

Welcome to the 2023 – 2024 school year! On behalf of the faculty and staff, we welcome you to Orchard Farm High School. This handbook provides important information that will guide you as a student while at OFHS. Our staff is dedicated to making sure that you experience success while at school and the mission and vision statements located below reflect the school’s values, beliefs and goals for you. Enjoy your experience at Orchard Farm—get involved in student groups, make a commitment to academically challenge yourself and make this learning community a place where you can achieve your goals!



Mission Statement of Orchard Farm High School

Empowering students with the skills and integrity to succeed in an ever-changing global community.

Vision Statement of Orchard Farm High School

Orchard Farm High School will cultivate students who are inquisitive, responsible, and productive citizens of a global society. We will be a staff of open-minded, engaging professionals committed to effective and innovative instructional practices. In collaboration with parents, students, and community, we will foster a safe and supportive learning environment in which all are expected to succeed. We dedicate ourselves to creating a school culture that promotes personal and intellectual growth by celebrating student achievement.

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Registrar: (636) 695-8653

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Orchard Farm R-V Board of Education and Orchard Farm School District Disclaimers

**The Orchard Farm R-V School District is an equal opportunity employer.*

**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 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 Board of Education Policy AC. All district policies can be accessed through the district website, <http://share.ofsd.k12.mo.us/board>. If there are questions or concerns regarding the Orchard Farm School District's non-discrimination policies, the following person has been designated to handle inquiries--Director of Special Services, 2165 Highway V, St. Charles, MO 63301, (636) 250-5202.*

The following policy pertains to admission/access to or treatment/employment in its programs and activities regarding Title VI, Title VII, Title IX and Section 504. 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 profession 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 Director of Special Services, Orchard Farm R-V School District, 2165 Highway 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, D.C., 20202

**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, located at the following: <http://share.ofsd.k12.mo.us/board/>. 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.*

**The district has an obligation to provide special education and related services to children ages 3-21. If you have questions about this procedure, please contact the Director of Special Services.*

**The district has an obligation to identify and provide education and assistance to students who are homeless, migrant, and are learning English as a second language. If you have questions about this procedure, please contact the Director of Special Services.*

**A notice of rights under the Family and Educational Rights and Privacy Act (FERPA) is available with registration materials for every student entering Orchard Farm High School. The district's board policy manual can be located at www.ofsd.k12.mo.us.*

Notification of Rights under FERPA for Elementary and Secondary Schools: The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with

legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, c/o U.S. Department of Education, 400 Maryland Avenue, SW--Washington, DC 20202-8520

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Orchard Farm School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Orchard Farm School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Orchard Farm School District to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists such as graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Orchard Farm School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first 10 days of the school year. This notification will cover all information listed below and not just select items. The Orchard Farm School District has designated the following information as directory information:

*Student Name	*Student Address/Telephone Number	*Student DOB	*Picture in yearbook/newspaper
*Student photograph	*Student e-mail address	*School attendance/grade	*Athletic Weight/Height
*Participation/recognition in officially recognized activities or sports		*Athletic/extracurricular audience programs	

Section 1—Academics Policies and Procedures

A + SCHOOLS REQUIREMENTS

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or approved vocational/technical school may be eligible for state reimbursed tuition for up to two years. Any interested student must meet the following guidelines:

1. Attend a designated A+ School for 2 years prior to high school graduation.
2. Graduate from high school with a GPA of 2.5 out of a 4.0 scale.
3. Maintain at least a 95% attendance rate for the 4 year period.
4. Perform 50 hours of unpaid tutoring or mentoring for other students. This may include Peer Tutoring during the school day but may not consist of any activity that is not previously approved by the A+ Schools Coordinator. Up to 25% of the 50 hours (12.5 hours) can be earned through job shadowing. Any job shadowing experience must be approved in advance by the A+ Schools coordinator.
5. Students must achieve a score of Advanced or Proficient on the Algebra I end of course exam. If you meet all of the eligibility requirements except the Algebra I end of course requirement, a qualifying subscore on the ACT may be achieved on a sliding scale with the cumulative grade point average. These scores are subject to the approval of the Missouri Dept. of Higher Education.
6. Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol. These are defined locally as not having pled guilty or no contest to, received a suspended imposition of sentence or suspended execution of sentence for, agreed to a deferred prosecution for, or been convicted or found guilty of a misdemeanor or felony, unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the 4 year period immediately prior to graduation. In addition, the student is ineligible if he or she had an out of school suspension during the 4 year period immediately prior to graduation and/or violated the district's rules governing academic dishonesty (plagiarism, cheating, etc.)
7. Make a good faith effort to secure all available post-secondary financial assistance.
8. Register for Selective Service once you are 18 if you are male.

A signed A+ Schools contract by the student and parent/guardian must be on file if the student is interested in enrolling for the A+ Schools program. This program is free of charge and participation is non-binding.

ACADEMIC LETTER REQUIREMENTS

In order to receive an academic letter, students must meet the following:

- Be a junior or senior.
- Maintain a 3.45 accumulated GPA over 5 consecutive semesters specifically in the core areas of English, Social Studies, Science, and Mathematics

Letters will be awarded to those students who qualify. Those receiving a letter as a junior and maintaining eligibility as a senior will receive an academic bar and a certificate. Those receiving a letter as a senior will not receive an academic bar nor certificate.

COLLEGE CREDIT PROGRAM

Orchard Farm High School offers college credit courses (from various institutions/programs) and AP courses in the following subjects:

Spanish 3, Spanish 4, Spanish 5 (AP), PLTW Biomedical Science, Computer Science and Engineering, College Algebra, Calculus (AP), Music Appreciation, Advanced English 3 and 4, Psychology (AP), Human Anatomy, Advanced Biology, United States History (AP), and Chemistry (AP). Generally, students must have a 3.0 GPA or meet individual class requirements before enrolling in these classes for college credit.

COLLEGE, CAREER, AND LIFE READY CERTIFICATES

AASA (American Association of School Administrators) and the Redefining Ready national initiative have focused on College, Career, and Life Readiness indicators. Through research compiled by AASA and the Redefining Ready cohort, these indicators have been identified. The following pages include the standards and options students could use to demonstrate their readiness in these three areas. The goal of Orchard farm High School is to communicate these to our students and parents. Starting with the OFHS Class of 2023, students can earn these certificates. During the Commencement ceremony the students who have earned certificates will be recognized and receive the certificate(s) they have earned.

The certificate requirements are located in Appendix A

COOPERATIVE MARKETING INTERNSHIP EXPERIENCE

Students who desire to enroll for Cooperative Marketing Internship must be concurrently enrolled for Marketing I/II, must be a junior or senior, and must actively participate in DECA. Students must also fill out an application and meet class requirements with the Marketing instructor prior to acceptance into the class. Students' prior attendance and discipline will be considered in the enrollment process.

CORRESPONDENCE AND ONLINE COURSES

It is the student's responsibility to enroll, submit homework lessons, and schedule an appointment with the guidance counselor before or after school to take their exams for correspondence courses. OFHS does not provide textbooks for any correspondence classes. Final grades must be submitted to the registrar at least one week prior to the commencement ceremony or the student may jeopardize participation in the ceremony. These correspondence classes count towards the student's credits and their grade point average.

The Orchard Farm School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework will need to fill out an application to be approved for online classes. There are two options to choose from: OFA and MOCAP.

