

# Orchard Farm Middle School



Student/Parent Handbook

2023-2024

## ORCHARD FARM R-5 SCHOOL DISTRICT 2023-24 SCHOOL CALENDAR

<b>AUGUST 2023</b>	M	T	W	TH	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21 A	22 B	23 A	24 B	25 A
28 B	29 A	30 B	31 A		

August 9-14 New Teacher Orientation  
 August 15-18 Teacher Work Days/PD  
 August 21 School Begins  
 September 1 No School - Professional Development  
 September 4 No School - Labor Day

**October 18 End of 1<sup>st</sup> Qtr (HS)**  
 October 18 Parent Teacher Conferences  
 October 19 No School - Professional Development  
 October 19 Parent Teacher Conferences  
 October 20 No School - Fall Break

November 7 No School - Professional Development  
**November 15 End of 1<sup>st</sup> Trimester (EL/MS)**  
 November 22-24 No School - Thanksgiving Break  
 December 21 3 Hr Early Release (K-12)  
 December 22-29 No School - Winter Break

<b>SEPTEMBER</b>	M	T	W	TH	F
					1 PD
	4	5 B	6 A	7 B	8 A
	11 B	12 A	13 B	14 A	15 B
	18 A	19 B	20 A	21 B	22 A
25 B	26 A	27 B	28 A	29 B	

<b>OCTOBER</b>	M	T	W	TH	F
	2 A	3 B	4 A	5 B	6 A
	9 B	10 A	11 B	12 A	13 B
	16 A	17 B	18 A	19 PD/PT	20 B
	23 B	24 A	25 B	26 A	27 B
30 A	31 B				

January 1-2 No School - Winter Break cont.  
 January 3 Classes Resume  
**January 9 End of 2<sup>nd</sup> Qtr/1<sup>st</sup> Sem (HS)**  
 January 12 No School - Professional Development  
 January 15 No School - MLK, Jr. Day

February 16 No School - Professional Development  
 February 19 No School - Presidents' Day  
**February 26 End of 2<sup>nd</sup> Trimester (EL/MS)**

<b>NOVEMBER</b>	M	T	W	TH	F
			1 A	2 B	3 A
	6 B	7 PD	8 A	9 B	10 A
	13 B	14 A	15 B	16 A	17 B
	20 A	21 B	22 A	23 B	24 A
27 A	28 B	29 A	30 B		

March 8 No School - Professional Development  
**March 22 End of 3<sup>rd</sup> Qtr**  
 March 25-29 No School - Spring Break

April 1 No School - Spring Break cont.  
 April 26 No School - Professional Development

May 19 HS Graduation  
 May 24 3 Hr Early Release (K-12)  
**May 24 End of 3<sup>rd</sup> Trimester (EL/MS)**  
**May 24 End of 4<sup>th</sup> Qtr/2<sup>nd</sup> Sem (HS)**  
 May 27 Memorial Day

<b>DECEMBER</b>	M	T	W	TH	F
					1 A
	4 B	5 A	6 B	7 A	8 B
	11 A	12 B	13 A	14 B	15 A
	18 B	19 A	20 B	21 A	22 B
25 A	26 B	27 A	28 B	29 A	

**Scheduled Makeup Days:**

- (1) January 15 - MLK, Jr. Day
- (2) February 19 - Presidents' Day
- (3) March 25-27 - Spring Break
- (4) Extended Academic Year (if needed)

<b>JANUARY 2024</b>	M	T	W	TH	F
	1 Winter Break	2 Break	3 B	4 A	5 B
	8 A	9 B	10 A	11 B	12 PD
	15 A	16 B	17 A	18 B	19 A
	22 A	23 B	24 A	25 B	26 A
29 B	30 A	31 B			

<b>FEBRUARY</b>	M	T	W	TH	F
				1 A	2 B
	5 A	6 B	7 A	8 B	9 A
	12 B	13 A	14 B	15 A	16 PD
	19 A	20 B	21 A	22 B	23 A
26 B	27 A	28 B	29 A		

<b>MARCH</b>	M	T	W	TH	F
					1 B
	4 A	5 B	6 A	7 B	8 PD
	11 A	12 B	13 A	14 B	15 A
	18 B	19 A	20 B	21 A	22 B
25 A	26 B	27 A	28 B	29 A	

<b>APRIL</b>	M	T	W	TH	F
	1 A	2 B	3 A	4 B	5 A
	8 A	9 B	10 A	11 B	12 A
	15 B	16 A	17 B	18 A	19 B
	22 A	23 B	24 A	25 B	26 PD
29 A	30 B				




<b>MAY</b>	M	T	W	TH	F
			1 A	2 B	3 A
	6 B	7 A	8 B	9 A	10 B
	13 A	14 B	15 A	16 B	17 A
	20 B	21 A	22 B	23 A	24 B
27 A	28 B	29 A	30 B	31 A	

# TABLE OF CONTENTS

<b>School Calendar</b>	<b>2</b>
<i>Staying Connected with Orchard Farm Middle School</i>	4
<b>Important Dates to Save</b>	<b>5</b>
<i>Welcome - Building Information; District Information; District Administrators Names – Titles – Phone Numbers</i>	6
<b>Middle School Staff Listing</b>	<b>7</b>
<b>General School Information and Policies</b>	<b>8</b>
<ul style="list-style-type: none"> <li>● <i>Middle School Statements (Mission – Vision – Collective Commitments)</i></li> <li>● <i>School Hours; Class Schedule; Lunch Schedule</i></li> <li>● <i>COVID 19</i></li> <li>● <i>Backpacks</i></li> <li>● <i>Food Service; Meal Charges; Snacks</i></li> <li>● <i>Electronic Devices/Cell Phones; Technology Usage</i></li> <li>● <i>Student Dress</i></li> <li>● <i>Textbooks</i></li> <li>● <i>Lockers</i></li> <li>● <i>Field Trips</i></li> </ul>	
<b>Academic Policies and Procedures</b>	<b>11</b>
<ul style="list-style-type: none"> <li>● <i>Grading Policy</i></li> <li>● <i>Homework (Homework and Class Preparation)</i></li> <li>● <i>Make-Up Work (Absent) &amp; Make-Up Work (Suspension)</i></li> <li>● <i>Late Work (Failure to turn in on time)</i></li> <li>● <i>AMI (Alternate Methods of Instruction)</i></li> <li>● <i>Extra Credit</i></li> <li>● <i>Final Exams; Standardized Testing</i></li> <li>● <i>Middle School Promotion Policy</i></li> </ul>	
<b>Academic Course Offerings</b>	<b>13</b>
<ul style="list-style-type: none"> <li>● <i>“CORE” Courses, “EXPLO” Courses, Course Descriptions</i></li> </ul>	
<b>Attendance Policies and Procedures</b>	<b>14</b>
<ul style="list-style-type: none"> <li>● <i>Perfect Attendance</i></li> <li>● <i>Routine Absence or Illness and Extended Absence or Illness</i></li> <li>● <i>Late Arrival to School</i></li> </ul>	
<b>Student Behavior Policies and Procedures</b>	<b>16</b>
<ul style="list-style-type: none"> <li>● <i>OFMS Eagle Way</i></li> <li>● <i>PBIS Tier 1 (Minors, Eagle Way, Feathers/Molting)</i></li> <li>● <i>PBIS Tier 2</i></li> <li>● <i>PBIS Tier 3</i></li> <li>● <i>Code of Conduct – Introduction</i></li> <li>● <i>Regulations of Student Discipline For Students and Staff</i></li> <li>● <i>Conflict Resolution; Discipline Actions; Suspension and Activities Eligibility</i></li> <li>● <i>Student Searches; School Resource Officer Services; Safe Schools Helpline</i></li> <li>● <i>Bullying/Hazing Policy</i></li> <li>● <i>Code of Conduct – Levels I, II, III, IV Discipline</i></li> </ul>	
<b>Transportation Policies and Procedures</b>	<b>23</b>
<b>Support Services</b>	<b>23</b>
<ul style="list-style-type: none"> <li>● <i>Guidance and Counseling Services; Crider Health Center; Preferred Family Healthcare; Youth in Need</i></li> <li>● <i>Special Services</i></li> <li>● <i>Nursing/Health Services</i></li> </ul>	
<b>Parent Information</b>	<b>24</b>
<ul style="list-style-type: none"> <li>● <i>Parent Access – Portal, Conferences, Notification System, Volunteers/Visitors</i></li> <li>● <i>Student Dismissal Precautions</i></li> <li>● <i>Resolving Issues</i></li> <li>● <i>Parent Teacher Organization</i></li> </ul>	
<b>Student Activities</b>	<b>25</b>
<ul style="list-style-type: none"> <li>● <i>Extra-Curricular Activities</i></li> <li>● <i>Elementary Bus Procedures</i></li> <li>● <i>Clubs and Activities</i></li> <li>● <i>Athletics</i></li> </ul>	
<b>District Policies and Procedures</b>	<b>27</b>
<ul style="list-style-type: none"> <li>● <i>Philosophy and Objectives</i></li> <li>● <i>Goals for Grads</i></li> <li>● <i>Notice of Non-Discrimination and BOE Policy AC</i></li> <li>● <i>Family Educational Rights and Privacy Act and Directory Information</i></li> <li>● <i>Standard Complaint Resolution for NCLB Programs</i></li> <li>● <i>Emergency Procedures</i></li> </ul>	
<b>Chromebook Information</b>	<b>29</b>
<ul style="list-style-type: none"> <li>● <i>Student Chromebook Expectations</i></li> </ul>	

## A Quick Guide to Staying Connected with Orchard Farm Middle School

During the course of a student's middle school 'career' we will work to foster and develop each student's personal responsibility skills. You will find that we strive for a balance of direct communication with home, as well as communication through students to home. Below you will find a variety of ways to 'stay connected' with Orchard Farm Middle School.

