Orchard Farm Middle School

OFMS

Student Handbook 2011-2012

Last Updated: August 11, 2011

MIDDLE SCHOOL PHONE / FAX NUMBERS

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Dr. Tim McInnis, Assistant Superintendent . 250-5231

Dr. Wade Steinhoff, Middle School Principal 250-5310

Mrs. Marianne Doll, Special Ed. Director..... 250-5212

Mrs. Shandra Bextermueller, Counselor 250-5313

Mrs. Joy Dunkmann, Principal's Secretary 250-5300

Mrs. Jean Ehmler, Attendance Secretary 250-5301

Mrs. Marvalee Smalley, Registrar 250-5305

Medical Office 250-5218

Transportation 250-5236

Middle School Fax Number 250-5306

Safety Hotline 949-7900 Ext: 2256

MIDDLE SCHOOL LISTING

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WELCOME….

Welcome to the 2011-2012 school year. The entire staff hopes you had an enjoyable vacation and are ready to begin another year. The information in this folder 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.

SCHOOL ADMINISTRATORS

Dr. Dan Dozier
Superintendent

Dr. Tim McInnis
Assistant Superintendent

Mrs. Marianne Doll
Director of Special Services

Dr. Wade Steinhoff
Middle School Principal

Mrs. Shandra Bextermueller
Middle School Counselor

ORCHARD FARM BOARD OF EDUCATION

Elmer Dwyer, President
Nancy Goeke, Vice President
Fred Semke, Secretary
Bob Sweany, Treasurer
Joe Bushdiecker, Member
Carrie Doza, Member
Casey Otto, 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.

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.

ORCHARD FARM SCHOOL DISTRICT
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.

MIDDLE SCHOOL VISION STATEMENT

Orchard Farm Middle School, along with family, home, and community, will work together to provide a positive educational experience for each and every student. In order for our students to be well-rounded, caring, and productive members of society, the middle school believes:

- Students must experience a quality education in a positive learning environment where they feel safe and accepted.

- The academic, emotional, and social needs of the students will be met through rigorous educational experiences, continuous contact with positive role models, as well as co-curricular and extra-curricular opportunities.

- High expectations, partnered with guidance and discipline, will allow each and every student to successfully reach their individual potential.

MOTTO:

WE READ—WE ACHIEVE

MISSION STATEMENT:

EACH AND EVERY LEARNER WILL EXPERIENCE SUCCESS

District Policies and Procedures

NOTICE OF NON-DISCRIMINATION

The Board of Education has adopted the following policy regarding nondiscrimination. The Orchard Farm School District does not discriminate on the basis of race, color, religion, national origin, gender, age, ancestry or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and unions or professional organizations holding a collective bargaining or professional agreements.

Any person having inquiries concerning compliance with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Daniel Dozier, Superintendent
Orchard Farm R-V School District
2165 Hwy V
St. Charles, Mo 63301

Interested persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, 330 "C" Street, Washington DC 20202

BACKGROUND CHECK

Statute 168.133, RSMO requires that school districts “shall ensure that a criminal background check is conducted on any person employed after January 1, 2005, authorized to have contact with pupils.” To further protect our students, the district is ensuring that volunteers will have Missouri Highway Patrol criminal background checks run before they are allowed to accompany students on field trips or have one on one contact with them in the school buildings. Any parent or community member who would like to volunteer to go on a field trip (for instance) should fill out form MO 821-0353 (8-02) and return it, along with a check or money order made payable to “Treasurer, State of Missouri” to Beth Workman in the Central Office. Please allow two to three weeks for processing of the background check. Please note that a new background check will have to be done each school year.

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 any or all of the above information as directory information.

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 any part of the designated filming/taping, must file written notification to this effect with the principal of the school which the student attends within the first 10 days of school.

SPECIAL EDUCATION

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.

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 not 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.

Academic Policies and Procedures

GRADING POLICY

Grades A, B, C and D are passing. A grade of F indicates failure. Every student will receive a Progress Report in the middle of each quarter followed by a report card at the end of each quarter. Progress Reports will be issued to all students. 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. This form may also be used to identify positive attributes of a student. Communication between the teachers and parent should be maintained throughout the semester. The final semester grade recorded in the permanent record is a cumulative average of the entire semester. The first semester grade is taken from August to December, and second semester from January to May.
Grade point averages are calculated as follows:

A- 4 points	D- 1 points
B- 3 points	F- 0
C- 2 points	

Grades are based on the following percentages:

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

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, textbooks 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.

