

# Duchesne Elementary School

**Parent and Student Handbook**

**2018-2019**

# WE ARE THE MIGHTY



## DUCHESNE DOLPHINS

**DR. SHEILA T. WARD, PRINCIPAL**

**100 South New Florissant Road  
Florissant, MO 63031**

**Phone: 314.831.1911 ~ Fax: 314.831.1914**

Duchesne Elementary School  
100 South New Florissant Road  
Florissant, MO 63031

August 2018

Dear Duchesne Families:

We extend a warm welcome to the 2018-2019 school year. The purpose of this handbook is to share important general information about Duchesne Elementary School. The procedures in this handbook are consistent throughout the system and are based upon the policies of Ferguson-Florissant School District.

Please take a few moments to read the contents of this handbook and review pertinent information with your child. The handbook contains many answers to questions you may have about day-to-day policies and procedures and is a useful reference to keep on hand. Once you have reviewed the handbook, return the signature page to your child's teacher. Please note permission for community and world publishing require check-off and parent signature as well.

As partners in your child's education, we look forward to a successful and rewarding 2018-2019 school year. Please do not hesitate to call us if you have questions or concerns beyond the scope of this handbook.

Sincerely,

Dr. Sheila T. Ward, Principal

# **Board of Education Goals For the Ferguson-Florissant School District 2018-2019**

## **Accreditation and Achievement**

Maintain accreditation and support student achievement by focusing on MSIP 5 and MAP scores, subgroup achievement, attendance, graduation rates and college and career readiness.

## **School Climate**

Promote a school climate conducive to learning through district wide implementation of Positive Behavioral Interventions & Supports (PBIS), reduction of classroom disruptions and discipline incidents, and parent and teacher surveys to monitor progress and gain feedback.

## **Fiscal Responsibility**

Demonstrate fiscal responsibility by achieving a balanced budget, increasing reserves and implementing expenditure controls.

## **Talent Management**

Develop talented management by recruiting, training, engaging and retaining a highly-qualified, diverse staff.

## **Infrastructure and Processes**

Enhance the District's infrastructure through ongoing maintenance, energy efficiency and process improvement saving and technology.

## **Stakeholder Engagement**

Engage all stakeholders with opportunities for dialogue, community outreach and events, feedback surveys and proactive and transparent media relations.

# Duchesne Student Handbook

## Attendance

Regular school attendance is necessary to learn; however, there are times when an absence is unavoidable. To help us ensure your child's safety, **we ask that you call the office at 314.831.1911 if your child will be absent.** The office is open at 7:30 a.m. to receive messages. According to District policy, if your child has an appointment, your child ***must bring a note explaining the absence when he/she returns to school.*** ***Should a student be absent five (5) days or more, doctor's note is required for the absence to be considered excused.***

**Absence is marked as follows:**

***If a child enters school between:***

8:45 a.m.–9:20 a.m.	Tardy
9:20 a.m.–10:20 a.m.	1 hour absent
10:20 a.m.–11:20 a.m.	2 hours absent
11:20 a.m.–12:20 p.m.	3 hours absent
12:20 p.m.–1:20 p.m.	4 hours absent
1:20 p.m.–2:20 p.m.	5 hours absent
2:20 p.m.–3:20 p.m.	6 hours absent

***If a child leaves school between:***

2:20 p.m.–3:20 p.m.	1 hour absent
1:20 p.m.–2:20 p.m.	2 hours absent
12:20 p.m.–1:20 p.m.	3 hours absent
11:20 a.m.–12:20 p.m.	4 hours absent
10:20 a.m.–11:20 a.m.	5 hours absent
9:00 a.m.–10:10 a.m.	6 hours absent

Ten (10) days or more of unexcused absence from school during any one semester will be considered excessive and in violation of Standard Nine (9) Truancy of the District Student Expectation Code.