	<p style="text-align: center;"><b>Give us a call</b> (636) 757-8750</p> <p>We are typically available to answer the phones from 7:00 AM – 3:45 PM. If we miss the call, please feel free to leave a message.</p>
	<p style="text-align: center;"><b>Send us an email</b></p> <p>All of our staff email addresses can be found in the Middle School Student &amp; Parent Handbook, as well as on the district's website. Additionally, we will send email updates to parents with important information throughout the year.</p>
	<p style="text-align: center;"><b>Sign up for E-News</b></p> <p>Sign up to receive our school and district's e-news by visiting the district's website and selecting the "enews" link that is under the tab "student and parent resources". Each day you will receive the 'daily announcements' we share with our students.</p>
	<p style="text-align: center;"><b>Visit our website</b> <a href="http://www.ofsd.k12.mo.us">www.ofsd.k12.mo.us</a></p> <p>Once you access the district website, select Orchard Farm Middle School. On our site you will find contact information, a calendar specific to our school, announcements, and a library of documents (Student &amp; Parent Handbook, School District Calendar, and more). There are also links to our staff directory, information about activities, volunteer information, and more!</p>
  	<p style="text-align: center;"><b>Like us on Facebook/Instagram</b></p> <p>"Like" the Orchard Farm Middle School Facebook and Instagram Pages.</p> <p>We love to share pictures and information on Facebook about the great things going on in our school community. #OFarmPride #OFMiddle</p>
	<p style="text-align: center;"><b>Review the Student &amp; Parent Handbook</b></p> <p>Our teachers review the middle school handbook with students during the first week of school. Students are given a copy of the handbook. Additionally, it can be found on the middle school's webpage.</p>
	<p style="text-align: center;"><b>Join the PTO</b></p> <p>Our wonderfully supportive PTO meets at 6:00 PM on the second Monday of each month in the Library Media Center of the middle school. The PTO assists with Attendance Prizes, Truman Challenge, Basketball Concessions, 8<sup>th</sup> Grade Bash, Teacher Appreciation Week, and many other requests that support our students.</p>
	<p style="text-align: center;"><b>OFMS Parent Update</b></p> <p>We will send a weekly email update to parents with important information throughout the year.</p> <p>Grade Updates are sent out by the district for all students, weekly on Tuesday.</p>
	<p style="text-align: center;"><b>Attend and Participate</b></p> <p>We offer a variety of events to engage our school community. They include, but are not limited to: Open House, Parent Teacher Conferences, End of the Year Awards, as well as a number of sporting events and musical performances.</p>
	<p style="text-align: center;"><b>INCLEMENT WEATHER INFORMATION</b></p> <p>Below is a list of radio and television stations that will broadcast or display any school closings due to inclement weather. Stations will begin announcing at 5:30 AM. KMOX (1120 AM), FOX (CHANNEL 2), KMOV (CHANNEL 4), KSDK (CHANNEL 5). School closings are posted on the district's web page at: <a href="http://www.ofsd.k12.mo.us.com">www.ofsd.k12.mo.us.com</a>, the district's Facebook page, and via our school phone messaging service.</p>

# 2023-2024 OFMS Important Dates to Save

August 21	First Day of School
September 11	September OFMS PTO Meeting
September 14	OFMS Picture Day
October 6	OFMS PTO Fun Run
October 18 & 19	Parent/Teacher Conferences
October 9	October OFMS PTO Meeting
October 31	Final Day to submit T1 Missing Work
November 2	Picture Re-Take
November 13	November OFMS PTO Meeting
December TBD	OFMS Deck the Halls Family Night
January 8	January OFMS PTO Meeting
February 9	Final Day to submit T2 Missing Work
February 12	February OFMS PTO Meeting
March 11	March OFMS PTO Meeting
April 8	April OFMS PTO Meeting
April 19, 22-25	OFMS MAP TESTING
May 6-10 (Predicted, not official)	Algebra EOC Testing
May 10	Final Day to submit T3 Missing Work
May 17 @ 7-9pm	8th Grade Bash
May 20 @ 7pm	8th Grade Promotion Ceremony
May 24	Last Day of School

# Welcome...

Welcome to the 2023-2024 school year. The entire staff hopes you had an enjoyable summer vacation and are ready to begin another year. The information in this handbook should enable you to have a basic understanding of our school policies and procedures. If you have any questions regarding the information listed or any other practices at the Middle School, please ask any staff member.

All schools in the Orchard Farm R-V School District operate according to policies established by their board of education. These policies are available to the public and may be accessed through the district website at [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us).

Sincerely,  
 Dr. Michelle Geringer, Principal  
 Dr. David Pitts, Assistant Principal

2195 Highway V St. Charles, MO 63301 (636) 757-8750 (636) 250-5306 fax <a href="http://www.ofsd.k12.mo.us">www.ofsd.k12.mo.us</a>		
Dr. Michelle Geringer Principal 757-8760  Dr. David Pitts Assistant Principal 757-8759  Mrs. Casey Hulbert Principal's Secretary 757-8751  Mrs. Brandy Dunn Attendance Secretary 757-8752	Mrs. La'Sheka Smith 6th/7th Grade Counselor 757-8756  Mrs. Danielle Moradi 8th Grade Counselor 757-8755  Mrs. Kathy Boschert Front Office Secretary 757-8754  Mrs. Tara Olendorff District Social Worker 695-8658	Mrs. LaTasha Reinhardt MS School Nurse 757-8762  Transportation 695-8603  Food Service 695-8401  Officer Jason Autery St. Charles County Sheriff's Department School Resource Officer

<b>Board of Education – Orchard Farm School</b>	
Mr. Darren Grunwaldt, President Mr. Steve Goeke, Vice President Mr. Brad Westerfeld, Treasurer Mrs. Erin Stopke, Secretary	Mr. Kenneth Biermann, Board Member Mr. Eric Williams, Board Member Mr. Steve Stopke, Board Member

<b>Orchard Farm School District – Central Office Administrators</b>		
Dr. Wade Steinhoff Superintendent 925-5450	Dr. Keith Klostermann Asst. Superintendent 925-5452	Dr. Melissa Daniel Director of Special Services 925-5460

Orchard Farm High School (636) 695-8650	Orchard Farm Elem. School (636) 757-8700	Discovery Elementary School (636) 757-6800
Dr. Greg Jones Principal 695-8660  Dr. Steve Menteer	Dr. Jerry Oetting Principal 757-8710  Dr. Brandi Genebacher	Dr. Luke Dix Principal 757-6810  Mrs. Jacquelyn Rutherford

Assistant Principal  
695-8659

Mr. Blake Arnette  
Activities Director (HS/MS)  
695-8662

Assistant Principal  
757-8709

Assistant Principal  
757-6805

Discovery Zone  
757-6809

## Middle School Staff Listing

<u>Name</u>	<u>Position/Grade/Subject</u>	<u>E-mail Address</u>
Michelle Geringer	Principal	mgeringer@ofr5.com
David Pitts	Asst. Principal	dpitts@ofr5.com
La'Sheka Smith	MS Counselor	lsmith@ofr5.com
Danielle Moradi	HS/MSCounselor	dmoradi@ ofr5.com
Casey Hulbert	Secretary	chulbert@ofr5.com
Brandy Dunn	Attendance Secretary	bdunn@ofr5.com
Kathy Boschert	Secretary	kboschert@ofr5.com
LaTasha Reinhardt	School Nurse	lreinhardt@ofr5.com
Jodi Boschert	6 <sup>th</sup> – ELA	jboschert@ ofr5.com
Jessica Radzwilowicz	6 <sup>th</sup> – ELA	jradowilowicz@ofr5.com
Kyle Jones	6 <sup>th</sup> – Science	kjones@ofr5.com
Bill Kamp	6 <sup>th</sup> – Soc. Studies	bkamp@ofr5.com
Lisa Mann	6 <sup>th</sup> – Special Needs	lmann@ofr5.com
Kallie Bildner	6 <sup>th</sup> – P.E./Health	kbildner@ofr5.com
Linda Grunwaldt	6 <sup>th</sup> – Math	lindagrunwaldt@ofr5.com
Heather Painter	6 <sup>th</sup> – Math	hpainter@ofr5.com
Kathryn Towey	7 <sup>th</sup> – ELA	ktowey@ ofr5.com
Nathan Bowman	7 <sup>th</sup> – ELA	nbowman@ ofr5.com
Chris Miller	7 <sup>th</sup> – P.E./Health	cmiller@ ofr5.com
Chris Stanfield	7 <sup>th</sup> – Science	cstandfield@ ofr5.com
Leah Kuehnel	7 <sup>th</sup> – Soc. Studies	lkuehnel@ ofr5.com
Helen Wolf	7 <sup>th</sup> – Math	hwolf@ ofr5.com
Jacob Nickel	7 <sup>th</sup> – Math	jnickel@ofr5.com
Kaitlyn Mirth	7 <sup>th</sup> – Special Needs	kmirth@ofr5.com
Branden Sugar	8 <sup>th</sup> – Algebra/8th Math	bsugar@ ofr5.com
Katie Sunshine	8 <sup>th</sup> – 8th Math	ksunshine@ofr5.com
Alyse Johnson	8 <sup>th</sup> – ELA	ajohnson@ ofr5.com
Torie Brinkmann	8 <sup>th</sup> – ELA	tbrinkmann@ofr5.com
Daniel Friedel	8 <sup>th</sup> – Soc. Studies	dfriedel@ofr5.com
Jackie Diaz	8 <sup>th</sup> – Special Needs	jdiaz@ofr5.com
Shannon Willis	8 <sup>th</sup> – Science	swillis@ofr5.com
Brad Yount	8 <sup>th</sup> – P.E./Health	byount@ ofr5.com
Beth Soph	6, 7, 8 – Special Needs	bsoph@ ofr5.com
Jessica Rawson	6, 7, 8 – Special Needs	jrawson@ofr5.com
Kathy Bhat	Vocal Music	kbhat@ ofr5.com
Camille Frost	FACS	cfrost@ ofr5.com
Heather Hinze	Gifted	hhinze@ ofr5.com
Theresa Rose	Art	trose@ofr5.com
Eleanna Liscombe	Innovation	eliscombe@ofr5.com
Bryce Wolf	Spanish	bwolf@ofr5.com
Rebecca Pratt	ELL	rpratt@ofr5.com
Heather Sanchez	Librarian	hsanchez@ ofr5.com
Kris Liesmann	GTT	kliemann@ofr5.com
Robert Mobley	Instrumental Band	rmobley@ ofr5.com
Andrea Miller	Para	amiller@ofr5.com
Andrea Stanley-Biss	Para	astanley-biss@ofr5.com
Devin Jackson	Para	devinjackson@ofr5.com
Kim Short-Stahlschmidt	Student Improvement Program	kshort-stahlschmidt@ofr5.com

# General School Information and Policies

## **MISSION STATEMENT:**

We will invest in the whole child to ensure high levels of learning for each student every day.

## **VISION STATEMENT:**

In order to achieve the mission of our school, we envision a school in which staff:

- Create strong, healthy relationships with students by modeling trust, respect, and responsibility to build strong character.
- Assist students in creating a sense of belonging to our school community by encouraging involvement, tolerance, and service.
- Monitor each student's progress to drive research-based strategies to impact learning, as well as social and emotional growth.
- Connect learning to students' daily lives and the world around them.
- Build positive relationships among staff members to promote unity (team spirit) and foster collaboration.
- Foster strong partnerships with families and the community to support the learning and nurturing of our students.

## **OFMS Staff Collective Commitments:**

In order to achieve the shared vision of our school, Orchard Farm Middle School staff have made the following collective commitments.

- I will provide a welcoming and safe environment for students by honoring their unique strengths, talents, and personalities.
- I will encourage students to actively engage in everyday classroom activities, extracurricular opportunities, and school wide events.
- I will use observations and assessments as the bases to drive lesson planning and instructional strategies.
- I will collaboratively plan and implement cross curricular lessons and activities that include problem solving and relevant application experiences.
- I will be a positive, contributing member of my collaborative teams.
- I will openly communicate with parents and students in person and electronically to encourage positive involvement in each student's education.



## SCHOOL HOURS

**Monday through Friday--7:35 am- 2:22pm**

Students may not be dropped off prior to supervision being available at 7:00 am. Students not riding the bus need to be picked up by 2:35 pm unless participating in an activity. Students may not be dropped off or left on campus during unsupervised times.