Orchard Farm Anywhere (OFA) is a full-time virtual enrollment option for students. While enrolled in this option, students do not attend school in-person. OFA was created to meet the diverse needs of our students and families and to continue to expand opportunities for personalized learning, especially in response to the COVID-19 pandemic. Students will log into the OFA platform (Edgenuity) to receive their online instruction and course work. All work is completed through this platform.

The Missouri Course Access Program (MOCAP). MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, anytime. For more information please visit: http://www.ofsd.k12.mo.us/departments/curriculum__assessment/missouri_course_access_program_m_o_c_a_p

DUAL ENROLLMENT THROUGH SAINT CHARLES COMMUNITY COLLEGE (SCC)

Juniors and seniors may enroll in the dual credit program through SCC. Students must have successfully completed their sophomore year of high school, have written permission of their parent/guardian and the principal, have a minimum 2.5 GPA, complete the SCC dual enrollment application for SCC and pay all tuition and fees associated with the class. See the guidance department or building principal for more information.

EARLY RELEASE APPLICATION

Applications for early release may be obtained through the guidance department. Early release applications must be approved by the guidance counselor and the building principal. Students must be in senior standing, have a minimum 95% attendance rate over their first six semesters of high school, have a minimum cumulative 2.5 grade point average through 6 semesters or more, be on track to be eligible for May graduation, and have no Level 3 or 4 Code of Conduct offenses over the student's high school career. Class rank and cum laude honors status **may** be affected.

FINAL EXAMS

Final exams are scheduled for the last three days of each semester for all students. No final exams will be proctored in advance for any reason unless there is a funeral note on letterhead from the funeral home, medical note documenting treatment to an immediate family member who is hospitalized or other extenuating circumstances approved by the principal. No appointments should be made on the last four days of each semester. Students who are not in attendance for the days of their finals will receive a 0 for those applicable exams on that particular day. Please note that snow days may affect the dates of finals. Vacations or personal absences are not excusable. Please plan accordingly.

GRADING POLICY

Grades are based upon a full semester; therefore, no partial credit may be given. Grades are entered in the student's permanent record at the end of each semester and sent home via report card. Purposes include:

- To help the student become aware of his or her progress and level of achievement.
- To help the counselor guide the student through his or her progress with respect to future plans.
- To help the school decide upon a student's readiness to enter a new grade, programs or course selection.
- To help post-secondary institutions appraise an applicant for admission to a specific program.
- To help a potential employer decide upon the suitability of a student for employment.

Grades represent how the student has met the objectives of the course and the level of achievement within the subject matter.

Beginning in the ninth grade, grade point averages (GPA's) and graduation credits are computed, recorded on the student transcript of the student and are included on the student's report card. Grade point averages are computed as follows (on a 4.0 scale):

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

For students taking Advanced Placement classes or Project Lead the Way Year 3 and 4 classes, grade point averages for these classes are computed as follows (on a 4.0 scale):

A = 5.0 B = 4.0 C = 3.0 D = 2.0 F = 0.0

Teachers will base all grades on the following percentages of the total points possible. A grade will have consistent meaning from teacher to teacher. Following is the grading scale used by OFHS:

A = 94% to 100%	B- = 80% to 82%	D+ = 67% to 69%
A- = 90% to 93%	C+ = 77% to 79%	D = 63% to 66%
B+ = 87% to 89%	C = 73% to 76%	D- = 60% to 62%
B = 83% to 86%	C- = 70% to 72%	F = 0% to 59%

The final grade will be reflective of test scores, class projects, homework, class participation, final examinations, end of course examinations, projects, etc.

HONOR ROLL

Students are eligible to receive honor roll recognition at the end of each quarter and semester of school if they maintain either a 4.0 GPA for "A" honor roll or a 3.0 GPA for "B" honor roll. If a student earns a 4.0 GPA for 1st semester, the St. Louis Cardinals may honor these students by giving them 2 free tickets to a game (pending availability by the St. Louis Cardinals organization).

LATE WORK/REASSESSMENT POLICY

Classwork is an important part of the learning process; therefore, students will have the ability to turn in missed assignments and retake assessments within a reasonable time period of the original due date. The specifics of each course policy will be communicated by the teacher in their syllabus and posted on Canvas.

WALL OF FAME RECOGNITION

The Wall of Fame is a student recognition program that recognizes students who excel in these areas: Leadership, Sportsmanship, Citizenship (9, 10, 11 and 12) and Outstanding Achievement in Project Lead the Way (PLTW), AgriScience, Communication Arts, Fine Arts, Foreign Language, Math, Physical Education, Practical Arts, Science and Social Studies.

WEIGHTED GRADES

Beginning with the class of 2018, weighted grades will be in effect for Advanced Placement classes and years 3 and 4 of Project Lead the Way classes in Engineering, Biomedical Science and Computer Science.

Section 2—Student Extracurricular/Co-curricular Activities

ATHLETIC and MSHSAA ACTIVITY ELIGIBILITY REQUIREMENTS

Students must pass 80% of the maximum allowable credits offered at OFHS (3 units of credit each semester) in order to be eligible to play sports or participate in MSHSAA activities. Students who take a non-credited class may fail zero classes and must maintain a full credited course load. This is the requirement for the preceding semester of participation as well as the current semester of participation. Please refer to the Missouri State High School Activities Association policies for specific questions regarding athletic eligibility located online at www.mshsaa.org.

In addition to the credit requirements, students must have a signed copy of the Orchard Farm High School athletic and activities procedure manual on file with the athletic department. This document will be signed through the athlete's Healthy Roster account set up by the athletic trainer Olivia Robinson-Olivia.Robinson@ssmhealth.com

CLUBS AND OTHER EXTRACURRICULAR ORGANIZATIONS

- *ART CLUB*: The Art Club is intended for grades 9-12 for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. See the art teacher for further details.
- *BAND* (Marching, Concert and Jazz): The marching, concert and jazz bands provide students with an opportunity to perform at various concert programs, competitions as well as at various athletic events. Marching Band is a MSHSAA sponsored activity.
- *BOOK CLUB*: Students interested in Book Club meet once a month to review the club's selection of the month and to discuss interesting topics from the selected readings.
- *DECA*: An Association of Marketing Students, otherwise known as DECA, identifies the program of student activity as an integral part of the junior and senior marketing classes. Marketing students elect chapter officers and participate in activities at the local, state and national level.
- *FBLA*: Future Business Leaders of America is a club whose purpose is to help students develop the leadership techniques necessary to become successful in the business world.
- *FFA*: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
- *HOSA*: HOSA is a national career and technical organization that promotes health care issues and prepares students to enter the health career industry.
- *NATIONAL HONOR SOCIETY*: The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership and to encourage the development of character in all high school students. Sophomores and juniors are eligible to apply for membership for the following school year if they have a GPA of 3.50 or higher.
- *NCYL COUNCIL OF YOUTH LEADERSHIP*: Students interested in NCYL are responsible for organizing activities that promote a healthy lifestyle by participating in fitness activities and programs.
- *ROBOTICS*: The robotics team has opportunities during the fall semester to compete at St. Charles Community College as part of the General Motors challenge as well as during the winter/spring at St. Louis University as part of the FIRST Robotics Challenge.
- *SCHOLAR BOWL*: Scholar Bowl provides students an opportunity to highlight their academic skills in a team environment that promotes scholarship. This is a MSHSAA sponsored activity.
- *SPANISH CLUB*: The purpose of Spanish Club is to provide students of Spanish with an extra-curricular activity relative to the study of Spanish. The club is a gathering for the purpose of

allowing Spanish students of all levels of study to meet and build upon their in-class study of the Spanish language and culture.