Middle School (Grades 6-8)

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

Homework will not count more than 20% toward the total grade for any semester course or grade-level course.

HOMEWORK HOTLINE

Parents have the option of checking to see if homework has been assigned. Visit the Orchard Farm School District website at www.ofsd.k12.mo.us, click on *Schools* and then click on the appropriate building link. The ***OFMS Directory: Staff Email and Homepages*** will take you to a page that allows you to access each teacher's homepage for classroom activities, announcements, and homework.

PARENT PORTAL

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 cwittman@ofsd.k12.mo.us or 636-250-5229.

PARENT CONFERENCES

We look forward to having each student represented at Parent Teacher Conferences in the Fall, which are scheduled for October 18th and 20th, 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 250-5300.

FINAL EXAMS

The final grade generally includes test scores, class projects, homework (not more than 20% of entire grade), daily participation and the final examination/performance assessment (15% of entire semester grade). Special needs students will be graded according to the criteria in the student's Individual Education Plan (IEP).

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 "F."

Finals for the 2011-12 school year are scheduled as follows:

Semester 1:	**Semester 2:**
December 13 – Cores Finals A	May 9 – EXPLOS A day
December 14 – Cores Finals B	May 10- EXPLOS B day
December 15 – EXPLOS A	May 11 - Core Finals A day
December 16– EXPLOS B	May 14- Core Finals B day

These dates may be revised in the event of calendar changes.

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 their 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.

Summer school, when available, is a consideration for students that fail to meet these guidelines. This is the basic guideline and each student will be considered on an individual basis with consideration given for individual ability.

Attendance Policies and Procedures

Regular attendance in school is essential if a student desires to be successful in school. Awards are given at the end of the year for perfect attendance. If it is necessary to be absent, a parent or legal guardian should call the middle school office before 10 AM on the day of absence.

- 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.

Education cannot occur if the student is not in school. A letter for referral will be directed to the Division of Family Services, as required by law, when a student misses eleven or more days of school in a semester. Prior to the DFS referral, parents will be contacted through a letter, personal contact, and home visits. Eleven absences in a semester may result in a failing grade unless extenuating circumstances are documented through the principal or guidance office.

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 school office to be picked up by a parent/guardian or designated individual within 24 hours of the request.

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Late Arrival to School

Students are expected to be in first hour class when the bell rings at 7:50 AM. Any student arriving after 7:50 AM will be considered late. *Student disciplinary consequences begin on the fourth unexcused tardy.*

Student Behavior Policies and Procedures

CODE OF CONDUCT

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. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of the code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. The school bus is considered an extension of the classroom and all bus offenses will be handled in the same manner unless otherwise stated in the guidelines.

LEVEL I

1. **ABSENT FROM DETENTION**

   1st Offense - 3 days of in-school suspension **and** rescheduled detention
   2nd Offense - 5 days of in-school suspension **and** rescheduled detention
   3rd Offense - 10 days of out-of-school suspension with referral to superintendent.

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. Any form of academic dishonesty or plagiarism will result in 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**

Four unexcused tardies—1 hour detention
Fifth and Sixth unexcused tardies—1 hour detention for each
Seventh—Eleventh unexcused tardies—3 hour detention each
Eleven or more tardies—3 days ISS
All tardies count as minutes toward the attendance policy.

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
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 bus is considered a privilege by the Orchard Farm School District. Middle School students riding the 3:30 bus should set a good example for the younger students. Any middle school student referred for causing a disturbance on the 3:30 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.

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

3. **FIREWORKS—POSSESSION AND/OR IGNITING**

1st Offense—10 days of out-of-school suspension with referral to the s superintendent
2nd Offense— 10 days of out-of-school suspension with referral to the superintendent to extend suspension up to 90 days

4. **GAMBLING**

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

1st Offense—3 hour detention and/or loss of privileges
2nd Offense—3 day in-school and/or loss of privileges

5. **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.