## CLASS SCHEDULE

REGULAR	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
Block 1	7:35-8:47 am	7:35-8:47 am	7:35-8:47 am
Block 2	8:52-10:04 am	8:52-10:04 am	8:52-10:04 am
Block 3	10:09-11:21 am	10:09-11:21 am	10:09-11:21 am (Explo)
Block 4 (LUNCH)	11:26-1:05 pm	11:26-1:05 pm (Explo)	11:26-1:05 pm
Block 5	1:10-2:22 pm (Explo)	1:10-2:22 pm	1:10-2:22 pm

## LUNCH SCHEDULE

	Lunch Time	
Shift 1	11:26-11:53 am	7th Grade
Shift 2	11:58-12:25 pm	6th Grade
Shift 3	12:30-12:57 pm	8th Grade & ALL PE Classes

\*Lunch shifts may be added or times may be changed as necessary.

## COVID-19

The district will continue to monitor COVID-19. If needed, Orchard Farm School district will consult with the St. Charles County Department of Public Health, the MO Department of Elementary and Secondary Education (DESE), and our neighboring school districts to provide a safe classroom experience for our students. Educational plans (such as teacher assignments, building schedules, class rosters, etc) could change at any time to meet changing circumstances due to the COVID-19 pandemic. Safety measures will be implemented based on recommendations and modified building/classroom routines designed to protect the health and well-being of our students and staff will be utilized.

## BACKPACKS

Backpacks in a classroom can be hazardous to student and teacher safety as they can become tripping hazards and block walkways. In addition, this limits students from bringing in unnecessary and sometimes distracting items to class. Students are expected to keep backpacks in their lockers during the school day and bring only necessary items to each class. If deemed necessary, students may use a small drawstring bag to carry materials needed for class. This will be at the discretion of the teacher and/or administrator. If allowed to use a bag, students should only bring the necessary items needed for that individual class in their bag. Students may be required to place class materials on their desk or tabletop during class.

## FOOD SERVICE

**Breakfast: \$ 2.05**

**Lunch: \$ 3.30**

**Milk: \$ 0.60**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

1. A student may not accumulate more than \$15 of unpaid meal charges.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative meals are available to students who have accumulated \$15 worth of unpaid meal charges and are still unable to pay for meals. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal.

## SNACKS

The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day, support healthy eating and create an environment that reinforces the development of healthy eating habits. The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA), Smart Snacks in Schools nutrition standards.

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, food and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including non food celebration ideas, which is located on the district website under Food Service. These meal standards do not apply to food sold at other times, such as evening or weekend events. For additional information, please refer to the District Wellness Program in Board Policy.

## ELECTRONIC DEVICES/CELL PHONES

**Cell phones/Electronic devices are not to be used during the school day. Cell phones are not permitted without permission in the classroom, cafeteria, restrooms, or hallways, and must be off and put away from first bell to dismissal, approximately 7:10am-2:22pm.** Students are encouraged to leave electronic devices and cell phones at home. However, we realize that parents may want to get a hold of their child before/after they get on/off the bus, etc. for safety reasons, and may need to bring a phone to school. If students choose to bring cell phones to school, they should be off and put away at all times. Parents are encouraged to call the main office at (636) 757-8750 to contact their child during school hours. Headphones/Earbuds should not be worn throughout the school day in hallways, cafeteria, classrooms or bathrooms. Headphone/Ear buds may be used in class when given specific direction by the teacher for a class assignment/project.

**Students possessing these items on school property do so at their own risk.** Parents should not expect the district to be responsible for such items. In the instance that a device is suspected stolen or lost, the student must immediately report such to the office and file a written statement to document serial number and other identifiable information. This written statement will be forwarded to the School Resource Officer (SRO) or other appropriate law enforcement personnel. District officials will spend limited time investigating lost and/or stolen electronic devices, cell phones, etc.

When students do not meet these expectations, staff members may confiscate such devices and turn them in to the office. Students may pick up the device at the end of the school day, unless otherwise specified by the Principal. The Principal may request that the device be kept in the office until it is picked up by a parent. The Orchard Farm R-V School District shall not be liable for any alleged damage to or loss of any confiscated items.

Students are responsible for the content that is stored on their device and/or shared from their device. Students have no expectation of privacy as phones may be searched as deemed necessary by administration. Students displaying/sharing inappropriate material on their electronic devices may receive consequences in accordance with our school's code of conduct.

## TECHNOLOGY USAGE

Students are expected to abide by the provisions included in the Orchard Farm R-V School District Technology Usage policy and procedure located on the district website at <http://www.ofsd.k12.mo.us/schoolboard/Board%20Policies/EHB.PDF>. Furthermore, students must understand that violation of these provisions may result in disciplinary action taken against them including, but not limited to, suspension or revocation of their access to district technology and suspension or expulsion from school. For more detail regarding the provisions set forth in this 'Technology Usage' policy, please visit the district website at the address listed above. Students must enter into a *User Agreement* during the registration process.

## STUDENT DRESS

The appearance of any young person is primarily the responsibility of that individual and their parents. School is an academic and professional setting and we expect students to dress accordingly. Student clothing must go beyond undergarment coverage, extending from shoulder to bottom, including midsection. Some guidelines of dress the school will not tolerate are: costumes, onesies, and/or displaying any kind of drug, alcohol or tobacco products/paraphernalia, or other dress determined to be potentially disruptive to the school day. Chains, knives or any other kind of unsafe items are not allowed on school property. The school administrators always have the discretion of adding to this list, if necessary. The principals recommend that students use good judgment and common sense when dressing for school.

## TEXTBOOKS

All student textbooks are available digitally through their chromebook. There may be times that books are checked out to students for classroom use. Any loaned texts are to be kept clean and handled carefully. A fine will be charged for damaged or lost books.

## LOCKERS

Lockers are loaned to students. School lockers and desks are the property of the Board of Education, provided for the convenience of our students, and are subject to periodic inspection without notice. This inspection will be conducted by the principal, faculty and/or other designated school personnel. Law Enforcement Officials will periodically bring in dogs to sniff for narcotics near 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. Information concerning lockers will be kept in the main office. Damaged lockers may result in assessing the student for reimbursement. Appropriateness of locker decorations will rest with the administration. Students should keep their lockers locked at all times. Students should not give the combination to anyone other than a parent. Students should not share lockers. A fine of **\$8.00** is levied if locks are lost.

## FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. **Students must be in 'Good Standing', and may be excluded from these activities due to attendance, grades, discipline issues, and/or other factors as determined by the Principal.** Students not participating in the field trip will still be expected to attend school and will receive an alternate assignment.

# Academic Policies & Procedures

## GRADING POLICY

Grades A, B, C and D are passing. A letter grade of F indicates failure. Every student will receive a weekly grade alert via email followed by a report card at the end of each trimester. Weekly grade alerts will be issued to all students and sent via email to parents. This is an attempt to keep the parents informed of their child's progress. Sending a report of unsatisfactory progress at this time enables parents to help remedy the situation. Communication between the teachers and parents should be maintained throughout the trimester. Grades are not continuous and recalculate each trimester. The first trimester grade is taken from August to November, second trimester from November to February and third trimester from February to May.

Grade point averages are calculated as follows:

A = 4 points	B = 3 points	C = 2 points	D = 1 point	F = 0 points
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Grades are based on the following percentages:

93 to 100% = A	87 to 89% = B+	77 to 79% = C+	67 to 69% = D+	59 to 0% = F
90 to 92% = A-	83 to 86% = B	73 to 76% = C	63 to 66% = D	
	80 to 82% = B-	70 to 72% = C-	60 to 62% = D-	

Weekly Grade Reports will be emailed home every week during the school year.

Weekly Grade Reports 1 <sup>st</sup> Trimester Report Card (November) 2 <sup>nd</sup> Trimester Report Card (February) 3 <sup>rd</sup> Trimester Report Card (May)
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## HOMEWORK AND CLASS PREPARATION

Homework is a vital part of the student's education process. Therefore, it is mandatory that students report to class with completed homework, chromebook and all necessary study materials.

Time guidelines for homework have been established to ensure the articulation of a gradual increase in student responsibility and to meet extended learning needs of the curriculum, kindergarten through twelfth grade. Some classes, due to the nature of the course competencies, may require more homework than others.

The established guidelines are guidelines, not requirements, and are to be adjusted according to specific individual education plan requirements and to subject specific exceptions. Homework will not count for more than 20% toward the total grade for any course.

Sixth Grade	15 to 20 minutes daily per subject
Seventh Grade	15 to 30 minutes daily per subject
Eighth Grade	20 to 30 minutes daily per subject

## MAKE-UP WORK (ABSENT)

If a student is absent from school, the student is given one day to make up work for each day absent (i.e. A student misses class on an "A" day and returns on a "B" day. He or she MUST see each individual teacher on the "B" day and have all work completed by the next "A" day). It is the responsibility of the student to contact his/her teachers for all missed work and to find out when the work is due from each individual teacher. Note: (1) If a student is absent from school due to a field trip, the student is expected to follow the same procedures as outlined above. (2) Assessments must be made up at the teacher/and or Principal's discretion.

## MAKE-UP WORK (SUSPENSION)

Students serving an Out-of-School Suspension (OSS) are given the opportunity to complete their school work while at home. Students are expected to have all of their work completed and ready to turn in upon their return to school. Students assigned In-School Suspension (ISS) may complete assignments in the suspension room under the supervision of the ISS coordinator. Student work will not be docked due to a suspension.

## LATE WORK (FAILURE TO TURN IN ON TIME)

No penalty will be given on late work/assignments that are submitted by the end of unit assessment. Assessment may include a test, final project, presentation, essay, etc. Students will receive a maximum of 20% off for late work after the unit. Teachers will accept late work assigned until a minimum of 10 school days before the end of the trimester. Extensions of those policies are determined at the discretion of each individual teacher and/or the Principal. Ultimately, students will receive a "0" for an assignment not turned in.

Final days to submit late work: Trimester 1: October 31 Trimester 2: February 9 Trimester 3: May 10

## ALTERNATIVE METHODS OF INSTRUCTION (AMI)

Beginning with the 2019-20 school year, the State of Missouri has approved for Alternative Methods of Instruction (AMI) to be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, social media) utilized by the District and their child's school. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots when available. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

If an AMI is assigned, students will complete assignments and activities for the assigned day only (A or B day.) All assignments will be posted in students' Canvas including lesson directions and supporting resources. (Ex. If it is an A Day, students would only complete A Day classwork.) Each content area will host an OPTIONAL, 1-hour Zoom meeting for students who may need additional support. No new material will be presented in this Zoom.

## EXTRA CREDIT

Student grades will be determined by the class work, assignments, projects, and assessments assigned by the teacher. Extra credit will not be provided.

## FINAL EXAMS

The final grade generally includes classwork, test scores, class projects, homework (not more than 20% of the entire grade), daily participation and the final examination/performance assessment (maximum of 15% of the entire trimester grade). The structure of the final exam is left up to the teacher and may include, but is not limited to, summative semester exams, capstone projects, etc. Special needs students will be graded according to the criteria in the student's Individual Education Plan (IEP). Final exams are not required and are utilized at the discretion of the teacher.

An incomplete grade may only be assigned in unusual circumstances and must be approved by the building principal. In these cases the work must be completed within ten days of the incomplete being assigned. If the work is not completed in the timeframe the grade earned will be an "F."

