



**PARENT/STUDENT HANDBOOK**

**500 Discovery Path Lane**

**St. Charles, MO 63301**

**<http://www.ofsd.k12.mo.us>**

**Twitter: @DiscoveryEleme1**

**Instagram: Discovery\_Elementary**

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Dear Parents and Students,

Welcome to Discovery Elementary. This information has been developed to help you become familiar with the activities

and guidelines concerning our school. Please take time to read each section so that you become aware of items that pertain to you. We wish you an enjoyable and successful school year.

Sincerely,

Dr. Luke Dix  
Principal

Mrs. Jacquelyn Rutherford  
Assistant Principal Intern

All schools in the Orchard Farm R-V School District operate according to the policies established by the 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)

### **Mission Statement**

Learn- Everyone works together to ensure academic, emotional, and social growth for all.

Laugh- We are a welcoming community where learning is positive and engaging.

Love- We embrace differences, show compassion for all, and value every member of our community.

Lead- We will develop staff and student leaders with active and creative minds that have the courage to act on their beliefs.

### **Vision Statement**

Discovery Elementary is a safe and nurturing environment where we are devoted to inspire a love for learning. The Discovery Community collaborates to educate the whole child to achieve their full potential while honoring the diversity of each individual.

### **Discovery Elementary Values**

- *Children come first*
- *Use data driven practices and differentiation to meet individual student needs*
- *Provide opportunities to develop character, problem-solving skills, and teamwork, while serving and leading others*
- *Modeling and encouraging a positive, proactive school culture*

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### **Orchard Farm School District Mission**

To empower each learner to excel in diverse communities

## **Orchard Farm School District Vision**

### **The vision of the Orchard Farm School District is to :**

- Cultivate a safe, well-rounded, inclusive learning environment that encourages students and staff to explore their talents and achieve their potential.
- Develop the leadership and character of each individual through expectations of personal responsibilities to foster empathy, integrity, self-confidence, and the acceptance of differences.
- Promote critical thinking and problem solving skills through a diversity of opportunities where risk taking and persistence are encouraged.
- Be future ready with innovative technology promoting digital citizenship.
- Create reciprocal partnerships between school, home, and community where we work to support each other and appreciate the values and culture of each individual.

### **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, or social media) utilized by the District and their child's school. Electronic and/or web-based assignments and materials will be utilized for AMI 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 for assignments and /or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction

### **Elementary Schedule**

8:30 am	-All assignments will be posted to Canvas and emailed to parents. You will receive information from your classroom teacher about Specials classes. All special service providers will contact their students/families directly. -If students do not have a Chromebook, assignments will be emailed to the parents for access.
9:00am	-Welcome / Check-In Zoom session with your teacher. - Teacher will review expectations/ assignments for the day and answer any question students have. This time could include a read-aloud for short review lesson with students.
10 am-1pm	-Teachers will monitor emails and respond to students as needed.
1:00-2:00pm	-Open Zoom Session hosted by the teachers. Students are not required to attend., but may use this time to check in with their teachers if they have any questions or need help with assignments.

8:30am-2:00pm	<b>Social/Emotional Support:</b> Marissa Dodd at <a href="mailto:mdodd@orf5.com">mdodd@orf5.com</a> Ashley Avila at <a href="mailto:aavila@orf5.com">aavila@orf5.com</a>	<b>Chromebook/Tech Assistance:</b> Matt King at <a href="mailto:mking@orf5.com">mking@orf5.com</a>

### **Arrival and Dismissal**

Students are able to be dropped off at **8:30am**. There is no supervision for students arriving before that time. A child that arrives late to school (after 8:55am) is considered tardy. If your child is tardy, please walk them into the office to sign your child in with the secretarial staff

If you plan to pick your children up at the end of the day, **notify the office by 1:30 PM**. Afternoon pick up is located in the back of the building. If you will be picking up your child on a regular basis please contact the office for a Parent Pick-Up Authorization Card. Please remain in your car. Your child will be brought to your car after dismissal at 3:42pm.