- *SPEECH CLUB*: Speech club participates in oratory competitions throughout the school year. Students have opportunities to learn more and practice with prose, dramatic and humorous interpretations, extemporaneous speaking, duet acting, and pantomime topics. Speech is a MSHSAA sponsored activity.
- *STUDENT COUNCIL*: The purpose of Student Council is to provide leadership and representation for the student body in school activities. Student Council officers and class presidents are elected in May. Representatives and other class officers are elected in September. Petitions to run for these positions may be secured in the main office in April and September.
- *THEATRICAL/MUSICAL OPPORTUNITIES*: Annually, Orchard Farm High School produces either a theatrical event or a musical open to student participation.
- *TREND*: The purpose of TREND is to promote safe social function without the use of alcohol or drugs.
- *VOCAL MUSIC* (Women's Choir, Concert Choir and Chorus I): Students involved in vocal music will perform at various events, including school concerts and other extracurricular activities. There are multiple opportunities available for students of all abilities. Choir is a MSHSAA sponsored activity.

Section 3—Graduation Procedures

EARLY GRADUATION APPLICATION

Applications for early graduation may be obtained through the guidance department. Early graduation applications must be approved by the guidance counselor and the building principal. Students must be in senior standing, be academically eligible for December graduation, be enrolled in a 2nd semester English IV class, have all correspondence coursework completed prior to December 1st, and attend all senior rehearsals if they desire to be part of the graduation ceremony in May.

Only students who have completed the necessary requirements to be considered a high school graduate may be eligible to walk in the graduation ceremony. Juniors completing all of their graduation requirements may walk in the graduation ceremony.

GRADUATION REQUIREMENTS

The following graduation credit requirements are in place as determined by the Missouri Department of Elementary and Secondary Education (DESE):

English Language Arts	4 units	ELA I, II, III, IV and College Composition & British Literature
Mathematics	3 units	Algebra I, Geometry, Algebra II, College Algebra, Finite Mathematics, Pre-Calculus, Calculus
Science	3 units	Intro to Physics, Intro to Chemistry, Chemistry, Biology, Human Anatomy, Ecology, Astronomy, Zoology, Forensics
Social Studies	3 units	Geography, World History, American History, American Government
Physical Education	1 unit	Boys/Girls PE, Boys/Girls Team, Personal Fitness, Lifetime PE
Health	0.5 unit	As stated
Practical Arts	1 units	Project Lead the Way engineering classes, Accounting, Technology, Business One may complete the graduation credit requirement for Comp. Apps. by successfully demonstrating proficiency in the Board-approved standards for the Comp. Apps. course. Proficiency will be defined as earning a grade of C or better as determined by the teacher and principal.
Fine Arts	1 unit	Various Band, Choir, Art or Speech classes
Personal Finance	0.5 unit	As stated
Electives	7 units	Various classes not counting towards graduation requirements
US Civics Test	Passing Score	As stated
US Constitution Test	Passing Score	As stated
MO Constitution Test	Passing Score	As stated
Total Units	24 units	As stated

HONORS RECOGNITION

Graduating students who meet all four criteria as outlined below will receive Cum Laude, Magna Cum Laude, or Summa Cum Laude graduation recognition:

Category:	Cum Laude:	Magna Cum Laude:	Summa Cum Laude:
Grade Point Average	Cumulative 3.25 or above on a 4.0 scale	Cumulative 3.50 or above on a 4.0 scale	Cumulative 3.75 or above on a 4.0 scale
ACT Score	23 or above	25 or above	27 or above

***Determination for graduation honors will happen after first semester of senior year and use any ACT score through the national December ACT date of senior year**

Section 4—General School Information and Policies

COVID-19

We anticipate and look forward to a return to many of our pre-pandemic routines for the 2023-24 school year. However, we will be prepared to modify safety measures and building/classroom routines to protect the health and well-being of our students and staff as needed. As in the past, the district will consult with the St. Charles County Department of Public Health, the MO Department of Elementary and Secondary Education (DESE), and appropriate agencies to maintain a safe environment for everyone. Educational plans (such as teacher assignments, building schedules, class rosters, etc) could change at any time to meet changing circumstances due to the COVID-19 pandemic.

ACCEPTABLE USE POLICY FOR COMPUTER USAGE AT OFHS

All students who intend to use district technology must sign an acceptable use policy that will be kept on file. Students who abuse their technology usage may have their technology usage removed. For further information, please refer to the Technology Acceptable Use policy reference page at the end of this handbook titled Appendix B.

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.

ATTENDANCE

Regular school attendance is a critical component in student success. Therefore, every effort should be made to attend school on a consistent basis with a goal of 95% or higher. ***When you have to be absent, your parent or guardian must call the school in the morning and inform the school of the absence.*** If a call is not made, the school will attempt to call your parent or guardian. If contact is not made that day, please bring a note the following day. A doctor's note, funeral card and legal or religious documentation is required to excuse an absence. Please call 636-695-8652 to report your student absent.

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

Definitions of unexcused and excused absences:

Unverified (A=Unexcused/Unverified absence in SIS)—an absence for which no contact is made with the parent or guardian. For example, the parent or guardian does not call or send a note to the school and the school attendance officer is unable to make contact with the parent or guardian

Verified (V=Verified absence in SIS)—The parent or guardian calls the school or sends a note indicating awareness of the student's absence, but no other documentation of the absence is submitted. Vacations

are considered verified absences. Verifying the absence assists with determining issues of truancy and/or educational neglect.

Excused (X=Excused absence in SIS)—an absence is excused if the family has submitted documentation showing that the absence was beyond control of the student and/or the parent/guardian. This documentation could include letters from doctors or dentists regarding health concerns, records of hospitalization, religious observances and funeral or court documentation. When appropriate documentation is received, the absences will be excused.

Additional Notes:

- Every minute a student misses from school (including arriving late to school) is counted towards the overall hours and minutes of attendance.
- Students are expected to remain in school during the school day. No student, regardless of age, will be allowed to sign out of school for any reason, unless written or phone permission is granted by the parent/guardian.
- Unless excused by the principal or designee, an extracurricular student must attend 4 complete classes to practice or compete on that day. On non-school days, the student must attend four complete classes on the previous school day. This policy is consistent with MSHSAA by-law 22.0 and pertains to all students; especially those participating in a MSHSAA sponsored activity.

BULLYING

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. *OFHS designated officials include: Principal, Assistant Principal and Guidance Counselor(s).*

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

Investigation

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

Consequences

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

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

The full policy can be found at:

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

Hazing

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

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

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

The full policy can be found at:

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

BUS REGULATIONS

Transportation is provided by the district for the safe and efficient movement of students to and from school. All students utilizing district transportation, to and from school, are required to have a bus pass. Student route assignments or changes in route assignments will only be made by the transportation director. All students will be provided with a list of specific rules of bus conduct and are responsible for knowing and following these rules. Video cameras are installed in buses and provide added surveillance and additional security. The student code of conduct also applies on school buses coming to school, departing school, and on all school-sponsored events requiring the use of bus transportation. School bus drivers will not allow students to eat or drink on district transportation unless the student has supporting medical documentation and has written permission from their principal for medical reasons (Board Policy JHCF-AP).

CELL PHONES

Students are allowed to use cell phones during the following times: ***before school, during Power Lunch and after school***. Cell phones should be put away during class time so they do not become a barrier to student education. Failure to abide can result in disciplinary action in accordance with the student code of conduct policy.