Final exams for the 2023-2024 school year will take place the last week of a trimester. Exact dates and times will be forthcoming from grade level teams.

## STANDARDIZED TESTING

The following standardized tests will be administered during the 2023-2024 school year:

### MAP TESTING DATES for the 23-24 School Year will be April 19, 22-25.

- The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program. For more information, please see the Orchard Farm School District Board Policy (Policy IL) on assessments as well as the District Assessment Plan (<http://www.ofsd.k12.mo.us/cms/One.aspx?portalId=20282425&pageId=21323487>). Missouri Assessment Program (MAP) Testing administered in April.
  - 6<sup>th</sup> Grade: Communication Arts, Math
  - 7<sup>th</sup> Grade: Communication Arts, Math
  - 8<sup>th</sup> Grade: Communication Arts, Math, Science
- End of Course Exam (EOC) Testing
  - Students enrolled in Algebra 1 during Trimester 3 will take this exam in April/May. This exam usually takes place during the week of May 6-10. Final dates will be shared when determined.
- Math and Reading Benchmarking Assessment
  - These assessments are administered three times per year (September, January, and April) to assess student progress with math skills and English language arts skills.

## MIDDLE SCHOOL PROMOTION POLICY

If a student fails to pass three (3) classes, his/her promotion status will be determined by the individual teachers and principal based on the

student's performance. Parent contact will be initiated at the earliest indication of a possible retention. Proper consideration will be given to the concern and wishes of the legal guardian; however, the final decision will be determined by school personnel.

# Academic Course Offerings

The middle school schedule consists of five classes on each A and B day. Students have five 72 minute classes; 1 "EXPLO" and 4 "CORE" classes each day.

## "CORE" CLASSES

Each student's schedule consists of the following "CORE" classes: English language arts (daily), Math (daily), Science (every other day), Social Studies (every other day), Health/Physical Education (every other day) and PLUS (every other day.) Note: Health and PE are split with the Health curriculum accounting for a portion and Physical Education accounting another portion.

**PLUS** is a class where students receive additional instructional support, character development, community building, lessons focused on the OFMS Eagle Way (Respect, Responsibility, Safety and Kindness), organization and other enrichment activities.

### Alternative "CORE" classes:

**7th Grade Challenge Math and Algebra (8th Grade)**—Each year criteria is gathered to determine each student's appropriate math placement at the 7th and 8th grade levels. Several points of data are collected to determine placement. Data points may include a student's MAP score, summative trimester grades, tri-annual benchmarking, placement test, etc. Students must meet certain criteria each year to be placed in either of these courses. Teacher recommendation is also taken into account when placement decisions are made. Students who meet the criteria will be notified.

7th Grade Challenge Math focuses on higher level 7th Grade math concepts as well as the 8th grade curriculum.

8th Grade Algebra is a high school course. Students do receive high school credit for this course.

Challenge Math Courses are only offered at 7th and 8th grade levels.

## "EXPLO" CLASSES

Exploratory classes are offered to students to provide an opportunity to explore other subject areas related to fine and practical arts. Each "EXPLO" class meets every other day, unless otherwise noted. Students will have one explo class daily (total of 2 for a trimester) for 12 weeks. Students will rotate into exploratory classes every 12 weeks throughout the year. Our goal is to expose students to all strands throughout middle school.

## "EXPLO" CLASSES

**Art** – Students will explore the fundamentals of art including the Elements of Art and Principles of Design as well as art history, critique and interpretation. Students will develop their art skills by creating projects using paint, drawing mediums, mixed-media collage and sculpture mediums.

**Music** – Students in music will explore and develop skills in reading music, creating music, understanding music and performing music. Students will be expected to complete both written work and participate in performance events in the classroom. Special performance attire may be required by the instructor.

**Innovations** – This course emphasizes creative problem solving, design thinking, collaboration, and self-motivated learning. While the specific focus of each course section will vary depending on student interest, students will experiment with emerging technologies not limited to: coding/programming, electronic circuitry, virtual reality creation, 3D modeling (design and printing), web design/digital portfolios, video production, animation, digital art and other online productivity tools.

**Computer Science** – (7th and 8th Grade Only) This course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. More than a traditional introduction to programming, it is a rigorous, engaging, and approachable curriculum that explores many of the foundational ideas of computing so all students understand how these concepts are transforming the world we live in.

**Family and Consumer Sciences (FACS)**- Family and Consumer Sciences courses are designed to empower individuals with knowledge and skills to manage the challenges of everyday living and working in a global society. The curriculum includes hands-on activities in food and nutrition, cooking, care of clothing, fashion and sewing, housing design, child development, consumer awareness, financial management, and career planning. Each grade-level has different focuses within the curriculum.

**Gateway to Technology (GTT)** – The classes available in GTT engage students in coursework and hands-on activities related to Science, Technology, Engineering, and Math. Using the Design Process, students will use this process to develop ideas and prototypes to solve problems such as: how to reach Mars, create and program robots for a miniature putt-putt course, and explore the different areas of engineering and science like applied Chemistry, Nanotechnology and applied Physics.

### Spanish

- Grade 6 - SPANISH CULTURE: This is a basic Spanish class that focuses on the basics of the language and culture.
- Grade 7 and 8 - SPANISH 1A and SPANISH 1B--*OPTIONAL COURSE STUDENTS SELECT*--Spanish 1A and Spanish 1B are the *equivalent* to the High School Spanish 1 class. If both 1A and 1B are passed with a 80% or better by the end of Spanish 1B and the student passes an exit exam by 80% or better, then the student can enter Spanish 2 as a freshman. This gives the student the opportunity to take Spanish 3 and 4 for 5 college credits and Spanish 5 for 3 credits as they continue in their Spanish careers at Orchard Farm High School. Please note that students do not earn HS credit for taking Spanish 1A and 1B.
  - Spanish 1A is a class that is offered only to 7<sup>th</sup> graders. Students will be enrolled in this class for a minimum of 2 trimesters. Upon passing this class with a 80% or better they may proceed to the next class, Spanish 1B in 8th grade.
  - Spanish 1B is a class that is offered only to 8th graders who have met criteria from Spanish 1A. Students will be enrolled in this class for a minimum of 2 trimesters.

**Band** – BAND IS OPTIONAL AND MUST BE SELECTED BY THE STUDENT. Students will be expected to complete both written work, electronic submissions, and participate in performance events in the classroom as well as the possible performances. Special performance attire may be required by the instructor. This class meets for 70 minutes every other day **all year long**.

**Academic Assistance** – This course is designed to support students in attaining their IEP goals, thus it is only available to students with an Individualized Education Plan (IEP).

## Attendance Policies & Procedures

Regular school attendance is a critical component in student success. Therefore, every effort should be made for your child to attend school on a consistent basis. **When your child needs to be absent please call or email the school in the morning to inform us of the absence.** If a call is not made, we will attempt to call you. Please see the section below for clarification about what is considered an excused absence. Good attendance is very important, but we do urge students to remain home if they are ill.

When a student is expected to be absent for an extended period of time please notify the school office ahead of time, whenever possible. This will allow for arrangements to be made with the teacher for homework/makeup work. **Vacations we are informed about ahead of time will be recorded as verified absences, but not excused.**

The Orchard Farm School District has implemented a process for attendance that uses a three tier system based on a student's attendance rate. Regular attendance has a direct impact on student learning and achievement and we want to help support our students' opportunity for success.

- Tier 1: Students who have accumulated 5 unexcused absences. An email will be sent to parents/guardians. Attendance will be monitored.
- Tier 2\*: Students who have accumulated 10 unexcused absences. An email and mailed letter will be sent to parents/guardians.
- Tier 3\*: Students who have accumulated 15 or more unexcused absences. An email and mailed letter will be sent to parents/guardians. An additional email and mailed letter will be sent after 18 unexcused absences, as this is the threshold for when a student falls below the 90% attendance rate, which is the minimum attendance expectation as set by The State of Missouri.

\*TIER 2 & 3 INTERVENTIONS MAY INCLUDE: Letters about absences, phone calls home, home visits, lessons on attendance, meetings with your student's teacher, principal, counselor and/or nurse, development of a support plan, possible referral to the 11th Circuit Family Court of St. Charles County or possible referral to the Missouri Children's Division for educational neglect. **These interventions will become more intensive if your student shows a decrease in attendance.**

### **Orchard Farm School District categorizes student absences as follows:**

#### **Unexcused Absences:**

*Unverified:* there has been no contact/documentation from the parent/guardian.

*Verified:* the parent/guardian has made contact with the school regarding the absence.

#### **Excused Absences:**

An absence is excused if the parent/guardian has submitted documentation showing that the absence was beyond the control of the student and/or parent. This may include funeral or court documents, letters from doctors, dentists, therapists or religious officials.

Please note:

- An absent student may not participate in any before or after school activities.

- A student must be present prior to 11:00 a.m. to participate in after school activities.

## **PERFECT ATTENDANCE**

A student who qualifies for the perfect attendance award will miss no minutes of school for the year, resulting in a total Average Daily Attendance rate of 100%. Medical appointments, while excused if a doctor's note is provided, will jeopardize receiving perfect attendance. Students will not be penalized for participation in field trips or school sponsored events during the day.

## **ROUTINE ABSENCE OR ILLNESS**

One day for each day absent will be given to make up missed assignments due to a routine absence for illness or family emergency. Students who are absent more than one consecutive day may request make-up homework. Assignments will be available in the student's Canvas course.

## **EXTENDED ABSENCES OR ILLNESS**

When a student is expected to be absent for an extended period of time, please notify the school office ahead of time whenever possible. This will allow for arrangements to be made with the teachers for homework/make-up work. Vacations will be recorded as verified absences, not excused absences.

## **LATE ARRIVAL TO SCHOOL**

Students are expected to be in first hour class when the bell rings at 7:35 AM. Any student arriving after 7:35 AM will be considered late. **Student disciplinary consequences begin on the fourth unexcused tardy** (*any tardy not excused by a doctor's note, funeral or court documents, or a religious observance*).