Walkers - Walking to and from school is a big responsibility. You must follow the rules for both the school and the rules as a pedestrian. You may start walking home only after being dismissed by a staff member. You are always to use a sidewalk when one is available and cross the road at intersections. Remember the simple fact that you can see a vehicle does not guarantee that the driver can see you. Remember that any irresponsible behavior exhibited while walking home can result in loss of walking privileges and /or disciplinary action from the school. Please be responsible and careful

In order to ensure the safety of our students, Discovery Elementary requires that any student walking/riding their bike home after school, have a signed permission slip on file in the office. Any student that does not have this form on file, will not be allowed to walk unless accompanied by an adult. **VERBAL REQUESTS WILL NOT BE ACCEPTED.**

### **Attendance**

**The state of Missouri has established 90% as the standard for the minimum attendance rate for each student. Tardies and early pick up are counted against your child's attendance.**

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 at 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 10 unexcused absences. An email will be sent to parents/guardians. Attendance will be monitored.
- Tier 2\*: Students who have accumulated 15 unexcused absences. An email and mailed letter will be sent to parents/guardians.
- Tier 3\*: Students who have accumulated 20 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 child 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.

**Background Check**

For the safety of our students, Orchard Farm School District Policies GBECB and IICC require all volunteers in the district to satisfactorily complete a background check. The district utilizes an independent contractor, BIB, to perform a comprehensive criminal and sex offender registry search. You can visit the volunteer opportunities page on the district website for more information. [http://www.ofsd.k12.mo.us/resources/for\\_parents/volunteer\\_opportunities](http://www.ofsd.k12.mo.us/resources/for_parents/volunteer_opportunities).

There will be an annual fee, payable through the independent contractor's website, due at the time of registration. These fees will not be reimbursed. If you are unable to access the online registration system please contact your child's school for assistance.

**Birthday and Party Treats**

All birthday and party treats must be store bought. No home baked goods can be brought to school. Individually wrapped

treats should be brought. Arrangements to bring birthday treats should be made in advance with the teachers. All treats need to meet the requirements of the U.S. Department of Agriculture (USDA), Smart Snacks in Schools nutrition standards. If treats do not meet these guidelines they will be unable to be handed out to students. Please see the Food Service section for more information. Questions relating to smart snack order please contact the Food Service Department at :[smartsnacks@ofr5.com](mailto:smartsnacks@ofr5.com) or 636-695-8401.

## **Bus Regulations and Transportation**

Transportation is provided to students who live more than one mile from Discovery Elementary School. The district provides transportation for the safe and efficient movement of students to and from school. Student route assignments or changes in route assignments will be made only by the Director of Transportation.

### **Bus Safety And Behavior**

Safety on the buses is our first consideration. To ensure safety, students are expected to stay in their seats, talk quietly, keep their hands to themselves and be courteous and respectful to the driver and fellow students. No code could possibly list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in assignment of a penalty.

Consequences for misconduct are the following:

**Level 1 offense** – Includes not sitting properly, not following directions, being loud, etc. **Consequences:** warning, loss of recess, assigned seat on bus, or 3-day bus suspension.

**Level 2 offense** – Includes disrespect to other students or driver, not keeping hands/feet to self, name-calling, inappropriate language, repeated level 1 offenses. **Consequences:** loss of recess, 3-5 day bus suspension, 1-3 days out of school suspension or CORE.

**Level 3 offense** – Includes possession and/or use of matches, lighter or weapon of any kind, repeated level 1 or 2 offenses. For more information regarding weapons, refer to the Weapons section located at the end of this handbook. **Consequences:** minimum 5-day bus suspension, school suspension, expulsion, and/or contact with law enforcement agency

### **BUS CARDS**

The safety of Orchard Farm School District students is our greatest priority before, during and after school. Safety when transporting our children or district buses mandates precise accuracy and accountability measures. To this end, any Orchard Farm School District student traveling on district buses must log in by using their district issues bus card. This helps the district maintain accurate rosters and allows parents to follow their child on the Ride 360 app.

### **Temporary Bus Route Change Form**

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.