COLLEGE VISITS

Seniors are allowed 2 full absences during their senior year to visit post-secondary institutions that they are considering. College visits must be scheduled before April 15th of the present school year. Juniors may be given approval for 1 full absence their junior year to visit a post-secondary institution that they are considering. These visits must be approved 3 school days in advance by the guidance counselor and the absence requires a note from an official of the institution and a signature of the parent to be considered an

excused absence. This note shall be turned in to the attendance secretary upon the return of the student. No absence will be excused unless the approval form is signed and turned in during the time frame listed.

DANCES

All students who are in good standing at the time of a school dance are welcome to attend. If a student brings another student who does not attend Orchard Farm, a letter of good standing is needed from their school district two days prior to the dance for the person to be allowed to attend. The minimum dress code requires that gentlemen wear collared shirts and dress pants and ladies wear school-appropriate dresses. Students and guests must be under the age of 21 in order to attend. A permission form may be picked up in the main office and must be filled out in order to bring someone from another school.

DETENTIONS

Detentions (1 and 3 hour) are held on Tuesday afternoons after school from 2:40 to 5:15 pm. Specific times are from 2:40-3:30 and 2:40-5:15. It is a requirement that students bring enough work to complete during this time. Detentions will *not* be rescheduled, unless there is a medical or legal note for a previously scheduled appointment (no walk-in appointments) or a funeral note on letterhead from the funeral home.

DRESS CODE

The appearance of any student is primarily the responsibility of that individual and his/her parents or guardians. We expect students to maintain the type of appearance that is not distracting to teachers and other students. Some guidelines of dress that the school will not tolerate include: clothing displaying any kind of drug, alcohol or tobacco products/paraphernalia, and sexual references/innuendo. In addition, chains, knives or any other kind of unsafe items are not allowed on school property. The building administrators have the discretion of adding to this list, if necessary. Building administrators recommend that students use appropriate judgment and common sense when dressing for school. Any student deemed to be in violation of the dress code will be required to change their attire and could be subject to disciplinary action in accordance with the student code of conduct.

ELECTRONIC DEVICE USAGE

Students are not allowed to use electronic devices (Cell Phones, personal music devices/headphones.) during the course of the school day at OFHS except for before school, after school, during their lunch period, or at the discretion of the teacher for learning opportunities. Students are not allowed to leave the classroom or the building to use an electronic device. Teacher referrals for inappropriate electronic device behavior may result in a disciplinary consequence.

**Cell phones, iPod's and any other electronic device such as a game system may ONLY be used before and after school, during their lunch period, or at the discretion of the teacher. Items brought to school become the responsibility of the student.*

FIELD TRIPS

Periodically, students will be able to participate in educational field trips. In order to participate, all students must have a permission slip signed by their parent or guardian to attend the field trip.

Additionally, all make-up work will be due the next school day the student is in attendance. *In order to attend a field trip, a student must have earned 3.5 credits or more the previous semester AND be enrolled for and passing 3.0 or more credits during the semester of the field trip.* Organizations who plan a field

trip may have stricter requirements than those listed previously. Students not participating in a field trip will still be expected to attend school and will receive appropriate assignments as assigned by teachers.

HALL PASSES

No students will be in the hallway without a pass from their current teacher indicating where the student is going.

HATS/HEADWEAR

Hats are permitted to be worn during the school day as long as they comply with the guidelines expressed in the “Dress Code” above. If a hat is determined by a faculty member to be a disruption to class, the student will be asked to remove it. It is also expected that students will remove their hats during the Pledge of Allegiance and during the playing of our nation’s National Anthem. **Headwear (bandanas, etc.) are not to be worn by any student in the building at any time.**

HOMEWORK AND ASSESSMENTS

If a student is absent from school, the student is given one day to make up work for each day absent. It is the responsibility of the student to contact their teachers for all missed work and to find out when the work is due from each individual teacher. Failure to do so will result in receiving a “0” for the assignment.

If a student is absent from school due to a field trip, the student is expected to follow the same procedures as outlined above.

If a student is absent from a college credit class, the student is expected to follow the syllabus for that class. Due to the nature of a college credit class, homework assignments and/or tests will be completed on the day that it was due unless permission is granted by the instructor and/or the building principal.

LATE WORK/REASSESSMENT POLICY

Classwork is an important part of the learning process; therefore, students will have the ability to turn in missed assignments and retake assessments within a reasonable time period of the original due date. The specifics of each course policy will be communicated by the teacher in their syllabus and posted on Canvas.

INCLEMENT WEATHER/Emergency Closure of School – Alternative Methods of Instruction (AMI)

Inclement weather and possible school cancellation will be reported on the school district website at www.ofsd.k12.mo.us and on various radio and television stations, including Channels 2, 4, and 5. Please check these media outlets to determine the status of school. Television and radio stations will announce the status of school beginning at 5:30 am. In addition, a School Messenger message will be sent through various means in order to best communicate with parents, guardians and students about the status of school being in session and all school closings will be posted on the school district’s web page at www.ofsd.k12.mo.us.

Alternative Methods of Instruction (AMI)

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

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

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

INTERNET ACCESS

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. Please refer to the Acceptable Use Policy for more information.

JOB SHADOWING EXPERIENCES

The opportunity to job shadow an employee at a workplace is available. Please see the A+ Schools Coordinator to receive a form that must be completed before the job shadowing experience is approved.

LATE ARRIVAL TO SCHOOL

Students are expected to be in class when the bell rings at 7:35 am. Any student arriving to their class later than 7:35 am must sign in at the main office and receive a late to class slip. No parent notes or phone calls will be accepted to excuse being late, unless their absence is due to a professional appointment (doctor, dentist, etc.). If a student drives to school, driving privileges may be revoked and the student may be required to find alternative transportation to school on or after the fifth late to school.

LEWIS AND CLARK TECHNICAL SCHOOL BUS/DRIVING RULES

- Students are allowed to drive to and from Lewis and Clark. Students **MUST** have parent permission in order to drive. A parking permit with proper documentation **MUST** be purchased for both Orchard Farm High School and Lewis and Clark Career Center. **ALL** students must return directly to Orchard Farm after tech school. Under **NO** circumstance may you transport another student to or from Lewis and Clark. If for any reason your student will need to ride the bus instead of using their own vehicle, please contact the transportation department at 636-695-8603.
- The bus leaves at approximately 6:35 am. Signatures are required to sign in with the attendance secretary upon return from Lewis and Clark.
- A parent/guardian must contact both the Orchard Farm attendance secretary at (636) 695-8652 in addition to the Lewis & Clark Career Center attendance secretary at (636) 946-7726 each time a student will be absent from tech school.
- All tech school students upon returning to the high school must wait in the high school foyer and remain there until the end of the current block that is in session.

LOCKERS

Students may request a locker through the Front Office. Students should not share lockers and should not give any other person their combination. Students taking physical education who are assigned a locker in either gymnasium must supply their own lock and provide the combination to the physical education teacher.

LOCKER SEARCHES

Students and parents are reminded that lockers are the property of the school district and may be searched at any time.

NURSE PASSES

Students must have a pass to see the nurse and must have a teacher sign their pass in order to leave the classroom. The school nurse will evaluate any student who becomes ill during the school day. Any decision to release the student from school or return to class will be made by the school nurse. Students failing to follow this procedure will be subject to the Code of Conduct for "Inappropriate Behavior".