# Student Behavior Policies & Procedures

## OFMS Eagle Way

Expectations	Definition	All Settings	Classroom	Hallways	Bathroom	Cafeteria	Outside
<b>Be Respectful</b>	Treat others how you'd like to be treated	Use appropriate language	Pay attention	Keep your voice at the appropriate level	Respect other students' privacy	Keep your food on your tray/plate	Include everyone that wants to be included
	Follow the rules		Raise your hand to speak	Keep moving	Clean up any mess you make	Say please and thank you	Keep nature in nature
	Valuing others' opinions and requests as if they were your own	Listen to adults and follow their instructions	Respect others' personal space	Walk on right side of hallway		Clean up any mess you make	Clean up any mess you make
<b>Be Responsible</b>	Leave things better than when you found them	Use appropriate voice level	Come to class prepared with supplies and completed assignments	Know your locker number and lock combination	Get in and get out	Leave area cleaner than when you go there	Stay in your assigned area
		Keep phone off and away	Take care of your Chromebook	Use passing time to use the restroom, get a drink, and go to your next class	Flush the toilet	Eat enough so that you aren't hungry the rest of the day	Put away equipment
	Taking accountability for own actions	Follow instructions	Participate in classrooms activities and lessons	Be mindful of other classes that are in session	Wash your hands	Stay seated and raise your hand if you need something	Listen for teacher to call you inside
	Being trustworthy	Think before you speak and act	Arrive to class on time		Throw your trash away	Wait to be dismissed	Clean up your trash
<b>Be Safe</b>	Following given instructions and behaving as expected to avoid putting yourself or others in danger	Stay in assigned location	Use school supplies appropriately	Walk at all times	Take only as much time as you need	Eat only your food	Use equipment properly
		Stay in your seat	Keep walkways clear		Watch where you are going	Keep water in the sink	Keep your food on your tray/plate
		Keeps hands feet and objects to self		Travel with a pass	Keep soap on your hands	Report any spills to an adult	
		Perform the emergency exit plans when required		Report any spills or messes to an adult	Walk at all times		
<b>Be Kind</b>	Going out of your way to help someone else	Treat others the way you want them to treat you	Follow "All Settings" Kind expectations	Help others when needed	Follow "All Settings" Kind expectations	Help keep the cafeteria clean	Share equipment
	Treat others the way you want to be treated	Encourage others	Follow "All Settings" Kind expectations	Follow "All Settings" Kind expectations		Thank the cafeteria workers	Play with everyone and include those who are by themselves
		Use positive language				Make everyone feel welcome	Show good sportsmanship
<b>Voice Level</b>			<b>Teacher instructed</b>	<b>2</b>	<b>1-2</b>	<b>2</b>	<b>2-3</b>
0 = Voice Off		1 = Whisper		2 = Normal		3 = Speak Up	

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)- TIER 1

PBIS is a teaching process for student behavior. It is meant to educate students on appropriate versus inappropriate behavior in all areas of the school, home and community. Here at OFMS, our expectations are taught through four core beliefs/values: being respectful, responsible, safe and kind. Throughout the year, students participate in various lessons to learn and then review the expectations. PBIS has many benefits, including allowing for more efficient instruction time, increasing repetition of appropriate behaviors, establishing better communication for all, and most importantly creating a predictable learning environment that extends from the classroom to all other areas of the school and community. In addition, PBIS offers support for our at-risk students.

\*The Eagle Way is updated each year after gaining student input.



## PBIS- FEATHERS/MOLTING

Students can earn Eagle Feathers for meeting classroom expectations. As adults in the building see students meeting expectations, feathers may be distributed. Eagle Feathers may then be turned in at the end of each trimester at the “Molting”. During the Molting, students can select from a student-created prize menu including but not limited to treats, toys, coupons for various incentives and whole class rewards. Eagle Feathers are valid to turn in at the end of each trimester molting(s) throughout the current school year.

## PBIS- MINORS

Minors are warnings that students receive in the classroom for inappropriate behavior. These behaviors are followed up with re-teaching of appropriate behavior and parent contact. Four minors (warnings) for the same behavior results in an office referral.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)- TIER 2 (NEST PROGRAM)

The purpose and key features of Tier 2 include the use of data to identify students who are at risk for behaviors that negatively affect learning. Interventions help prevent the development of negative behaviors and also decrease the frequency or intensity of negative behaviors, thereby minimizing their impact. Standardized interventions that support student needs are continuously available, and data is used to monitor progress and make decisions.

Students are identified for the Tier 2 NEST (Need Extra Support Time) Program through data analysis and/or teacher recommendation. The Tier 2 Team identifies an appropriate intervention and puts that in place with the support of a staff mentor. Progress is monitored based on the student’s individual plan. There are many different types of Tier 2 interventions. Some that have been successful across age and grade levels include Check-In, Check-Out, Social Skills Intervention Groups, Check and Connect, and Self-Monitoring. These interventions provide a means for students to actively practice the skills that are being re-taught and reinforced through the intervention.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)- TIER 3

Students with chronic and/or intense problem behaviors require specially designed and individualized interventions that match the function of the behavior. A simple functional behavioral assessment (FBA) is conducted to create a summary statement that forms the basis for a student’s behavior intervention plan (BIP).

The team begins the FBA process by working with the teacher(s) to identify the interactions between the student’s behavior and the environment(s) where it is most likely to occur. The team then defines the behavior in operational terms and determines the settings where the behavior is most likely and least likely to occur. Other information will also be gathered (interviewing others who have and/or currently work with the student, review school records, interview family members and student) in order to develop a summary statement. After the summary statement has been confirmed through observation, the FBA information will then be used by the team to design a BIP.

The BIP is designed to change contributing variables associated with the student’s behavior, the teacher’s behavior and the environment. The BIP is based on an instructional approach, similar to that used by teachers for academic instruction. Follow-up observations by team members, on-going monitoring of specific data and other means may be employed to revise, refine, end or continue the plan. The BIP is reviewed by the team on a regular basis until such time as the team and the teacher(s) make a decision to do otherwise.

## CODE OF CONDUCT

*All schools in the Orchard Farm R-V School District operate according to policies established by their local Board of Education. These policies are available to the public and may be accessed through the district website at [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us).*

### INTRODUCTION

The student Code of Conduct for schools is designed to foster student responsibility, respect for the rights of others, and to ensure orderly operations of the district’s schools and school sponsored events. It shall apply to any enrolled student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining good order and discipline in the school before, during, or after school hours.

It is the purpose of these codes to list certain actions and behaviors which, if committed, will result in the imposition of a specific consequence or consequence range. It shall be understood that it is impossible to specifically list every offense which may require the use of a disciplinary action. The Orchard Farm School District administrators reserve the right to impose any consequence that may be appropriate given the circumstance, depending on the nature, severity, and frequency of the conduct at issue. **Parents will be notified of student offenses by letter, email and/or phone contact.**

Conduct offenses at Orchard Farm Middle School are classified under four levels: Level 1; Level 2; Level 3; and Level 4. It shall again be noted that every effort is made to list common offenses into these categories; however, the administrators reserve the right to assign disciplinary action to offenses that may not be listed. *All incidents are documented in students’ discipline records.*

### REGULATIONS OF STUDENT DISCIPLINE FOR STUDENTS & STAFF

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students enrolled in district instructional and support programs as well as at school-sponsored activities. All district staff shall enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct that adversely affects the educational climate may also be subject to these policies, regulations and procedures. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction regarding issues of confidentiality.

## **CONFLICT RESOLUTION**

All of us face conflicts, and as we experience life, we develop problem-solving methods which we use regularly. Since many students have not developed conflict resolution strategies, they may resort to aggression to solve problems. In 1964, Dr. Martin Luther King Jr. made this observation,

*"Sooner or later, all the peoples of the world will have to discover a way to live together in peace, and thereby transform this pending cosmic elegy (a poem expressing sorrow) into a creative psalm of brotherhood. If this is to be achieved, man must evolve for all human conflict a method which rejects revenge, aggression, and retaliation. The foundation of such a method is love."*

We need for our students to apply this truth by thinking before reacting. All students are encouraged to avoid resorting to revenge, retaliation, or other aggressive behaviors to resolve conflict.

## **DISCIPLINE ACTIONS**

### **DETENTION**

Detention is held after school in the Middle School from 2:35 PM to 3:35 PM on Wednesday. A three hour detention is held on Tuesday afternoons from 2:40 to 5:15 p.m. in the high school. Lunch detentions are held during a student's lunch period. It is a requirement that students bring enough work to complete during the full length of their detention.

\*\*Any person having received a detention, and not served it, must serve the detention along with whatever other penalties may have been given for not serving the original detention.

\*\*One-hour and/or three-hours detentions may be held on additional days as determined by administration, including Saturdays.

### **IN-SCHOOL SUSPENSION**

The in-school suspension concept is housing students who exhibit behavioral problems disruptive to the good order of the instructional program, within the school site, rather than subjecting them to an out-of-school suspension. *The objective is to provide an educational setting in which the student can continue progress with basic subjects while receiving a consequence for inappropriate behavior.* Only the principal and central office administrators have the authority to assign students to in-school suspension. More serious problems will still require an out-of-school suspension and the principal will have discretion in these matters.

### **SUSPENSION OF STUDENTS**

It is at the prerogative of the administration to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school. Such action must be taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action of the Board of Education. No student shall be suspended unless the following hearing procedures are implemented:

- a. The student shall be given oral or written notice of the charges against him/her; and
- b. if the student denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and
- c. The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.
- d. Prompt notification will be given to the parent/guardian or others having custodial care of the student, of the administrator's action and the reasons for such action.
- e. In order to prevent learning gaps, students in OSS must make up work, alternative assignments may be given. Students are expected to have all of their work completed and ready to turn in upon their return to school.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) days and by the superintendent for a period not to exceed 180 school days, provided such action is in accordance with due process and state statutes. Any suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent. The board will consider the permanent expulsion of students upon the recommendation of the superintendent. This expulsion procedure will be conducted in accordance with due process and state statutes.

\*note: Students are suspended for an assigned number of school days; unscheduled cancellations of school will extend the return date.

### **EXPELLED OR SUSPENDED STUDENTS**

No one will be enrolled in the district's schools if they are under suspension or have been expelled by another school district. Students will be enrolled once they have served the assigned suspension provided they are legal residents of the district. Students will not be placed in an unattended, locked place except for emergencies when waiting for law enforcement.

### **SUSPENSION & ACTIVITIES ELIGIBILITY**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. A student may not attend extra-curricular activities, assemblies, field trips, practices, interscholastic sporting events, music and club meetings, etc. A suspension begins when the student is assigned by the school administrator and runs through the date of termination i.e. In-School Suspension Jan. 1 through 5. The student is ineligible until Jan. 6. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

## STUDENT SEARCHES

Students have no expectation of privacy in lockers, desks, computers or other district provided equipment or areas. Additional searches of bags, purses, coats, electronic devices, and other personal possessions, in accordance with the law, may be conducted by school administrators.

## SCHOOL RESOURCE OFFICER SERVICES

In cooperation with the St. Charles County Sheriff's Department, a full time school resource officer is available to district students. The school resource officer serves in the capacities of teacher, advisor, and law enforcer, and shares time among all district buildings.

## SAFE SCHOOL HELPLINE

A toll-free number has been established to assist the district in providing a safe school environment. This service is designed to allow parents and students an opportunity to anonymously report information. Any information, which could negatively impact our school, our students, or our staff, should be reported. Examples of possible reports could include but not be limited to the following: violence, theft, drugs or alcohol and weapon possession. We need your assistance to maintain our safe school. HELPLINE NUMBER: (636) 949-7900 / EXT: 2659

## BULLYING/HAZING POLICY

In order to promote a safe learning environment for all students, the Orchard Farm R-V School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### Definitions

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyber bullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyber bullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### Designated Officials

Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. **OFMS designated officials include: Principal, Assistant Principal and Guidance Counselor(s).**

The anti-bullying coordinator (Executive Director of Student Services) will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### Investigation

- Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident.
- The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation.

### Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

The full policy can be found at:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCF&Sch=416&S=416&C=J&RevNo=1.21&T=A&Z=P>

## Hazing

In order to promote a safe learning environment for all students, the Orchard Farm R-V School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

The full policy can be found at:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCG&Sch=416&S=416&C=J&RevNo=1.01&T=A&Z=P>

# LEVEL I

## 1. CELL PHONE MISUSE

1st Offense: Loss for remainder of day; Contact home

2nd Offense: Loss for remainder of day; possible detention

3rd Offense: Loss for remainder of day; Possible parent pick up phone, detention

Subsequent offenses: Loss of privilege, possible detention, ISS

## 2. ACADEMIC DISHONESTY (Cheating on test, assignments, projects or similar activities; plagiarism; claiming credit for another person's work;

fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.)

1<sup>st</sup> Offense or more- no credit for the work, grade reduction, replacement assignment and/or other disciplinary action.

## 3. DISHONEST, DISRESPECTFUL OR DISRUPTIVE CONDUCT

Disruptive behavior is defined as verbal, written, pictorial or symbolic language or gestures that are directed at any person that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that disrupts classroom work, school activities, or school functions.

Offenses to be handled at the discretion of the building administrator to include up to 10 days OSS.

## 4. TARDY TO CLASS /LATE TO SCHOOL *All tardies count as minutes toward the attendance policy. Tardies are documents per class.*

4 unexcused tardies- Conference with Administration

5-6 unexcused tardies—Lunch detention and/or one-hour detention

7 unexcused tardies—3-Hour detention

8 or more tardies—3-hour detention and /or up to 3 days of ISS; possible hallway restrictions

## 5. IN-CLASS DISRUPTION/MISCONDUCT (Behavior that interrupts the educational process in the classroom.)

1st offense- up to 2-3 Class periods of ISS, Detention

2<sup>nd</sup> Offense- up to 2 days ISS

3<sup>rd</sup> Offense- up to 5 days ISS

Subsequent Offense: possible ISS, OSS, or expulsion from the class.

## 6. PROFANE OR DISPARAGING LANGUAGE-GENERAL USE (Use of words or actions, verbal, written, or symbolic not appropriate for the school setting or meant to harass or injure another person)

1<sup>st</sup> offense- up to 3 days ISS and/or possible OSS

Subsequent Offenses: ISS, 1-10 days of OSS

## 7. Physically Aggressive Behavior (pushing, shoving, horseplay, scuffling or other types of behavior that could result in injury to another person)

1<sup>st</sup> Offense- up to 3 days of ISS, possible OSS

Subsequent Offense: 3-5 days ISS, possible OSS

**Other Level I Offenses include, but are not limited to:** *Bus Pass Misuse, Display of Affection, Dress Code Infractions, Electronic Device Misuse including recording and/or sharing of inappropriate behavior, as well as continuous lack of charging chromebook, Property Damage-Minor, Leaving Class without permission, Out of assigned hallway area, Absent from Detention*

## LEVEL II

### 1. BUS MISCONDUCT

This would be defined as behavior that is disruptive to the operation of a bus. The offenses would tend to be of a minor nature and not violent.

- 1st Offense – Students warned up to removal from the bus for 3 days
- 2nd Offense - Students removed from the bus for 3 days
- 3rd Offense – Students removed from the bus for 5 days or total removal.

Students should understand that a school bus is an extension of school. From the time they board the bus in the morning until they disembark in the afternoon, they are subject to regular school rules. Riding the 3:30 and 3:45 bus is considered a privilege by the Orchard Farm School District. Any middle school student referred for causing a disturbance on the 3:30 or 3:45 bus will receive a discipline consequence.

### 2. FIGHTING (Fighting is defined as a situation where blows are landed by one party or exchanged by two parties. This is opposed to scuffling where shoving would be characteristic of the contact.) *Notification may be provided to the School Resource Officer.*

- 1st Offense—up to 3 days OSS, up to 5 days of ISS upon return and possible notification of law enforcement.
  - 2nd Offense—up to 5 days OSS, up to 10 days of ISS upon return and possible notification of law enforcement.
  - 3rd Offense—up to 10 days OSS, notification of law enforcement and referral to superintendent.
- Severe Clause: By administrative determination, severe acts of physical violence may result in consequences in excess of those outlined above.

### 3. GROUP/GANG ACTIVITY

Absolutely no gang activities or gang-related activities of any kind will be allowed at Orchard Farm Schools. Specifically, any organization, club, or group that is involved in activities which impair the normal operation of the school and/or the educational process, will be prohibited. This includes, but is not limited to, any manifestation of gang allegiance whether by insignia, signals, apparel, verbal or written codes or any other means used by gangs to communicate. Consequences for any of the above gang related activity could range from warning and detentions for minor infractions to in-school suspension or out-of-school suspension for serious or repeated offenses.

### 4. INTERNET/TECHNOLOGY MISUSE

- 1st Offense—Restitution, loss of privilege and up to 10 days suspension
- 2nd Offense—Restitution, loss of privilege and up to 180 days suspension as determined by the superintendent

### 5. NEGLIGENT BEHAVIOR

Negligent behavior is defined as a failure to act or neglecting one's responsibilities. While this potentially encompasses many behaviors, most common infractions include: a failure to turn in homework assignments, charge Chromebook and/or failure to come prepared for class. 1 Hour, 3 Hour detentions and/or ISS may be assigned for the 4<sup>th</sup> occurrence (and each additional occurrence) in a class during a semester

### 6. THEFT (Theft is defined as the unauthorized acceptance, possession, purchase, taking, and/or transfer of property belonging to another. The principal's discretion will be used to determine appropriate disciplinary action. However, theft that is valued over \$500 is considered a Level 3 violation and will be handled at the discretion of the Principal to include up to 10 days OSS with the possibility of a referral to the superintendent to extend suspension. )

- 1st Offense – up to 3 days ISS, 1-180 days OSS, possible notification of law enforcement. Restitution may be required.
- 2nd Offense – up to 5 days ISS, 1-180 days OSS, possible notification of law enforcement. Restitution may be required.
- Subsequent Offense: Up to 10 days OSS, notification of law enforcement. Restitution may be required.

### 7. TRUANCY

- 1st Offense– up to 2 days of 3 hour detentions
- 2nd Offense – up to 3 days of in-school suspension
- 3rd Offense – up to 5 days of in-school suspension (followed by referral)

### 8. TOBACCO/ECIG/VAPE (INCLUDING PARAPHERNALIA)

#### POSSESSION/USE:

- 1<sup>st</sup> Offense- up to 3 days of ISS
- 2<sup>nd</sup> Offense- up to 5 days of ISS
- 3<sup>rd</sup> Offense- up to 10 days ISS and/or up to 10 days OSS, possible referral to superintendent

#### SALE/PURCHASE:

- 1<sup>st</sup> Offense- up to 10 days ISS and/or up to 10 days OSS
- Additional offenses: up to 10 days ISS and/or up to 10 days OSS, possible referral to superintendent

### 9. VANDALISM

Vandalism is defined as the destruction, misuse, or defacing of property.

- 1st Offense—restitution and up to 5 days in-school suspension
- 2nd Offense—restitution and up to 10 days in-school suspension
- 3rd Offense—restitution and up to 10 days out-of-school suspension

### 10. DISRESPECT/INSUBORDINATION (Disrespectful verbal, written, technological or symbolic language or gesture that is inappropriate in a public setting directed at a student, visitor, or school district employee. Students who are unwilling to cooperate with staff or refuse to follow a staff member's directives will be considered disrespectful/insubordinate. Students who leave class without permission will be considered insubordinate.)

- 1<sup>st</sup> Offense- principal/student conference, loss of privilege, detention, ISS, or 1-10 days OSS.
- Subsequent Offense: ISS, 1-180 Days OSS

**Other Level II Offenses include, but are not limited to:** *Forgery of Staff or Parent Signature, Inappropriate Physical Contact, Intimidation of Peers, Profanity/Obscenity, Fireworks-Possession, Gambling*

## LEVEL III

### 1. DRUG USAGE OR POSSESSION, INCLUDES ALCOHOL

1st Offense - 10 days out-of-school suspension with referral to the superintendent

2nd Offense - 10 days out-of-school suspension with referral to the superintendent for a minimum of 90 days of out-of-school suspension

3rd Offense - Referral to superintendent and BOE for expulsion

### 2. FIREWORKS – USE

1st Offense—10 days of out-of-school suspension with referral to the superintendent

2nd Offense—10 days of out-of-school suspension with referral to the superintendent to extend suspension up to 90 days

### 3. HARASSMENT/BULLYING

Harassment or bullying, including cyber bullying of any kind will not be tolerated at Orchard Farm Middle School. This type of behavior would be characterized as any behavior by an individual, of either sex, that could be construed as annoying, irritating, tormenting, threatening or demeaning on a persistent basis. Such behavior, when reported, will be investigated by the administration and appropriate action, up to and including out-of-school suspension, will be taken. Subsequent offenses will result in a referral to the superintendent for additional suspension and possible BOE referral for expulsion. See page 18.

### 4. HAZING

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1st Offense—In-school suspension or up to 180 days of out-of-school suspension

2nd Offense—Up to 180 days of out-of-school suspension or expulsion

### 5. SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

Possessing or displaying, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

1st Offense—Restitution, loss of privilege and up to 10 days suspension

2nd Offense—Restitution, loss of privilege and up to 180 days suspension as determined by the superintendent

### 6. THREATS

All threats of violence or destruction will be taken very seriously. There is NO such thing as a “joke” when this type of threat is made against a person/property. Disciplinary action of the harshest nature will be invoked if this occurs.

### 7. VULGAR OR OBSCENE LANGUAGE/ACTIONS DIRECTED TO STAFF

When the remarks are directed in a face to face type situation and are clearly of such a nature as to be generally regarded as vulgar or obscene, the following penalties will be enforced:

1st Offense – Up to 10 days of out-of-school suspension with referral to the superintendent

2nd Offense –Up to 10 days of out-of-school suspension; with referral to the superintendent

**Other Level III Offenses include, but are not limited to:** *Exposure of Self or Exposure of Others, Extortion, Discrimination Based Language and Behavior, including Hate Speech*

## LEVEL IV

**Level IV offenses shall result in 10 days out of school suspension and Referral to the Superintendent of Schools for a Code of Conduct Inquiry. Additional suspension as determined by the Superintendent of Schools.**

**All other actions as defined by the Missouri Safe Schools Act, including but not limited to:**

### 1. ACTS OF VIOLENCE (1<sup>ST</sup> AND 2<sup>ND</sup> DEGREE ASSAULT)

### 2. ACTS OF ARSON

### 3. BOMB THREAT

### 4. DRUG SALES & DISTRIBUTION, INCLUDES ALCOHOL

### 5. WEAPONS

The possession of weapons of any kind or any object used in a threatening manner, and/or used to cause potential or actual injury, in a school setting or at a school activity is strictly prohibited. (A.) Any student possessing a firearm or weapon on school grounds, school bus, or at a school related activity will be suspended for a minimum of one calendar year. (B.) The superintendent or BOE may modify this suspension. (C.) The district will refer any student violating this policy to the appropriate law enforcement agency. (D.) Permanent expulsion from the district will be considered in any situation where a weapon is involved.