## **Cell Phones/Phone Calls**

Cell phones/Electronic devices are NOT to be used during the school day. Students may not use, display, or turn on cell phones, personal digital assistants, music/video players or any other electronic communication devices during the school day. Cell phones are not permitted in the classroom, cafeteria, restrooms, or hallways, and must be put away from 8:30am-3:42pm. 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)757-6800.

**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 this. 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 into the office. Students or parents may pick up the device at the end of the school day, unless otherwise specified by the Principal. 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 displaying/sharing inappropriate material on their electronic devices may receive consequences in accordance to the Discipline Policy

## **Communication Between Home and School**

Canvas will be our primary learning management system for all PK-12th grade classrooms. Canvas is a simple way for teachers and students to share what is happening in the classroom and serves as a place for students to document their learning. It takes current tools such as Google Education and Seesaw and puts it all in one spot for easy access and organization. We highly recommend downloading the [Canvas app](#).

A positive home/school relationship is critical to each student's success. We understand there may be times when you may have a building or classroom concern. Habit #5 is *Seek First to Understand, Then to be Understood*. When such a concern arises, please refer to the following:

1. Contact the teacher directly to ask about the situation. Usually a phone conversation 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 party may contact the principal for assistance. The principal will work to understand the situation and help find a workable solution.

## **CORE Calm body and mind, Ownership of Actions, Repair, Engage**

The CORE Program was implemented to take the place of the traditional elementary level in-school-suspension program. The CORE Program promotes inclusiveness, relationship- building and problem-solving, through restorative methods that bring everyone together to address wrongdoing. Instead of punishment, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm. In instances when students are in need of further consequences they may be assigned to the CORE classroom under the supervision of the CORE teacher. The CORE Program is used as a proactive strategy to create a culture of connectivity and care where all members of the community can thrive.

## **Discipline Policy**



The purpose of the discipline policy at Discovery Elementary School is to provide a safe and orderly environment, which is essential for learning to take place. No code could possibly list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in assignment of a consequence. The district may also discipline students for off campus conduct that negatively impacts the educational environment to the extent allowed by law. Parents will be notified of student offenses by letter, email or phone contact.

**Level 1 offense** - general misbehavior or classroom disruptions, inappropriate language, horseplay or scuffling, inappropriate dress. Consequences may include: conference, lost privileges/time-out, CORE assignment.

**Level 2 offense** - use of profanity, disrespect, peer intimidation, not keeping hands and/or feet to self, cheating, fighting, minor vandalism, improper cell phone/electronic device use, false alarms/ misuse of emergency equipment, repeated level 1 offenses. Consequences may include: lost privileges, CORE assignment, OSS.

**Level 3 offense** - fighting, bullying, threats, harassment, inappropriate physical contact, weapon possession, major vandalism, and repeated level 2 offenses. For more information regarding weapons, refer to the Weapons section located at the end of this handbook. Consequences may include: CORE assignment, OSS.

*School administrators have the right to use discretion and take into consideration the severity of the offense, age of the child, and previous offenses when determining consequences. This may include moving to a higher level of consequences.*

## **Bullying/Hazing**

### **General**

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.

**Cyberbullying** – 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 cyberbullying 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. DES designated officials include: Principal, Assistant Principal Intern and School Counselor.

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>

## **Distribution of Non Related Materials**

Distribution, via Orchard Farm School District students, staff or bulletin boards, of information or informational materials that advertise non-school related, community-based activities or organizations does not imply endorsement of, or association with, such organizations by the Orchard Farm School District, the Administration or the Board of Education.

## **Dress Code**

Student dress should not interfere with or be disruptive to the learning environment. For example, clothes depicting cigarettes, alcohol, illegal drugs, vulgar or suggestive language will not be permitted. Shirts should not expose a bare midriff and sagging pants are not allowed. Shoes must be worn at all times, but Heely's are not appropriate for school. Hats and hoods should be removed when entering the building. Possible disciplinary action may occur for repeated dress code infractions.

## **Electronic Device 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

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB&Sch=416&S=416&C=&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true>.

Furthermore, students must understand that violation of these provisions may result in disciplinary action taken against them including, but not limited to, revocation of their access to district technology. For more detail regarding the provisions set forth in the 'Technology Usage' policy, please visit the district website at the address above.