PARKING

Driving to school is a privilege which requires a parking permit to park in the student lots. Applications are available in the main office and permits are available to upperclassmen on the basis of need. Failure to abide by traffic laws and school rules may result in driving privileges being suspended or revoked. Basic rules of driving on campus and parking include:

- All students are assigned a parking spot. It is mandatory that all students park in their assigned spot. Obey the traffic signs and speed limit on campus.
- A \$50.00 fee (\$25.00 per semester) will be charged for each parking permit and \$10.00 will be charged for additional hanging tags for the same space.
- Vehicle registration and permits will be checked. Lack of a permit will result in a student fine that will need to be paid before the end of the year.
- Seven or more tardies or Late to School may result in temporary or permanent loss of driving privileges and parking permits.
- Students are reminded that driving is a privilege and that cars may be searched at any time.
- Accidents on school grounds should immediately be reported to the main office and an accident form must be filled out prior to leaving campus.

PERMISSION SLIPS

Students must have permission slips on file to attend any field trip or to watch any movie needing approval in a class.

PLAGIARISM AND ACADEMIC DISHONESTY

According to the Modern Language Association (MLA) Handbook, plagiarism is defined in the dictionary as "the use of four or more words in a row from an original work that is not in quotes AND is not cited."

To avoid plagiarism, give credit to those whose work you have referenced. Penalties for plagiarizing are defined in the Code of Conduct. Issues of plagiarism in college credit classes will be dealt with according to the college or university from which credit will be earned.

POWER LUNCH

- Orchard Farm High School redesigned the lunch schedule in August 2020. Nation-wide there are several schools who have joined this movement to move away from the traditional lunch shift and move to this model. POWER Lunch will be a 50 minute block of time in between the first 4 and last 3 periods of the day.
- During this block of time, students will have the choice of when and where to eat lunch. POWER Lunch also will allow for several other opportunities for students to choose from besides refueling their minds and bodies for the remainder of the day at school.
- Our teachers and staff will have duties assigned during POWER Lunch outside of their own 25-minute lunch period. Teachers and staff will be divided into two (2) groups. There will be a bell that signifies the half-way point of POWER Lunch at approximately 25 minutes. Each teacher and staff member will have a sign posted by their door that communicates their daily schedule and will include information pertaining to their lunch time, Office Hours, and Club/Activity meeting time.
- **Power Lunch - Student Options**
Students will have the opportunity to do several things during POWER Lunch. These include:
 - **Social-Emotional and Wellness:** calm room, school counseling services, weight room, gymnasium
 - **Academics:** library, teacher office hours, study groups, time to work with partners on projects or assignments
 - **Enrichment:** club meetings, weight room, gymnasium, student planned activities
- Students may eat at any point during POWER Lunch. Otherwise, the most current POWER Lunch schedule of activities will be posted in the building, on the video monitor in the cafeteria, and individual teachers' schedules posted outside of their classrooms. Students should **PLAN AHEAD** with their teachers and sponsors so that they are certain of the activities in which they plan to participate each day. There may be limited space and availability at some of the activities (i.e. weight room and gymnasium)..

POWER Lunch offers several advantages for our students:

- Allowing students a chance to decompress halfway through the school day.
- Reducing anxiety and strengthening relationships: No more worrying whether you have the same lunch as your friend.
- Teaching real-life skills to students, including self-direction, time management and responsibility.
- Increasing the opportunity to participate and become involved in school - Clubs and Activities will meet during this time and remove the barrier some students have with before/after school meetings.
- More time to meet with School Counselors or take care of school business.
- Time during the day to meet with teachers and receive additional supports during Office Hours.
- The structure of lunch will be changed to accommodate the increase in numbers of students. Students will be able to eat in the Cafeteria, hallways, and a few classrooms. Trash bins will be placed throughout the building to keep our school clean. With the increased freedom of POWER Lunch, students will have an increase of personal responsibility. Students **MUST** clean-up after themselves and take care of the facilities.. POWER Lunch is a privilege. If a student is unable to abide by the expectations, the privilege of POWER Lunch can be removed temporarily or permanently.
- **POWER Lunch Detention**

- POWER Lunch is a privilege and it is one that can be taken away if necessary. Students may be assigned to POWER Lunch Detention if they do not follow all school rules or expectations.

CRISIS HOTLINE/MENTAL SUPPORT

If you are experiencing suicidal thoughts, evidence of self-harm, or you need help with an emotional crisis you can access 24 hour telephone counseling through the Behavioral Health Response. (BHR) BHR will answer calls 24 hours a day, 7 days a week, 365 days a year at (314)469-6644 or (800) 811-4670
Contact info: <http://bhrstl.org/contact-us-2/>

BHR information: <http://bhrstl.org/>

SCHEDULE CHANGES

Schedule changes must be approved through the guidance counselor or building administrator. Schedule changes will only be allowed during the first four days of the semester. Any dropped classes after this indicated date will result in an “F” for that class for the semester and a reassignment to Academic Lab.

SCHOOL RESOURCE OFFICER SERVICES

In cooperation with the St. Charles County Police 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.

STUDENT DISMISSAL PRECAUTIONS

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

The school will abide by the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- Students who are 17 years old and living independently and/or students 18 or older must validate their own attendance and dismissal through their parents/guardians.

STUDENT SEARCHES

Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. The district may conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district may use law enforcement canines to indicate the

presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and any other personal possessions and cares may be done in accordance with the law.

STUDENT SHADOWING OPPORTUNITIES

Periodically, a student who is interested in attending the school district may choose to shadow another student at OFHS. When this occurs, the following must happen prior to their day of shadowing the student:

1. The visiting student's parent or guardian must contact the high school to set up a date for visiting.
2. The student must check in to the main office area on the morning of their visit before visiting classes.

TARDIES TO CLASS

There is ample passing time to arrive to class on time. However, students are allowed FOUR tardies per semester to each class. On the FIFTH occasion and subsequent occasions of being late to school, the student will receive discipline according to the Code of Conduct. There are no excused tardies to class without a pass from a staff member.

TRANSCRIPTS

Any request for a high school or college transcript must be delivered to the Registrar in writing. College transcript requests need to be made through the individual institution (ex: Saint Louis University transcripts need to be requested through SLU's Office of the Registrar).

TRANSPORTATION PROCEDURES

The safety of Orchard Farm School District students is our greatest priority before, during and after school. Safety when transporting our students 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 students. Access to this form can be found on the district's web page or a student may request a paper copy from the main office.

Section 5—Testing

END OF COURSE EXAMINATION CLASSES FOR GRADUATING CLASSES

Mandatory End of Course Examination classes: Algebra I/II, English II, Biology, American Government

All students must take the above listed EOC tests before graduation unless they qualify through the MAP-A program.

*Students who transfer to Orchard Farm High School from other schools (public and private) will have their transcript assessed on a case by case basis to determine if the student is eligible for class honors. The building principal has the final authority to determine honors recognition. EOC tests may need to be proctored to these individuals in order to qualify them for graduating with class honors.

STANDARDIZED TESTING AND OTHER ASSESSMENTS FOR GRADUATION

The following optional and required standardized tests will be administered:

<u>Optional for Students</u>	<u>Required</u>
Preliminary Scholastic Aptitude Test (PSAT)	End of Course examinations in Algebra I, Biology, English II and American Government
Scholastic Aptitude Test (SAT)	One of the following: ACT, ASVAB, or WorkKeys (administered during the District Testing Day to all 11th and 12th grade students)
COMPASS test (12th grade to those thinking about attending a community college)	A passing score on the United States Constitution test, United States Civics test, and Missouri Constitution test

STANDARDIZED TESTING DATES – ACT

ACT: Orchard Farm High School is a designated ACT testing site. There is a cost of \$66.00 for the ACT (No Writing) and \$91.00 for the ACT plus writing. In addition, late registration is an extra \$36.00, standby testing costs an extra \$66.00 and a test center change costs an additional \$42.00. Orchard Farm High School’s ACT reporting code is 262-848. Additionally, ACT is committed to serving students with disabilities by providing reasonable accommodations appropriate to the student’s diagnosis. See the ACT Policy for Documentation to support requests for test accommodations on the ACT for more information.

