students with absences have the opportunity to complete all make-up work. Although the general rule applied to absences is that students will have one day to make up work for each day absent, other factors may be taken as well, depending upon the circumstances involved. In any case, students need to check with their teachers for instructions regarding long-term assignments or scheduled tests. Students pre-arranging absences and requesting homework are responsible for having their work completed upon their return to school.

Homebound

Homebound instruction is available to students who, because of the nature of their condition, are unable to attend school. When a long-term absence is anticipated, the parent should contact Alternative Learning at the Administration Building, 851-4007, to request a homebound application form, eligibility information, and guidelines. Once the Homebound application process has been completed, a Homebound Determination meeting is held with the student's educational team, parent, and student. Communication between the classroom teacher and the homebound teacher is essential to ensure that the student is progressing satisfactorily with their studies. Please refer to the District Website for more detailed information regarding Homebound.

Search and Seizure

Any school official, whether they are a teacher or principal, has a responsibility for the general well-being of any students enrolled in school. As such, the official has certain privileges that a law enforcement officer does not have in dealing with one who may violate the law. A school official is not bound by the restriction of the Fourth Amendment. Reasonable suspicion alone is sufficient for a school official to question a student, request that he/she surrender any drug(s) and/or weapon(s), or search his/her person, property, locker, or vehicle. Any student who refuses to be searched may be suspended.

Substitutes

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with accordingly. The responsibility is on the student to treat a substitute with respect and courtesy which is due to all persons at Westwood Trail Academy.

Buses

School transportation is provided for every student at WTA. Students are under the supervision of and accountable to the bus driver on the way to and from school. Unacceptable behavior may result in disciplinary action, which could include suspension from the bus or school.

Francis Howell School District does not allow students to ride any bus either to school or home from school, other than his/her regular bus. The state requires the District to provide bus transportation to and from school.

Requests for students to ride a different bus to school or home from school will be denied both at the school level and the administration level. If there is a dire case to ride another student's bus, students must get prior approval from their Assistant principal's office 24 hours in advance.

Care of School Property

Students are held responsible for proper care of school property. The defacing or destruction of school property is a violation of Missouri State Law. Any person who willfully defaces or destroys any school property can be expected to pay the actual amount of repair/replacement according to Missouri Law and face appropriate disciplinary action.

Deliveries (Flowers, Balloons, ETC.)

The sending of flowers, balloons, etc. to students is discouraged. On delivery to school, these items will be held in the office until the end of the day.

Safety and Security

One of our highest priorities at Westwood Trail Academy is to provide a safe and secure learning environment for our students, staff, and faculty. In light of national events regarding violence in schools over the past few years, we want you to be aware that we have a zero-tolerance policy about threats and acts of violence. This includes any mention of a threat to the life of another person or any threat of using a weapon. We take threats like these just as seriously as airports and respond accordingly – consequences will be severe. There are no jokes regarding this issue. Any student, who knows that the safety of another person is in jeopardy, a weapon is on campus, or a violent act is planned, has a moral responsibility to report it to a teacher, counselor, resource officer, or principal. We must all work together to keep our school safe.

Special Education in Francis Howell School District

A free, appropriate public education is available to all handicapped children ages 3-21 years residing in the Francis Howell School district. A full range of services are available to all handicapped children: multi-handicapped; mentally handicapped; learning disabled; behaviorally disordered; speech/language disordered; deaf/blind; autistic; orthopedically handicapped/other health impaired; visually impaired; and severely handicapped. These same services and related services are also available to handicapped students residing in the district attending parochial and private schools.

The school district is also responsible for conducting an annual census for the handicapped (birth-21 years) to be completed each year. Information collected is treated confidentially. Needed for the census on each child are: the name of the child; the parent or guardian's name and address; the birth date of the child; the handicapping condition(s) of the child; and the services provided to the handicapped child. Information will be collected by the district by May 1. If you know of a child needing services, contact: the Director of Special Services, Francis Howell School District, 4545 Central School Road, St. Charles, MO 63304, or call (636) 851-4000.