## **Emergency Closing of School**

In the event of an emergency, such as severe weather conditions, the superintendent of schools may announce the closing of school. An **unscheduled early dismissal** form is provided in this packet for you to give us direction as to what your child is to do on **unscheduled early dismissal** days. An announcement will be through School Messenger and the District's Facebook and Twitter accounts. Please do not call the school during these times unless it is an emergency. Please keep your unscheduled early dismissal information up to date in the office. The teachers will follow these instructions if school must be closed early. Make sure that your children know what they are to do when an emergency school closing occurs.

Below is a list of television stations that will broadcast or display any school closings due to inclement weather. Stations will announce beginning at 5:30 AM.

KSDK	(CHANNEL 5)
KMOV	(CHANNEL 4)
FOX	(CHANNEL 2)

School closings are posted on the district's web page at: [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us)

The district will also notify registered families with a phone call through School Messenger communication system. Please see the Parent Notification section (page 18) for more information.

## **Emergency Procedures**

Emergency procedures and practices are posted in every classroom of the school regarding earthquake, tornado, fire, and intruder situations. Drills are held throughout the school year to prepare staff and students to respond appropriately in emergency situations.

## **Field Trips**

Periodically, students will be able to participate in educational field trips. In order to participate, students must have a permission slip signed by their parent or guardian to attend the field trip. Parents may be invited to chaperone field trips, but background checks are required. Please refer to Background Checks section on page 6.

## **Food Service**

Elementary school students may purchase a lunch for \$ \_\_\_\_\_. Students may also purchase milk for \_\_\_\_\_ cents. **(Applications for free or reduced lunch will be available at Open House and also online.** All requests will remain confidential and the state's guidelines will be applied to each request). Payment by check made out to Discovery Elementary is preferred. Cash is also accepted. You may also deposit money into your child's account using the Parent Portal.

## **Meal Charges**

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 in 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.
5. We must charge for single milks. In order for a student to get a milk for free, they must take an entire meal. This is required for us to stay in compliance with USDA regulations and avoid citation during an audit.

Alternative meals are available to students who have accumulated ten 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.

All students may purchase breakfast. Students that qualify for free or reduced lunches automatically qualify for free or reduced priced breakfast. Breakfast for children is \_\_\_\_\_.

Contact the Director of Food Service, **Julie Parrish** at 636-695-8401 with any questions regarding food service procedures or free and reduced lunch.

**There are no refrigerators available for student use.**

## **Snacks and Treats**

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 ADF-AP1.

### **Goal(s) for Recognition for Leader in Me**

Students will receive recognition for meeting/achieving personal, academic, and leadership goals.

### **Grading Policy - Standards Based Grading**

Since the 2019-20 school year, Standards Based Grading (SBG) has been used in the areas of Math, Science, Social Studies, Art, Music, P.E., and Innovations. Standards Based Grading will be piloted in English Language Arts (Reading and Writing) during the 2023-24 school year.

Grades are intended to be a report about where your child is performing at a certain point in time. Our goal is for students to retain the knowledge and skills they have learned throughout the school year. Therefore, on the report card, you will see where your child is performing at that point in time on the concepts that are being addressed or have already been taught. Progress will be reported in each area according to where your child is performing in relation to the ***End of Year Goal***. On the report card, you will see one of five descriptors:

<b>Report Card Descriptor</b>	<b>Definition</b>	<b>In other words...</b>
<b>Extended (E)</b>	In addition to meeting the standard, the student demonstrates in-depth inferences and applications that go beyond the end of year learning goal.	The student has demonstrated knowledge and skills above and beyond the grade-level expectation.
<b>Meeting (M)</b>	The student independently, accurately, and consistently has demonstrated the knowledge and skills needed to master the end of year learning goal.	The student has demonstrated mastery of the grade-level standard.
<b>Approaching (AP)</b>	The student, with support and prompting, is demonstrating he/she is nearing the end of year learning goal.	The student is demonstrating knowledge and skills of the simpler concepts of the grade-level standard.
<b>Beginning (BG)</b>	The student, with ongoing support and prompting, is beginning to demonstrate success with some of the knowledge and skills needed to access the grade level learning goal.	The student is working on understanding the prerequisite knowledge and skills needed to access the grade-level standard.