ACT Test Date	Registration Deadline	Late Fee Required By:
September 9, 2023	August 4, 2023	August 18, 2023
October 28, 2023	September 22, 2023	October 6, 2023
December 9, 2023	November 3, 2023	November 17, 2023
February 10, 2024	January 5, 2024	January 19, 2024
April 13, 2024	March 8, 2024	March 22, 2024
June 8, 2024	May 3, 2024	May 17, 2024
July 13, 2024	June 7, 2024	June 21, 2024

Section 6—Textbooks, Fines, Fees and Pricing Structures

LUNCH PRICING AND OTHER LUNCHROOM INFORMATION

During your lunch session, you are required to be in the cafeteria. Student breakfasts cost \$2.35 (Type A pending approval) and TBD (reduced) and student lunches cost \$3.40 (Type A) and TBD (reduced).

Adult breakfasts cost \$2.75 (Type A pending approval) and adult lunches cost \$4.35 (Type A). Milk costs TBD. Information on free or reduced lunches can be obtained in the main office or by contacting the Director of Food Services for Chartwells Educational Dining Services. Please help the housekeeping employees by properly disposing of trays, placing silverware in proper containers, and cleaning your table before leaving the cafeteria.

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

1. A student may not accumulate more than \$15 of unpaid meal charges.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be shamed or punished by the district for the failure to maintain a positive balance in their lunch account.

Alternative meals are available to students who have accumulated \$15 worth of unpaid meal charges and are still unable to pay for meals.

TEXTBOOKS

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 and returned to the Library Media Center by the end of the school year. The Library Media Specialist is responsible for the circulation, storage, and assessment of textbooks. All damage fees are determined by the Library Media Specialist based upon the guidelines above. Final decisions on textbook charges are at the discretion of the principal. Failure to do so will result in charges following the attached guidelines:

Water Damage

- If the book has wrinkled pages but no mold/mildew and the book is still usable, a damage fee will be applied. A small amount of water damage (less than half the book) will have a pro-rated charge of the original price of the book. A large amount of water damage will result in a full charge of the assessed price of the book (see the Library Media Specialist for this amount).
- If the book has water damage that results in mold/mildew, the book must be replaced. See the Library Media Specialist for the replacement cost of the book.
- If the book is water damaged and pages are stuck together, the book must be replaced. See the Library Media Specialist for the replacement cost of the book.

Binding

- Tears in the binding or covers of the book will result in charges to the student. Small tears or separation of covers will be assessed a \$5.00 charge. Tears that are beyond a small tear or separation of covers will be assessed a \$10.00 charge.
- Complete separation of the binding (either front, back, or both) or a complete tear of the cover will result in a full replacement charge of the book. See the Library Media Specialist for the replacement cost of the book.
- Placing folders or large amounts of paper within a textbook will cause damage to the binding. DO NOT place folders or large amounts of paper in textbooks. Damage to the binding from this will be assessed, and charges could range from \$5.00 to the replacement cost of the textbook, depending on the amount of damage to the cover and binding.

Torn or Missing Pages

- Books that have missing pages are unusable and will result in the replacement cost of the book. Torn pages will result in a charge. The amount of the charge depends on the amount of pages torn. Charges can range from \$5.00 to the replacement cost of the book. See the Library Media Specialist for the replacement cost of the book.

Lost Textbooks

- It is the student's responsibility to return the textbooks that are checked out in his or her name. A student cannot return a book that was checked out in another student's name. If a student loses a book, he or she is responsible for the replacement cost of the book. If a textbook is found after it has been paid for, the amount paid will be refunded.

Section 7—Timeline for the Successful High School Student

Freshmen:

- Students will meet with the guidance counselor to explore career pathways and develop/revise personal ICAP. The ICAP is a list of courses that the student should take in high school to ensure that he or she is best prepared after graduation.
- Develop good study habits. Buy a planner to keep track of assignments. Hone your writing skills. This is the 1st year in your academic career that you will earn grade points. A good GPA is one of the most important measurements used by college admissions counselors.
- Get involved! Involvement in extracurricular activities, clubs and sports shows potential colleges that you are a well rounded student who is able to balance different commitments. Exploring your interests in this way will help to build team and organizational skills and potential leadership ability.
- Many scholarships are geared towards students who demonstrate active involvement in their community. Awards are often based upon the level of involvement a student has shown outside of school, while still maintaining a strong academic record.
- Look for summer opportunities after your freshman year that will allow you to build leadership and/or work experience. Attend a variety of camps to stay involved and to build on your personal and academic skills.

Sophomore:

- Your sophomore year is a good time to begin to explore your interests and goals after high school. Search the internet and college catalogs in the guidance office to see which colleges best fit your interests.
- Meet with the counselors to assess your ICAP and make any necessary changes to ensure that your course selections continue to support the plan.
- Students should make sure that they maintain a strong academic record and a high rate of attendance.
- Sign up for the ACT test if you think you are going on to a 4 year institution.

Juniors:

- Students planning to attend college should research different schools and potential scholarships during their junior year. Take advantage of the opportunity to meet with admissions representatives when they visit the campus. Juniors are allowed one excused absence in order to take a college visit.
- Attend college fairs and financial aid seminars when they are offered.

- Meet with the counselor to review your ICAP and review graduation requirements and test scores. Colleges look for consistent performance and growth during a student's junior year of high school.
- College-bound juniors should take the PSAT. Performance on this test may qualify you to be a National Merit qualifier (Semi-finalist or finalist).
- As a junior, students are eligible to take the ASVAB test for the military.
- Students should begin narrowing down their college search to 4 or 5 schools. Create a file and make use of the checklists available in the guidance department to organize and manage the information.
- Register to take the ACT during your junior year if you are college-bound. If you plan on going to a community college, tech school or the military, you do not need to sign up to take the ACT.
- Explore summer job and volunteer opportunities that would provide experience in your chosen career path.
- Students who need recommendation letters should approach faculty and staff to make this request.

Seniors:

- Make sure that you obtain/sign the Transcript Release Form. The guidance office cannot mail your transcripts unless written permission is on file.
- Meet with the counselor and evaluate your transcript and address any credit discrepancies for graduation.
- Review financial aid and scholarship information with your counselor. Request recommendation letters from faculty and staff for college and scholarship applications.
- Register for the ACT if you plan to attend a 4 year school.
- As a senior, students are eligible to take the ASVAB test for the military.
- Take the COMPASS test if you plan or are thinking about attending a community college.
- Keep track of scholarship deadlines and strive to complete applications well in advance of the deadlines.
- File the FAFSA as soon as possible after January 1st. Go to www.fafsa.ed.gov to complete your application.
- Make copies of any acceptance letters or scholarship notifications you receive so they can be kept in your file.

Section 8—Emergency Drills and Procedures

EMERGENCY PROCEDURES

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

Section 9—Parent and Guardian Information

VISITORS

Visitor – Any parent or guest of a student, teacher or administrator who attends a school-sponsored activity. 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. Student visitors are not allowed in the school.