Make-up work will be made available to students; however, **the responsibility for obtaining make-up work rests with the student. Make-up work should be completed promptly and returned to the teacher within their set time. According to District policy, credit for make-up work completed during an unexcused absence is left to the discretion of the individual teacher.**

***Good attendance is not only important for academic success of your child but also for accreditation from the State for our District.***

## **Arrival and Dismissal**

- In order to provide a safe environment for our students, we need your cooperation with our arrival and dismissal procedures.
- Students should arrive at 8:25 a.m. and go directly to their classroom.
- **Please make sure your child does not arrive before 8:25 a.m. There is no supervision before 8:25.**
- Please inform your child in the morning how they will be getting home that afternoon.
- **Parents must notify the office with a written note or via phone **prior to 2:45 p.m.** if there are any changes in your child's means of transportation home.** We cannot guarantee the delivery of messages to students after 3:00 p.m.
- Bus and daycare vans arrive from 8:30 a.m. to 8:40 a.m. and depart from 3:30 p.m. to 3:45 p.m.
- Walkers are dismissed at 3:22 p.m. Car riders are dismissed at 3:25 p.m.
- **Parents may pick their children up at 3:30 p.m. after the bus and day care vehicles have departed.**
- Students will not be dismissed from their classroom after 3pm. Parents must wait until dismissal at 3:30pm.
- **All children must be picked up by 3:45 p.m. at which time supervision ends. Parents will have to sign students out after 3:45 p.m.**

**\*\*\*For the safety of all students, parents, and staff, it is imperative that parents remain in the car pick up line to retrieve students at dismissal.**

**Please be patient and alert to the directions of supervising staff members during dismissal. They are present to alleviate traffic problems and provide a safe environment for all children.**

## **Bicycles**

All bicycles are to be parked and locked at the bike racks located in the rear and side of the building. Bicycles must be walked, not ridden, while on school property. Please ensure your bike is locked.

## **Birthdays**

Your child's birthday is a special day. Please make arrangements with your child's classroom teacher so that birthday treats can be served during lunch period. **Refer to the attached list of District-approved snacks.**

## **Books**

Books and materials are issued to each student and are property of the Ferguson-Florissant School District. Students are responsible for taking care of all books and materials issued to them. If books or materials are lost or damaged, parents must pay for replacements or repair these materials. At the end of the year, all materials will be collected and fines will be assessed, if necessary.

## **Breakfast**

**Free breakfast is served from 8:30 a.m. until 8:45 a.m. After 8:45 a.m. breakfast is finished and Instruction directly begins. Breakfast will not be served after 8:45 a.m.**

## **Bus Rider Expectations**

In order to maintain a safe and orderly bus environment, children must follow the bus guidelines/expectations. **Riding the bus is a privilege and service that can be denied temporarily or permanently.**

**At the bus stop, students are to:**

- Arrive on time (no more than 10 minutes prior to loading).
- Stay out of the street while waiting for the bus.
- Wait peacefully and be considerate of others.

**On the bus, students must:**

- Keep hands, feet and objects to themselves.
- Sit correctly and remain in assigned seat (kneeling, standing or walking around is not allowed).
- Follow directions given by the driver.

- Talk in a peaceful voice.
- No food or drink allowed on the bus.
- Get off at their assigned bus stop and go directly home.

**From the school to the bus, students are expected to:**

- Walk and remain in an orderly line, even after exiting the building.
- Remain at level zero in order to hear end of the day announcements.

These guidelines are necessary for the safety of our students. **If a student chooses to create a dangerous situation, one or more of the following consequences will occur: verbal warning, telephone call and written note, bus referral, suspension from the bus and/or school.**

## **Cafeteria**

**No-cost breakfast and lunch for all students:** The Ferguson-Florissant School District will be participating in the USDA's Community Eligibility Provision (CEP) for the 2018-2019 school year, which provides breakfast and lunch **AT NO COST** to all students in pre-kindergarten through high school throughout the District. This program is fully funded by the USDA (there is no cost to the District) and eliminates the need for families to complete applications for Free and Reduced Meals. Students will still be able to purchase *a la carte* items if desired.

The CEP is part of the healthy, Hunger-Free Kids Act of 2010 and has been introduced nationwide by the USDA following a three-year phase-in across 11 states and 4000 schools. In the St. Louis Metropolitan area, Ferguson-Florissant will join St. Louis Public Schools and the Riverview Gardens School District, among others in offering no-cost meals to the students through this program.

Students are served breakfast in their classroom each morning from 8:25 a.m. to 8:45 a.m. Students may receive a lunch from school or bring their lunch from home. See your child's classroom schedule for lunch times. Parents who wish to join their child for lunch may order a school lunch from the cafeteria for **\$3.65** for an adult lunch.

This program will ensure more children receive nutritious meals during the school day and remove the stigma associated with free and reduced price meals only to low income students. In addition, it will eliminate the need to collect meal payments or follow up on unpaid meal charges and will reduce administrative costs and paperwork for the district.