6. 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

7. **THEFT**

Theft is defined as the unauthorized acceptance, possession, purchase, taking, and/or transfer of property belonging to another. Theft that is valued over $500 is considered a Level 3 violation and will be handled at the discretion of the building administrator to include up to 10 days OSS with the possibility of a referral to the superintendent to extend suspension.

1st Offense - restitution and 5 days in-school suspension
2nd Offense - restitution and 10 days in-school suspension

8. **TRUANCY**

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

9. USE OF TOBACCO

Tobacco use is forbidden in buildings on campus and on school buses. Possession of tobacco and/or tobacco related products are also forbidden.

1st Offense - 3 days of in-school suspension
2nd Offense - 5 days of in-school suspension
3rd Offense - 10 days of in-school suspension

10. 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

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. **EXTORTION**

   Threatening or intimidating any person for the purpose of obtaining money or anything of value.

   1st Offense—Up to 10 days of out-of-school suspension

   2nd Offense—10 days out-of-school suspension with a referral to 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.

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 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 - 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

LEVEL IV

1. **ASSAULT/ACTS OF VIOLENCE**

Acts that endanger the well-being of a student will result in 10 days of OSS with a referral to the superintendent and referral to the appropriate law enforcement agency.

2. DRUG SALES & DISTRIBUTION, INCLUDES ALCOHOL

Violation of State Law

1st Offense—10 days out-of-school suspension with referral to superintendent for a 90 day out-of-school suspension
2nd Offense—Referral to superintendent & BOE for expulsion

3. WEAPONS

The possession of weapons of any kind or any object used as a weapon 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 on any situation where a weapon is involved.

The administration has the right to use discretion and take into consideration the severity of the offense in determining consequences. This may include moving to a higher level of consequences.

DISCIPLINE ACTIONS

DETENTION

Detention is held after school in the Middle School from 2:35 PM to 3:20 PM, Tuesday and Wednesday. A three hour detention is held on Thursday afternoons from 2:40 to 5:15 p.m. in the high school. It is a requirement that students bring enough work to complete during this time. Thursday detentions will not be rescheduled. Thursday detentions may only be excused if there is a medical note for a previously scheduled appointment or a funeral note on letterhead from the funeral home.
**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.

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.

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.

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.

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.

STUDENT SEARCHES

Students have no expectation of privacy in lockers, desks, computer 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 administrator.

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

Transportation Policies and Procedures

BUS REGULATION

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.

DISTRICT TRANSPORTATION PROCEDURES

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 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.

Note: Please review this excerpt from the Code of Conduct regarding Bus Misconduct.

BUS MISCONDUCT (0012/0052)

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
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 bus is considered a privilege by the Orchard Farm School District. Middle School students riding the 3:30 bus should set a good example for the younger students. Any middle school student referred for causing a disturbance on the 3:30 bus will receive a discipline consequence.

General School Information

SCHOOL HOURS

Monday through Friday.....7:50 AM to 2:32 PM

Students may not be dropped off prior to supervision being available at 7:10 am. Students not riding the bus need to be picked up by 2:45 unless participating in an activity. Students may not be dropped off or left on campus during unsupervised times.

COST OF BREAKFAST AND LUNCH

Breakfast:	$1.55
Lunch:	$2.35
Milk	$ .55

ELECTRONIC DEVICES/CELL PHONES

Students may not use, display, or turn on pagers, phones, personal digital assistants, music/video players, personal laptops or any other electronic communication devices for non-instructional purposes/during instructional class time.

DRESS

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to teachers and other students. Some guidelines of dress the school will not tolerate are: no headwear, midriff tops, sagging shorts/pants below the waistline, pajamas, slippers, T-shirts displaying any kind of drug, alcohol or tobacco products/paraphernalia. Chains, knives or any other kind of unsafe items are not allowed on school property. The principal always has the discretion of adding to this list, if necessary. The principal recommends that students use good judgment and common sense when dressing for school.

TEXTBOOKS

All basic texts are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name, grade and school are written in the book in case they are misplaced. A fine will be charged for damaged or lost books.