VOLUNTEER PROGRAM

Volunteers are an important part of Orchard Farm, as they extend the capacity of our staff in many ways and enrich the experiences of our students. Please go to the following website to learn more about the OFSD Volunteer Program: <https://www.ofsd.k12.mo.us/parents/volunteers>

BACKGROUND CHECKS AND INFORMATION

For the safety of our students, the Orchard Farm School District Policy BGEBC (per Statute 168.133, RSMo) requires all volunteers to satisfactorily complete a background check annually.

The Orchard Farm School District uses Secure Volunteer, a web based application, that allows applicants who require volunteer background screening to input their personal data and sign any required forms.

Volunteer applicants must visit the district’s branded Secure Volunteer website, which is customizable with personal messages and information regarding school volunteer background checks. Individuals then follow specific instructions for signing releases or authorizations, entering personal information and submitting payment. All data entry is handled by the volunteer applicant and automatically submitted to BIB for controlled processing. This school volunteer background screening process also provides volunteers with a Secure Volunteer ID card, providing a more secure and visible solution for tracking school volunteers. The process must be completed annually and costs \$11.95. Payment must be made either by debit card or credit card.

If you have any questions about background checks, please contact the Director of Purchasing at 636-250-5241 or look on the district website under “Volunteer Opportunities”.

COMMUNICATION BETWEEN SCHOOL AND HOME

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

1. Contact the teacher directly to ask about the situation. Usually, a phone conversation or an e-mail is all that is necessary.
2. If you prefer to meet with the teacher, please send a note or call the teacher 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 may contact a building administrator for assistance. An administrator will work to understand the situation and try to help find a workable situation.

HIGH SCHOOL ATHLETIC BOOSTER ORGANIZATION (BOOSTER CLUB)

The High School Athletic Booster Club provides financial support to all athletic programs at Orchard Farm High School. In addition, the Booster Club manages the concessions for a variety of athletic events in the Fall, Winter and Spring sports seasons.

HIGH SCHOOL MUSIC PARENTS ORGANIZATION (MPO)

The High School Music Parents Organization (MPO) provides financial support and service to our performing arts instrumental music and vocal ensembles.

HIGH SCHOOL PARENT/TEACHER ORGANIZATION (PTO)

The Orchard Farm High School Parent/Teacher Organization (HS PTO) meets on the third Monday of every month during the school year in the High School Library Media Center. This organization provides support to a variety of high school programs, including service at Fall and Winter Homecoming dances, financial grant support to teachers, monthly attendance and “tardy free” prizes as well as other opportunities for service to the high school community.

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 balances and other important student information. An account can be established at student registration. After registration, you may establish an account by contacting Cassie Southards, SIS Coordinator, at csouthards@ofr5.com or by phone at 636-925-5471.

PARENT/TEACHER CONFERENCES

We look forward to having each student represented at Parent/Teacher conferences in the fall of the year, typically in mid-October. Additionally, parents may make appointments for conferences with a teacher, a counselor, the school resource officer or a building administrator by calling the school. The High School phone number is 636-695-8650.

Section 10 – Bell Schedules

Regular Day	
1st Period	7:35-8:24
2nd Period	8:29-9:15
3rd Period	9:20-10:06
4th Period	10:11-10:57
POWER Lunch	10:57-11:47
5th Period	11:52-12:38
6th Period	12:43-1:29
7th Period	1:34-2:22

Eagle Time Day	
1st Period	7:35-8:19
2nd Period	8:23-9:05
3rd Period	9:09-9:51
4th Period	9:55-10:37
POWER Lunch	10:37-11:27
Eagle Time	11:31-12:04
5th Period	12:08-12:50
6th Period	12:54-1:36
7th Period	1:40-2:22

Note: The school's regular operating hours are from 7:20 am to 3:30 pm during the school year (on normal school days). Activities may occur outside of these hours. The district will not be responsible for supervising students outside of the given time, except for when students are participating in extracurricular activities. Please do not drop off or leave your student at school during unsupervised times.

Section 11-ORCHARD FARM HIGH SCHOOL CODE OF CONDUCT

Revised and Approved by: Orchard Farm R-V Board of Education, May 2019

All schools in the Orchard Farm R-V School District operate according to policies established by their local Board of Education. These policies are available to the public and may be accessed through the district website at www.ofsd.k12.mous

REGULATIONS OF STUDENT DISCIPLINE FOR STUDENTS & STAFF

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

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

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

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

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

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

INTRODUCTION

This Code of Student Conduct shall apply to any enrolled student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining good order and discipline in school before, during, or after school hours.

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

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

All detentions will be scheduled on Tuesdays throughout the school year from 2:40 to 5:15 pm. Homework may be made up during out of school suspension except in cases involving long-term suspensions lasting 30+ days in length. The Superintendent will clarify the ability for these students to have the opportunity to potentially make up their academic work.

Building level administrators have the right to use discretion and take into consideration the severity of the offense in determining consequences. This may include moving the level of offense to a higher level of consequence.

DETENTION

Detention is held during POWER Lunch and after school in the High School from 2:35 PM to 5:15 PM on Tuesdays. **Any person having received a detention, and not served it, must serve the detention along with whatever other penalties may have been given for not serving the original detention.

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

IN-SCHOOL SUSPENSION

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

More serious problems will still require an out-of-school suspension and the principal will have discretion in these matters.

SUSPENSION OF STUDENTS

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

- a. The student shall be given oral or written notice of the charges against him/her; and

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

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

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

EXPELLED OR SUSPENDED STUDENTS

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

SUSPENSION & ACTIVITIES ELIGIBILITY

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

1. ABSENT FROM DETENTION

- 1st Offense – Reschedule detention and additional detention assigned
- 2nd Offense – Reschedule detention and up to 1 day of ISS
- 3rd Offense or more – Reschedule detention and up to 3 days of ISS

2. ACADEMIC DISHONESTY (cheating on test, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty and other misconduct related to academics)

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

3. DISHONEST, DISRESPECTFUL OR DISRUPTIVE CONDUCT

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

1st Offense or more – to be handled at the discretion of the building administration to include up to 10 days of OSS

4. **TARDY TO CLASS/LATE TO SCHOOL**

1,2 & 3 unexcused tardies – conferences with the teacher

4 unexcused tardies – conference with administration

5 & 6 unexcused tardies – one hour detention

7 unexcused tardies – three hour detention

8+ unexcused tardies – up to 3 days of ISS

5. **IN CLASS DISRUPTION/MISCONDUCT (Behavior that disrupts the educational process in the classroom)**

1st Offense – detention or possible day of ISS

2nd Offense – up to 2 days of ISS

3rd Offense – up to 5 days of ISS

Subsequent Offenses: possible ISS or OSS

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

1st Offense – up to 3 days ISS and/or possible OSS

Subsequent Offenses – ISS, 1 – 10 days of OSS

7. **PHYSICALLY AGGRESSIVE BEHAVIOR (pushing, shoving, horseplay, scuffing or other types of behavior that could result in injury to another person)**

1st Offense – up to 3 days of ISS, possible OSS

Subsequent Offenses – 3 – 5 Days of ISS, possible OSS

Other Level I Offenses include, but are not limited to: Bus Pass Misuse, Display of Affection, Dress Code Infractions, Electronic Device Misuse, Property Damage – Minor, Leaving Class without Permission

1. **BUS MISCONDUCT**

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

1st Offense – Students warned, Possible removal from the bus for 3 days

2nd Offense – Student removed from bus for 3 days

3rd Offense – Student removed from bus for 5 days and possible 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 school rules. Riding the 3:30 bus is considered a privilege by the Orchard Farm School District and any student referred for causing a disturbance on the 3:30 bus will receive a disciplinary consequence.