# Transportation Policies & Procedures

Transportation is a privilege provided by the district for the safe and efficient movement of students to/from school. Only the transportation supervisor will make students' bus assignments, or any necessary changes. All rules of school conduct also apply on the bus. Please be sure to review the Code of Conduct as it relates to discipline for misbehaviors on the school bus.

\*Note: Bus videos are considered an Educational Record; therefore requests to view video from the bus must be submitted to the Office of the Superintendent.

The safety of Orchard Farm School District students is our greatest priority before, during, and after school. Safety when transporting our children on district buses mandates precise accuracy and accountability measures. To this end, any Orchard Farm School District student wishing to make a change to his or her originally designated bus route must satisfactorily complete a "Temporary Bus Route Change Form" and submit this form to his or her school's main office **two school days in advance** of the requested date of change. **No exceptions will be made, unless approved by the Director of Transportation (636-695-8603) as safety will not be compromised for our children.** Access to this form can be found on the district's web page, or a student may request a hard copy from the main office.

## Support Services

### GUIDANCE AND COUNSELING SERVICES

Guidance and counseling are an integral part of Orchard Farm Middle School's educational program. It is developmental by design and includes sequential activities organized and implemented by a certified school counselor. The Guidance Program includes Guidance Curriculum, Individual Planning, Responsive Services, and Program Management. Students are encouraged to become acquainted with the middle school guidance counselor. Services include counseling related to academic questions such as scheduling, career information and interpreting test scores. The counselor is also available for assistance with personal problems on an individual or group basis.

**COMPASS HEALTH CENTER** – In Orchard Farm we are fortunate to partner with the Compass organization. Compass provides a School Based Mental Health Specialist (SBMHS) to assist our students with mental health challenges and to provide an extra layer of support for students inside the school. The goal of a SBMHS is to provide specialized services that improve student functioning in school and create strong connections at home. The SBMHS works closely with the school social worker, guidance counselor, and families to make sure students' needs are being met. Services provided include (but are not limited to) community resource support, stress management, social skills training, and anger management. The program is available to students of all ages, pre-school-high school. Students are referred to this program through special education teachers, guidance counselors, and social workers and the program is free of charge for families thanks to grants and funding like the Putting Kids First tax program. Parents are encouraged to contact the social worker for more information on this program.

**PREFERRED FAMILY HEALTHCARE** – Orchard Farm is proud to partner with the Preferred Family Healthcare (PFH) agency to provide substance use/abuse services to our community and our school. We have a School Teams Coordinator provided by PFH who meets the guidance counselors and the school social worker every other week to help identify students who may need these kinds of services. The School Teams Coordinator specifically provides student awareness activities, small groups (friendship, bullying, etc.), classroom presentations, lunch booths, and parent/ teacher education. Counseling services are also available through the PFH organization. Once a student is accepted into the program, they meet with a counselor once a week at school to work through issues such as attendance, study skills, low self-esteem. These services are provided to families free of charge thanks to funding from the Community and Children's Resource Board of St. Charles County. If you are interested in this program please contact the school social worker for more information.

**YOUTH IN NEED** – Youth In Need is an agency that has partnered with the Orchard Farm School District to provide services for teens. If you are interested in having your child participate in a group or are interested in counseling please contact the school social worker.

### SPECIAL SERVICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Orchard Farm R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The district has an obligation to identify and provide education and assistance to students who are homeless, migrant, and are learning English as a second language. If you have questions about any of the procedures included in this section, please contact Ms. Melissa Daniel, Director of Special Services.

### NURSING/HEALTH SERVICES

Medication and Treatment—Schools are allowed to administer first aid only. No further treatment or medication is to be given to a student by school personnel without written permission from a parent and physician. Therefore, if any medication is required during the school day, please send written permission and directions for administering the medicine with your child to school. The school nurse must administer all medications consumed by students at school. All medications must be taken to the nurse's office in the original container, clearly marked with the student's name, date, prescribed dosage, and time medications are to be given. Students with life-threatening allergies, including food allergies, must have documentation on file with the school nurse to document the allergy. The district will also not serve any processed foods that are not labeled with a complete list of ingredients and prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be made available at the location where the package is sold or provided.

## Head Lice

In keeping with the Orchard Farm R-V School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated. The school nurse will let the parent/guardian know the student may return to school when treatment has been completed. The nurse will make sure the family has access to treatment; if not, support/resources can be provided.
4. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed. That treatment must again take place before the student may return to school.
5. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.

The full policy can be found at:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=416&revid=9qQjNBpdmSbY0bQuEMOerQ==&ptid=amIgtZiB9plushNjl6WXhfiOQ==&secid=p6v70fD4K8ukRv6vtplusTtSg==&PG=6&IRP=0&isPndg=false>

# Parent Information

## PARENT ACCESS – PORTAL, CONFERENCES

**Parent Portal** is an electronic tool available to parents at no charge. *Parent Portal* is designed to help parents stay informed about grades, attendance, discipline, lunch account balance, and other important student information. An account can be established at registration. After registration you can establish an account by contacting Cassie Southards at [csouthards@ofr5.com](mailto:csouthards@ofr5.com) or calling 925-5471.

**Parent Teacher Conferences**—We look forward to having each student represented at Parent Teacher Conferences in the Fall, which are scheduled for October 18th and 19th, from 5:00 PM-8:30 PM each night. Additionally, parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office. The Middle School phone number is 757-8750.

## NOTIFICATION SYSTEM

Our district uses the School Messenger Notification System to provide timely communication to students, parents and staff members on matters such as attendance, general interest activities, school closings and campus/district emergencies. School Messenger is an online and mobile communication platform, accessible through [www.schoolmessenger.com](http://www.schoolmessenger.com) or mobile apps for the iOS and Android. When using School Messenger, you are given the choice of various notifications through the app. This way, you only receive the information that is relevant to you. Using the email address you provided the school district, register at [www.schoolmessenger.com](http://www.schoolmessenger.com). Complete your profile and communication preferences. Be sure to pay close attention to these as they'll determine how you receive notifications.

## VISITORS, VOLUNTEERS & SCREENED VOLUNTEERS

**To provide clarification, the district is defining volunteers and visitors as listed below:**

**Visitors** any parent or guest of a student, teacher, or administrator who attends a school-sponsored activity, including, but not limited to an assembly, spectator at an event during the school day, etc.. Visitors must check in at the main office and depart the school building at the end of the activity. Visitors do not need to complete a background check.

**Volunteers** are individuals who are not providing a service to the school or students. These individuals may be on campus to interact with their child(ren) or attend activities such as a classroom party. Volunteer must check-in at the main office and depart the school building at the end of the activity.

Volunteers must be registered with a third-party contractor, **Background Investigation Bureau (BIB)**, to conduct a comprehensive criminal and sex offender registry search. There will be an annual fee, payable through the BIB website, due at time of registration. (*Screened Volunteers do not need BIB, please see below.*)

**Screened Volunteers** are individuals who assist our school on an uncompensated basis and who may periodically be unsupervised while with students. These individuals may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; oasis reading; attend field trips or chaperone students on overnight trips.

Pursuant to RSMo 168.133 screened volunteers must undergo a three (3) part background screening and complete district-required training. This will include fingerprinting good for six (6) years and Family Care Safety Registry good for life, however, volunteer application must be filled out annually for continued fingerprinting. Please follow the steps located on the district website:

<https://www.ofsd.k12.mo.us/parents/volunteers>



## STUDENT DISMISSAL PRECAUTIONS

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons. Identification will be checked and students will only be released to those on the emergency contact list. The school will abide by the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.

## RESOLVING ISSUES

A positive home/school relationship is an important part of student success. However, there may be times when as a parent you may have a building or classroom concern. When such a concern arises, please refer to the following:

1. Contact the teacher directly to ask about the situation. Usually a phone conversation or an email is all that is necessary.
2. If you prefer to meet with the teacher, send a note or call to set up an appointment.
3. When meeting or talking with the teacher, clearly explain your concerns and work with the teacher to find a solution which meets the needs of home and school.
4. If you and the teacher are not able to find a solution, either one may contact the principal for assistance. The principal will work to understand the situation and help find a workable solution.

## PARENT TEACHER ORGANIZATION (PTO)

The Orchard Farm Middle School PTO usually meets on the second Monday of every month during the school year in the OFMS Library Media Center at 6:00 pm. This organization continues to provide support to many middle school programs including: OFMS Fun Run, Open House, 100% Attendance Awards, and 8<sup>th</sup> Grade Bash, as well as managing the concession stand for basketball games and school parties.

Follow the OFMS PTO on Facebook: Orchard Farm Middle School PTO  
Contact via email at: [ofms.pto1@gmail.com](mailto:ofms.pto1@gmail.com)

### 2023-2024 Officers

President: Lisa Rosenberg  
Vice President: Christine Kamp  
Secretary: Brandy Dunn  
Treasurer: Sarah Kirchoff

# Student Activities

## EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to join extracurricular activities offered at the Middle School. At the beginning of each year, club sponsors make announcements regarding membership of each club.

### **PICK-UP TIMES:**

Students electing to attend an extra-curricular event are expected to be picked up within 15 minutes of the conclusion of the event. This includes school dances, athletic events, school concerts, high school events, and more. Clear direction is provided prior to and during events with regards to expected end times for events. Students not meeting this expectation may be excluded from future events.

## ELEMENTARY BUS PROCEDURES

Students staying for activities may ride the Elementary Bus. This privilege is free of charge and does not require a signed parental permission slip. The Elementary Bus typically leaves campus at 3:45 PM and follows a route to return students home.

In order to ride the bus, the student **must** sign up using the Elementary Bus sign-up sheet located on the Orchard Farm Website ([ofsd.k12.mo.us](https://ofsd.k12.mo.us), Schools, Middle School, OFMS Sports, Clubs and Activities) by 12:00 PM on the day of the activity. If a student rides the bus without signing up, a discipline referral may result, with potential consequences including, but not limited to detentions and/or a loss of activity bus privileges.

## ATHLETIC CODE OF CONDUCT

All eligible students and parents can review the Athletic Code of Conduct in PRIVITT. Before students are allowed to participate in try-outs, practices, and games, both students and parents must read and sign the OFMS Athletic Code of Conduct in Privitt. PRIVITT is located on the Orchard Farm Website.

## CLUBS AND ACTIVITIES

**Innovation Club (Sponsor: Mrs. Liscombe)** – The Innovation Club provides an opportunity for students to learn how to experience different types of technology, including desktop applications, audio and visual, and more.

**Chess Club (Sponsor: Mrs. Liscombe)**–Chess Club includes friendly play, learning and even tournament opportunities for competitive players. All are welcome in grade 6-8, even if you've never played chess. This is a drop in club that you can attend as much or as little as you like, and you can join anytime throughout the year.

**Eagle Singers (Director: Ms. Bhat)** – "Eagle Singers" is the auditioned choir at Orchard Farm Middle School. Students from grades 6 - 8 perform fabulous music of many different styles throughout the year. We have a community outreach tour in the winter and a competition tour in the spring. Don't miss the performances of this awesome group of singers!

**Homework Club (Sponsors: OFMS Certified Teaching Staff)** – Students from all grades are invited to stay after school to get extra time and assistance with their homework. The Homework Club is open every Tuesday and Thursday.