<b>Not Yet (NY)</b>	Even with help the student is not successful at this time.	The student does not have the prerequisite skills needed to access the grade level standard and is working below grade-level expectations.
<b>Goal (G)</b>	The student is currently addressing this standard through a specific individualized education plan (IEP) goal.	Progress will be reported through the IEP quarterly progress report. Refer to the IEP goal pages.
<b>Not Assessed (NA)</b>	The student has not yet been formally assessed on this standard, or instruction has not yet been provided on this standard.	The student has not yet had the opportunity to acquire the knowledge of the standard or the standard has not yet been assessed.
<b>Accommodated Curriculum (AE,AM, AA, AB, AN)</b>	The student is performing at the level indicated above with significant accommodations to access the general curriculum. <i>This is not in place of an IEP reported grade. (G).</i>	The student was regularly provided significant accommodations <b><i>beyond universal support</i></b> made available for all students

Each ***End of Year Goal*** will be listed on the report card. By the end of the year, our goal is for every child to be “Meeting” the grade level expectation. A proficiency scale, which can be found on our website and will be in your child’s Leadership notebook, will help you to understand more clearly what your child knows and is able to do at each reporting cycle. Teachers and students will use the Canvas and Seesaw apps to document student progress on their learning goals.

Following is a list of reports that will be emailed home with students (dates subject to change):

<b>Type of Report</b>	<b>Distribution</b>	<b>Information</b>
<b>1<sup>st</sup> trimester report card</b> Nov. 15, 2023- trimester ends	November 17	Will include a standards based grading system in the areas of mathematics, Science, Social Studies, Art, Music, P.E., Innovations/Technology, Academic Behaviors, and Social Behaviors. Reading and Writing will be piloted using a standards based grading system in the 2023-24 school year.
<b>2<sup>nd</sup> trimester report card</b> Feb. 26, 2024 - trimester ends	February 28	
<b>3<sup>rd</sup> trimester report card</b> May 24, 2024 - trimester ends	May 28	

### **Guidance And Counseling Services**

Guidance and counseling are an integral part of Discovery Elementary School’s educational program. It is developmental by design and includes sequential activities organized and implemented by certified school counselors. The Guidance Program includes Guidance Curriculum, Individual Planning, Responsive Services, and Program Management.

### **Incomplete Grades**

Incomplete grades may be given at the discretion of the teacher and/or principal and work must be completed within 10 school days after the last day of the school semester in order to count as part of student grade for that semester.

## **Internet Access—Acceptable Use Policy**

All students will have internet access in classes where use of a computer is necessary. Students will have access to other schools, post-secondary institutions, organizations, businesses, databases, and updated information. However, Internet access is a privilege, not a student right. Guidelines for Internet Use are outlined in the District Acceptable Use Policy that is signed by parents at initial enrollment.

## **Leader in Me**

The Leader in Me is a Whole-School Transformation model developed by FranklinCovey and initially implemented at DES during the 2017-18 school year. Discovery was recognized as a **Certified Leader in Me Lighthouse Building during the 2021-2022 school year**. The Leader in Me framework is a foundational piece for our educational program that allows our students to reach their fullest potential as Leaders and Learners through carefully designed learning experiences and leadership opportunities built into our school year.

**The 7 Habits of Highly Effective People are the foundation of the Leader In Me. The following habits are taught and incorporated into our school daily:**

- **Habit 1: Be Proactive-** I am in charge of me. I am responsible. I take initiative. I choose my actions, attitudes, and moods. I admit when I've done wrong.
- **Habit 2: Begin with the End in Mind-** I plan ahead. I set goals. I do meaningful things. I make a difference.
- **Habit 3: Put First Things First-** I spend time on the most important things. I set priorities, make a schedule, and stick to it. I am disciplined and organized.
- **Habit 4: Think Win-Win-** I consider what others want and need. When problems arise, I look for options that work for both sides.
- **Habit 5: Seek First to Understand, Then Be Understood-** I listen to other people's thoughts and ideas. I try to see things from other viewpoints. I listen to others' ideas.
- **Habit 6: Synergize-** I value other people's strengths and learn from them. I get along well with others. I'm a good teammate.
- **Habit 7: Sharpen the Saw-** I take care of my body, heart, mind, and spirit. I spend time with my family and friends. I explore my passions.