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

1st Offense – up to 3 days OSS, up to 5 days of ISS upon return and possible notification of law enforcement

2nd Offense – up to 5 days OSS, up to 10 days of ISS upon return and possible notification of law enforcement

3rd Offense – up to 10 days OSS, notification of law enforcement and referral to superintendent

Sever Clause: by administrative determination, severe acts of physical violence may result in consequences in excess of those outlined above

3. **GROUP/GANG ACTIVITY**

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

4. **INTERNET/TECHNOLOGY MISUSE**

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

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

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

1st Offense – up to 3 days ISS, 1 – 180 days OSS, possible notification of law enforcement. Restitution may be required.

2nd Offense – up to 5 days ISS, 1 – 180 days OSS, possible notification of law enforcement. Restitution may be required.

Subsequent Offenses – up to 10 days OSS, notification of law enforcement. Restitution may be required.

6. **TRUANCY**

1st Offense – up to 3 days of ISS

2nd Offense – 3 days of ISS

3rd Offense – up to 5 days of ISS (followed by referral)

7. **TOBACCO (Tobacco use is forbidden in buildings, on campus, and on school buses. Possession of tobacco and/or tobacco related products are also forbidden. This includes vapor/electronic cigarettes, oils, and/or other related paraphernalia)**

Possession/Use

1st Offense – up to 3 days of ISS

2nd Offense – up to 5 days of ISS

3rd Offense up to 10 days of ISS and/or up to 10 days OSS, possible referral to superintendent

Sale/Purchase

1st Offense – up to 10 days of OSS

Additional Offense – up to 10 days OSS, possible referral to superintendent

8. **VANDALISM (Vandalism is defined as the destruction, misuse, or defacing of property)**

1st Offense – restitution and up to 5 days ISS

2nd Offense – restitution and up to 10 days of ISS

3rd Offense – restitution and up to 10 days of OSS

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

1st Offense – principal/student conference, detention, ISS, or 1 – 10 days of OSS

Subsequent Offenses – ISS, 1 – 180 days of OSS

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

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

1st Offense – 10 days OSS with referral to the superintendent

2nd Offense – 10 days OSS with referral to the superintendent for a minimum of 90 days of OSS suspension

3rd Offense – Referral to superintendent and BOE for expulsion

2. **FIREWORKS – USE**

1st Offense – 10 days of OSS with referral to the superintendent

2nd Offense – 10 days of OSS with referral to the superintendent to extend suspension up to 90 days

3. **HARASSMENT/BULLYING**

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

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 – ISS or up to 180 days OSS

2nd Offense – Up to 180 days of OSS 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, up to 10 days suspension

2nd Offense – Restitution, up to 180 days suspension as determined by the superintendent

6. **THREATS**

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

7. VULGAR OR OBSCENE LANGUAGE/ACTIONS DIRECTED AT STAFF

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

1st Offense – up to 10 days OSS with a referral to the superintendent

2nd Offense – up to 10 days OSS with a referral to the superintendent

Other Level III Offenses include, but are not limited to: Exposure of Self or Exposure of Others, Extortion

Level IV Offenses shall result in 10 days Out of School Suspension and Referral to the Superintendent of Schools for a Code of Conduct Inquiry. Additional suspension as determined by the Superintendent of Schools. All other actions as defined by the Missouri Safe Schools Act, including but not limited to:

1. **Acts of Violence (1st and 2nd Degree Assault)**
2. **Acts of Arson**
3. **Bomb Threat**
4. **Drug Sales & Distribution, Includes Alcohol**
5. **Weapons**

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

Appendix A: College, Career, and Life Ready Certificate Requirements

College Ready

Students are **College Ready** if they meet either the academic indicators **OR** standardized testing benchmarks listed below.

Academic Indicators

GPA 2.8 out of 4.0 and **one** or more of the following academic indicators:

- Advanced Placement Exam (3+)
 - Advanced Placement Course (A, B or C)
 - Dual Credit College English and/or Math (A, B or C)
 - College Developmental/Remedial English and/or Math (A, B or C)
 - Algebra II (A, B or C)
-

Standardized Testing Benchmarks (minimum score)

- SAT Exam: Math (530) | Reading and Writing (480)
 - ACT Exam: English (18) | Reading (22) | Science (23) | Math (22)
 - College Readiness Placement Assessment (determined by post-secondary institution)
-

Additional Factors that Contribute to College Success

Earning As, Bs, Cs; FAFSA Completion; Enrollment in career pathway course sequence; College Academic Advising; Participation in College Bound Bridge Programs; Senior year math class; Completion of a math class after Algebra II

Career Ready

Students are **Career Ready** if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below. In addition, students entering the military upon graduation must meet the passing scores on the Armed Services Vocational Aptitude Battery (ASVAB) for each branch of the military.

Career Cluster Identified and **two** or more of the following benchmarks:

- 90% Attendance
- 25 hours of Community Service
- Workplace Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or more organized Co-Curricular Activities

Life Ready Indicators

Each of the following categories have been identified as Life Ready Indicators. A student may earn a Life Ready Certificate at Graduation by providing documentation of at least one (1) verified activities/accomplishments in each of the five (5) categories.

Self-Awareness

- Completion of FAFSA
- Job Shadowing experience
- Internship experience

Self-Management

- 90% or higher Attendance over 4 years of high school
- Completion of a Postgraduate Plan

Social-Awareness

- 50 hours of community service or volunteering
- Community Service Project
- Mission Trip

Responsible Decision Making

- Officer position in a club or activity
- Officer position in an outside organization (i.e. Youth Group)
- Met the Citizenship Requirement for A+ Eligibility

Relationship Skills

- 50 Hours of Peer Tutoring
- Involvement in at least two (2) school sponsored/supported Clubs or Activities during high school
- Involvement in at least two (2) athletic teams (school, community, or club)

Appendix B: Technology Acceptable Use Policy & Chromebook Information

2022-23 OFHS Technology Student Use Agreement

According to the Orchard Farm R-V School Board document EHB-R: “The district’s technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed User Agreement on file with the district before they are allowed access to district technology resources.”

The entire Technology Acceptable Use policy can be accessed electronically on our District School Board Policy website:

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

I have read and understood the 2022-23 District Technology Acceptable Use Policy. I understand that my use of the district’s technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources as well as downloaded material and all data I store on the district’s technology resources, including deleted files, pursuant to state and federal law, even if the district’s technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

Gr. 9 10 11 12 / Grad. Year 22 23 24 25

Student Name (printed)

Grade (circle) / Graduation Year (circle)

Student Signature

Date

Parent Name (printed)

Parent Signature

Date

ORCHARD FARM SCHOOL DISTRICT
Chromebook INSURANCE AGREEMENT 2022-23

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

- **Please initial in each box below** indicating that you have read and understand the primary terms of the insurance policy. Please see the OFSD Chromebook Policy Handbook for complete policy and details.

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

**2022-23 Orchard Farm School District Chromebook
Policy Handbook Sign-Off and Student Pledge**

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

Office Use Only:	
Day User ___	Take Home ___
Paid: ___	Receipt #: _____
Parent Video: _____	

Student Name: _____ (Please Print) **Grade Level:** _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____