**Images (Sponsor: Mrs. Mann)** – Images is an after school empowerment group for middle school female students. Our goal is to provide students with opportunities to develop confidence, learn self-respect, and accept their own uniqueness and value. The group meets weekly on Tuesdays, beginning in September and running through March/April.

**International Club (Sponsor: Mr. Liesmann)** – The International Club is designed to provide a common ground of understanding between individuals of various ethnic origins, through social, cultural, and educational activities. Students in this club will also participate in the Model U.N. program throughout the year. We meet every Friday (unless students do not have school). Officer elections for the following school year take place in April, and officers meet every first Wednesday of the month. Interested students may apply August through January.

**Intramural Sports (Sponsors: OFMS Staff)** – Intramurals will run periodically after school throughout the year. Students may ride the 3:45 bus home and must sign up by 12:00 pm, the day of the activity.

**National Junior Honor Society (Sponsor: Mrs. Towey)** – National Junior Honor Society (NJHS) is a national organization for students that has four pillars: scholarship, leadership, service, and character. Members in the OFMS chapter of NJHS participate in activities throughout the school and community to uphold the pillars. How to join: 6th and 7th grade students who earn a GPA of 3.8 or higher during 2nd trimester will be notified of their eligibility. Students who are interested in becoming a member will complete a candidate form to share their accomplishments related to the four pillars. A faculty council will review these forms to determine who is selected for membership.

**Robotics Club (Sponsor: Mr. Liesmann)** – Students in the Robotics Club will learn to build and program robots with LEGO Mindstorms 2.0 and NXT. Additionally, the Robotics Club offers students an opportunity to participate in a spring competition, showcase and demonstrate robots at the EXPLO fair, and learn about careers and the present and future of robotics. All students are welcome to attend and the club starts up the first week of October. The club meets weekly; the specific day to be announced.

**Student Council (Sponsors: Ms. Sifford and Mr. Stanfield)** – The purpose of Student Council is to offer an opportunity to participate in student government, participate in community service, and promote school spirit. Students must be elected to serve; 3 representatives are elected from each grade level in the Fall. In May, we elect officers: President (8th grade), Vice President (7th), Secretary (7th), and Treasurer (8th). Meetings are held on alternate weeks throughout the year and as needed for special projects. Generally, elected members attend the meetings, however guest students who have concerns are welcome.

**Yearbook Club (Sponsor: Ms. Rose)** – We will be using digital cameras to capture images of sporting events, dances, and other clubs and special assemblies throughout the school year. In addition, we will be creating the yearbook on an online program, which introduces graphic design to the students.

## ATHLETICS

Seventh and eighth grade students are eligible to try out for cross country, cheerleading and basketball. Students participating in athletics must abide by all athletic policies as directed by OFSD and MSHSAA (Missouri State High School Activities Association). This includes having a current physical on file prior to try-outs, as well as meeting the grade requirements. Additionally, student-athletes must sign the *Orchard Farm Middle School Athletics' Code of Conduct* prior to joining an athletic team. These forms can be found using PRIVITT.

**Sportsmanship**—One of the goals of interscholastic athletics is learning lifetime values. Sportsmanship is one such value that makes athletic games an educational experience. Students are reminded that interscholastic events are an extension of the classroom, and lessons are best learned when proper respect is accorded to all. Students and spectators are expected to demonstrate good sportsmanship at all events.

**Cross Country (Kris Liesmann)** – The Cross Country team is open to all 7th and 8th graders and tryouts are held in August. All participants must have a Physical form on file with the Nurse and must have a ride home from practices/events. The team has *mandatory* practices Monday thru Thursday until 4:00 pm, with *voluntary* practices on Fridays until 3:20 pm.

**Basketball: 7th grade Girls (Brad Yount)), 8th grade Girls ( ), 7th grade Boys (Dan Friedel), 8th grade Boys (Phil Kendall)**– Middle School Basketball try-outs are available to all 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. Try-outs are usually held in late October. The season continues through the end of January. All the teams practice daily and play games throughout November and December. Also, each of the teams will participate in at least one tournament.

**Cheerleading & Mascot (Katelyn Lauck)** – Middle School Cheerleading involves 7th and 8th grade students that tryout and make the team. The students cheer for the 7th and 8th grade boys and girls Home Basketball games.

# District Policies & Procedures

## STATEMENT OF PHILOSOPHY AND OBJECTIVES

The Orchard Farm School District's mission is to achieve educational excellence for all students. The mission is multifaceted in that it deals with criteria to be achieved as well as evaluating success based on each child's individual ability. The District embraces the philosophy of responsibility for the total child including honesty, integrity, character, family values and academic achievement. Further, the school must instill students with awareness of responsibility to their community, their country and the world environment as well as an awareness of the importance of working with others while maintaining their own ideas, views and standards. Importantly, the District accepts the concept of potential in a dynamic fashion, meaning that students can always improve. In addition, as technical and educational demands change, the District pledges to provide a program that will prepare our students for those changes. It is the mission of the Orchard Farm School District to provide a safe environment, a clean lifestyle and to maintain a pathway of excellence for all students.

## GOALS FOR GRADS

As a result of their education and upon graduation from the Orchard Farm School District students will:

- Gather, analyze, evaluate and synthesize information from a variety of sources: (reading, listening, viewing, electronic databases, etc.)
- Use technology tools to locate, select and organize information and to produce communications and presentations.
- Communicate effectively with others in a variety of situations and in a variety of ways (orally, visually, in writing, etc.)
- Explain reasoning and support opinions.
- Work effectively with others to accomplish goals.
- Seek to understand multiple perspectives on issues.
- Appreciate the aesthetic aspects of a variety of works: (art, architecture, music, literature, etc.)
- Perform or produce works in the fine and practical arts.
- Identify and solve problems effectively.
- Demonstrate initiative.
- Persevere in the face of obstacles.
- Be adaptable and flexible in the face of changing conditions.
- Make responsible decisions concerning the health, well-being and safety of self and others.
- Accept and carry out the responsibilities of citizenship in democracy.
- Enjoy the learning process.

## NOTICE OF NON-DISCRIMINATION

In accordance with law, the Orchard Farm R-V School District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Orchard Farm R-V School District is an equal opportunity employer. The Orchard Farm R-V School District also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

The following person has been designated to handle inquiries regarding the Orchard Farm R-V School District's non-discrimination policies:

Dr. Melissa Daniel, Executive Director of Student Services    3489 Boschertown Rd.    St. Charles, MO 63301    (636)925-5400

Additional information pertaining to Discrimination, Harassment, and Retaliation can be found in BOE Policy AC. All District policies can be accessed through the district website at <http://share.ofsd.k12.mo.us/board>

## FAMILY and EDUCATIONAL RIGHTS and PRIVACY ACT

*The district's board policy manual can be located at [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us).*

Notification of Rights under FERPA for Elementary and Secondary Schools: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A

school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.] (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: *Family Policy Compliance Office, c/o U.S. Department of Education, 400 Maryland Avenue, SW--Washington, DC 20202-8520*. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Orchard Farm School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Orchard Farm School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Orchard Farm School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

## DIRECTORY INFORMATION

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) most recent previous school attended by the student, (11) photograph.

Directory information may be disclosed by the Orchard Farm School District for any purpose at its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of the above information as directory information. Please note the request to refuse to permit the release of the above information must be a request in whole (all 11 items). A parent of a student or an eligible student that wishes to refuse selected items, will in effect, be opting out of all 11 items detailed above.

As a parent/guardian of a student in the Orchard Farm School District, I understand that the Orchard Farm School District or other media representatives, as determined by an Orchard Farm School district administrator, may record my child's picture and/or voice on film, audiotape or videotape, incorporate this tape into publications or broadcasts, and use or authorize the use of this film, audiotape or videotape on television or in any manner or media at any time, including promotion printed media, but not for the endorsement of any product or service.

**Any parent of a student, or a student, who refuses to have directory information released, must file written notification to this effect with the principal of the school which the student attends within the first 10 days of school.**

## Standard Complaint Resolution Procedure for No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

<http://share.ofsd.k12.mo.us/board/Board%20Policies/KL.PDF> . If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## EMERGENCY PROCEDURES

Emergency procedures and practices are posted in every classroom of the school in regards to earthquake, tornado, fire, and intruder situations. Drills are held on a regular basis throughout the school year.

# Chromebook Information

Students will be issued a Chromebook and will be responsible for the device throughout the school year. **Please see the Chromebook Policy Handbook for more detailed information.**

## Student/Parent Chromebook Use Agreement 2023-2024

In this agreement, "Chromebook" means Dell Chromebook and all its components, software, battery, charger, and case/ID tag.

Parent Initials: _____  Student Initials: _____	<p><b>TERMS:</b></p> <ul style="list-style-type: none"> <li>You agree to pay <b>\$25 yearly device insurance.</b></li> <li>You will comply at all times with the Orchard Farm School District's Chromebook Policy Handbook and its guidelines as well as the Orchard Farm School District Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.</li> </ul>
Parent Initials: _____  Student Initials: _____	<p><b>TITLE:</b></p> <ul style="list-style-type: none"> <li>Legal title to the Chromebook is to Orchard Farm School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.</li> </ul>
Parent Initials: _____  Student Initials: _____	<p><b>LOSS OR DAMAGE:</b></p> <ul style="list-style-type: none"> <li>If the property is accidentally damaged or incurs loss due to an act of nature, Orchard Farm School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</li> <li>Accidental damage claims will incur an insurance deductible fee of \$20 for 1st and 2nd claims and \$40 for the 3rd claim in one academic school year. <b>This deductible fee is in addition to the annual fee of \$25 for the insurance policy.</b></li> <li>Failure to keep Chromebook in the district-provided case will void the insurance policy.</li> <li>Insurance Policy does NOT cover loss or theft, only damage incurred by day-to-day use. If Chromebook is lost or stolen, students will be assessed full cost of Chromebook, case and charger.</li> </ul>
Parent Initials: _____  Student Initials: _____	<p><b>REPOSSESSION:</b></p> <ul style="list-style-type: none"> <li>Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.</li> </ul>
Parent Initials: _____  Student Initials: _____	<p><b>TERM OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Orchard Farm School District.</li> </ul>

## STUDENT CHROMEBOOK EXPECTATIONS

Students will be responsible for the device throughout the school year. Below are some of the expectations for student use and care of the Chromebook. **Please see the Chromebook Policy Handbook for more detailed information.**

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- **I will charge my Chromebook battery to full capacity each night and bring it to school daily.**
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in the district provided case and in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Orchard Farm School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag and case in good working condition at the end of each school year.
- I agree to follow any other expectations that the school sets forth regarding my Chromebook.

TO: Dr. Wade Steinhoff, Superintendent of Schools  
Orchard Farm R-V Board of Education

FROM: Michelle Geringer, OFMS Principal  
David Pitts, OFMS Assistant Principal

DATE: May 9, 2023

RE: 2023-2024 OFMS Student Handbook

The middle school respectfully submits the 2023-2024 Student Handbook for your review and approval.

Yearly updates have been and will continue to be updated throughout the summer (staff names, positions, dates, schedules, lunch prices, etc.) All changes/updates have been highlighted to the content of the handbook.

Sincerely,

Michelle Geringer and David Pitts