## **Lost And Found**

A lost and found is maintained at Discovery Elementary. Please monitor your child's belongings and check the lost and found if you notice items missing. Items left in the lost and found at the end of the school year will be donated to charity.

## **Notice**

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.

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:

<http://eboard.eboardsolutions.com/epolicy/PolicyOverview.aspx?S=416&Sch=416>

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

Mrs. Melissa Daniel  
Director of Special Services  
636-925-5461

### **Nursing Services**

The nurse's office is located at DES in room 1105. Our nurse is responsible for administering medications, first aid, maintaining health records and administering the vision and hearing screening programs.

### **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:

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.

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.

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.

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.

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>

### **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 medication must be in the original prescription bottle with physician's name and directions and written permission from the doctor is required.

### **Student Health Records**

The state of Missouri requires proof of certain immunizations. A written statement from a licensed physician or from the parent or guardian must support any exemption to immunizations, vaccinations, or examination requirements if there is a conflict with religious beliefs.

### **Parent Notification**

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

### **Perfect Attendance**

A student who qualifies for the perfect attendance award will meet the following requirement:

\*Miss **NO** minutes of school for the entire year.\*

**Please note:** Accumulated minutes for partial days of attendance may not appear on your child's report card, but will count against perfect attendance.

### **Permission Slips**

Students must have permission slips on file to attend school sponsored field trips.

### **Physical Education**

To be excused from physical education, students must have a written note from the child's doctor or parent. A parent's note can excuse the student from PE for one day. Thereafter, a doctor's excuse will be required. All students must wear tennis shoes during PE classes.

### **School Hours**

The school hours for students at Discovery Elementary are from 8:55 AM - 3:42 PM. In order to ensure adequate supervision of students, **please do not drop students off at school prior to 8:30 a.m.** If it is necessary for you to pick up your child at the end of the day please notify the office by 1:30 PM.

### **School Counseling Services**

School counseling is an integral part of Discovery Elementary's educational program. It is developmental by design and includes sequential activities organized and implemented by a certified school counselor. The School Counseling Program includes Guidance Curriculum, Individual Planning, Responsive Services, and Program Management.

## **School Resource Officer Services**

In cooperation with the St. Charles City Sheriff's Department, a full time school resource officer is available to DES students.

## **Seesaw For Schools**

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student gets their own portfolio and will add things to it, like photos, videos, drawings, or notes. When there are new Seesaw posts, families can be notified via app notification, email or SMS. Parents are only notified about their own child's work, and all data is safe and secure.

Seesaw will be a method of communication used to keep you informed of your child's progress. Teachers and students will be documenting student progress on the end of year learning goals through Seesaw. This student specific portfolio will be accessible from year to year for your child. Parent participation is strongly encouraged. To sign up, please visit Seesaw for Schools website (<https://web.seesaw.me/parents>), contact your child's teacher, or the office.

## **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 children with a developmental delay.

## **Standard Complaint Resolution Procedure**

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=KL&Sch=416&S=416&C=K&RevNo=1.21&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

The Orchard Farm R-V School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and

complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Complaint Process**

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

### **Standardized Testing**

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

1. Missouri Assessment Program (MAP) Testing:
  - 3<sup>rd</sup> grade: Math, Communication Arts
  - 4<sup>th</sup> grade: Math, Communication Arts
  - 5<sup>th</sup> grade: Math, Communication Arts, Science
  - FastBridge- administered three times per year in reading and/or math. All students will be assessed in September, January and April. Parents of students identified as needing instructional interventions will be notified by letter.

### **Student Placement For 2024 – 2025**

The student placement committee is responsible for placing students for the 2024-25 school year. The committee, consisting of classroom and special education teachers and other school personnel, makes recommendations matching teachers with students. Information from parents will be considered. A Student Profile sheet is available upon request from the elementary office and should be completed and turned in before spring break for the 2023-24 school year. Please note, specific teacher requests are not accepted.