STUDENT PLANNERS

Student planners are available to purchase. The purpose of the planner is to help instill good organizational skills in students. These student planners should be carried to the appropriate classes each day for assignments to be recorded. They should also be taken home each night for parents to check if the homework is completed. A planner is needed in all grades.

LOCKERS

Lockers are loaned to students. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and are subject to periodic inspection without notice. This inspection will be conducted by the principal, faculty and/or other designated school personnel. 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 avoid keeping valuables in lockers and 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 may be excluded from these activities due to attendance, grade and/or discipline issues. Students not participating in the field trip will still be expected to attend school and will receive an alternate assignment.

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.

ALLERGY PREVENTION AND RESPONSE

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.

Student Activities

EXTRACURRICULAR ACTIVITIES

Students are encouraged to join extracurricular activities offered at the Middle School. There are sign-up sheets in the office and announcements regarding membership requirements.

CLUBS and ACTIVITIES:

Yearbook	Newspaper	Computer
Eagle Singers	Intramurals	Student Council
Images	Robotics	Homework Club
Math Club	Athletics	International Club

Details of each club can be found on the school website at *www.ofsd.k12.mo.us*

ATHLETICS

Seventh and eighth grade students are eligible to tryout 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.

3:30 BUS PROCEDURES

Students staying for activities may ride the 3:30 bus. In order to do so, the student **must** sign up in the café prior to 1:00. If a student rides the bus without signing up a discipline referral will result.

2011-2012 Student Council Officers

President ~ Meridith Knobbe
Vice President ~ Dylan Williams
Secretary ~ Teddy Stopke
Treasurer ~ Meghan Knobbe

PTO

The Orchard Farm Middle School PTO meets on the fourth Tuesday of every month during the school year in Room # 1302 at 7:00 p.m. This organization continues to provide support to many middle school programs including: Open House, 8th Grade Promotion, 100% Attendance Awards, and 8th Grade Bash, as well as managing the concession stand for basketball games and dances.

2011-2012 PTO Officers

Stephanie Knobbe ~ President
Vernice Hibbler ~ Vice President
Amy Speh ~ Secretary
Laura Cannady and Dawn Saindon ~ Co-Treasurers

INCLEMENT WEATHER INFORMATION

Below is a list of radio and television stations that will broadcast or display any school closings due to inclement weather.

KMOX (1120 AM)

KSDK (CHANNEL 5)

KMOV (CHANNEL 4)

FOX (CHANNEL 2)

Stations will announce beginning at 5:30 AM.

School closings are posted on the district's web page at:

www.ofsd.k12.mo.us

Earthquake Safety
For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (http://sema.dps.mo.gov/EQ.htm) and the Federal Emergency Management Agency website (http://www.fema.gov/hazard/earthquake). ***This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455***

Important Dates

AUGUST
2 – MS Registration 10 a.m. -7 p.m.
5 – New Teacher Orientation
8, 9 – Teacher Workshop Days
9 – Middle School Open House
10– School Begins

SEPTEMBER
2– Early Release Day
5 – Labor Day—No school
7 – End of 1st month
30—Early Release Day

OCTOBER
5-End of 2nd month
11-End of 1st Quarter—44 days
18, 20—Parent Conferences—Evening Hours
21-No School—Fall Break
24-No School—Professional Development Day
31-Early Release Day

NOVEMBER
4-End of 3rd month
23-Early Release Day
24-25—Thanksgiving—No school

DECEMBER
6-End of 4th Month
16-End of 2nd Quarter—44 days
16-End of 1st Semester 88 days
19-Jan. 2- Winter Break

JANUARY
2-No School—Records Day
3-School Resumes
3-1st Day of 2nd Semester
16-No school—Martin Luther King's Birthday
19-End of 5th Month

FEBRUARY
16– End of 6th Month
17-Early release day
20-President's Day—No School

MARCH
9-End of 3rd Quarter—47 Days
9-Early Release Day
12-16—Quarter Break
23-End of 7th Month

APRIL
6-9—Spring Break
24-End of 8th Month
30-Early release day

MAY
17-End of 9th Month
17-End of 4th Quarter—42 Days
17-End of 2nd Semester—89 Days
18-Teacher Workday

Notes

Opportunity through Education…