### **Textbooks / Library Books**

Textbooks are the property of the Orchard Farm School District. All textbooks are loaned to students and students are responsible for books issued to them during that loan period. The return of books and the condition of books are the sole responsibility of the student to whom the books are loaned. It is the student's responsibility to ensure that the books are kept in the best possible condition. The Library Media Specialist is responsible for the circulation, storage, and assessment of textbooks.

All damage/replacement fees are determined by the Library Media Specialist and final decisions on textbook charges and other fines are at the discretion of the principal. Unpaid fines will result in report cards being held.

### **Title I**

Discovery Elementary is a Title I School. Title I is a reform strategy designed to strengthen the educational program of the school. Its primary goal is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and to reach a proficient or advanced level of achievement on state academic assessments. To learn more about Title I please visit the Discovery Elementary website at [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us). Included on this website is the Parent Right to Know. As a parent, you have a right to know the qualifications of the individuals who work with your child. Submit a request to the elementary office to obtain this information.

### **Vacations**

When families plan vacations that will result in missed school days, they should notify the office in advance. Vacations are recorded as verified absences and may result in students receiving a step letter as described in the Attendance section of this handbook. Arrangements regarding homework can be made with each teacher. It is often difficult to know what assignments will be issued to students during the vacation period as lesson planning is an ongoing process. Every effort will be made to provide work that will allow students to practice skills and learn content covered while they are absent. Graded assignments and tests will have to be completed at school upon return, which may result in missed recess or class time until completed.

### **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.

\*This practice may be modified for the 2022-23 school year due to COVID-19\*

### **Volunteers**

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. Volunteers 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; assist 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 step below to start the process.

Screened volunteers do not need to register with BIB if approved for volunteer status.

Step 1: Fill out the volunteer request through TalentEd. (you must create an account prior to filling out the request) An email and checklist will be sent to you. Complete all forms in the checklist.

Step 2: Register with MACHS/FBI Fingerprinting portal using code 8627. If internet access is not available to you, please visit our administration building. The state background check is \$20.00 and the federal fee is \$11.25 if a volunteer. If using the electronic fingerprint vendor through our MACHS service, the fingerprint service fee is \$8.50. Total cost for a complete background check is \$39.75 per volunteer.

Step 3: Complete fingerprinting. Your registration will show payment details and state you need to bring payment. Please ensure you have the correct form of payment with you to complete the fingerprinting.

Step 4: Register with Family Care Safety Registry. If you are already registered with them, you do not need to register again. We are able to review the information from your previous registration to determine your volunteer approval. If you are not currently registered, register online or by a mail-in-form.

Online Registration with FCSR is quick and easy. All an individual needs is internet access, their social security number and email address, and a valid credit or debit card for payment of the fee. The fee to register online is \$14.00 plus a \$1.25 processing fee. Mail a Worker Registration Form, a photocopy of the Social Security card, and a check or money order for the \$14.00 registration fee (if applicable) to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO 65102. Mailed forms are processed in the order received.

Step 5: Log into the Vector Solutions K-12 Training Site for the required district training. Your login information will be sent through the TalentED Records checklist when your volunteer application has been processed.

Once all is completed the screened volunteer will receive a final email indicating approval status.

### **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. This is in accordance with the "Safe Schools Act of 1993." Be advised, some items sold in sporting goods and/or toy sections of department stores are in fact weapons as defined by state statute and board policy. An example would be Airsoft guns. Possession of such items at school or on the school bus is strictly prohibited and carries significant consequences.

### **Zones of Regulation**

Zones of Regulation is a building wide approach used to support the development of self-regulation in children. All the different ways children feel and the states of alertness they experience are categorized into four coloured zones. Children who are well regulated are able to be in the appropriate zone at the appropriate time.

Blue Zone= tired, sad e.g. getting ready to go to bed

Green Zone= calm, happy e.g. doing a puzzle at table

Yellow Zone= silly, frustrated e.g. playing chase game with friends

Red Zone= angry, out of control e.g. jumping with excitement