**Continuation of student food service accounts for *a la carte* purchases:** For the 2018-2019 school year, we will again ask students to place funds into their personal food

service account instead of paying for *a la carte* items individually with cash or check at the time of purchase. Money brought by students will be placed into the student's food service account and purchases will be deducted from the account. No change will be given. This will eliminate cash or check transactions for *a la carte* items and speed service during breakfast and lunch periods. Students will be able to access their account in the main service line. Any funds that remain in a student's account at the end of the school year will be available the following school year.

Our cafeteria offers 2 entrees daily. In addition, a salad/vegetable/fruit bar is available most days. Menus can be accessed online on the District's website.

**The menus are sent home monthly via email and our school Facebook page. No outside food is to be brought into the building unless the student is bringing a sack lunch. Please refrain from bringing large bags of chips, candy, soda, bottled beverages, and/or fast food (McDonald's, Taco Bell, etc.).**

### **Cafeteria/Playground Supervisions**

Active supervision is used at all times in the cafeteria and on the playground. Playground and cafeteria procedures are taught during the first few weeks of the school year. Students are expected to follow the directions of supervisors for their safety, meal enjoyment and the efficient flow of lunch service. The following is a list of our established consequences should a student demonstrate inappropriate behavior a disregard of the procedures:

- Level 1: Verbal reminder
- Level 2: Re-teaching of delivery of instructional responses for appropriate behavior
- Level 3: Time-out from activity
- Level 4: Playground/cafeteria referral

***NOTE: This continuum would not be used if the behavior endangers student safety or the safety of others.***

### **Cell Phones**

According to the Ferguson-Florissant Expectation Code, cell phones are **NOT** allowed at the elementary level. Possession of a cell phone will result in confiscation and parent pick-up as dictated by Level 2 Behavior, Possession of Electronic Devices, page 3, of the Student Expectation Code. In case of an emergency, a message for your child can be left with the office



personnel.

If it is necessary for a student to possess a cell phone then the student must deliver the phone to the main office. The cell phone must be in powered-down mode and may be picked up at dismissal. Students who do not follow this directive are subject to disciplinary action if a phone is found to be on their person during school hours.

**Sign and return appendix I.**

## **Chewing Gum**

Chewing gum is not allowed in school at any time.

## **Classroom Parties**

There are three (3) classroom parties per year: fall party, winter party and Valentine's Day party. All parties will be held at the end of the day.

## **Counselor**

Our school counselor's job is to help make school a successful experience for your child. In order to accomplish this, the role of the counselor has many facets.

Counselors help children understand themselves and others in order to strengthen cooperation and positive peer relationships for all. We do this through classroom guidance lessons, small group or individual student lessons. The curriculum also includes lessons on harassment and bullying. Counselors also assist staff in assessing the learning ability of the student through group and individual tests and work with the teachers for the academic success for the students.

**Student success is not possible without involvement from the child's parents. It is essential that parents participate in planning and are aware of their child's progress toward academic accomplishments.** Periodically, the counselor helps parents learn more about their child's growth and development to further enhance parent-child relationships. Through these activities the elementary counselor assists each child to have a successful school experience. Parents are encouraged to meet your child's counselor, Ms. Ashiya Pashen. Call 314.831.1911 for an appointment.

# Discipline Code

At Duchesne Elementary School, we **SPRRC!**

**We are:**

- Safe
- Peaceful
- Respectful
- Responsible
- Cooperative.

Students who do not follow the school-wide expectations will receive a verbal warning. When a behavior is repeated, a consequence is given and the teacher re-teaches the expectation. If a child continues to not follow the expectation, he/she will receive a discipline referral.

Students are immediately referred to the principal for disciplinary action when any of the following occur: severe school or class disruption, repeated offenses, endangerment to self and/or others, damage to/theft of property and defiant or threatening actions.

Consequences assigned for disciplinary referrals include:

1. **Loss of Privileges** – This may include recess, special events or special activities.
2. **Restitution** – A student may be asked to replace/pay for damaged items.
3. **Community Service** – Performs a service that helps the school community.
4. **In-School Suspension (ISS)** – A student is assigned to a classroom other than his/her own for the day or days suspended. No privileges such as recess or field trips are allowed. Lunch is eaten in an assigned area. **Work assigned during ISS must be completed on designated ISS day; teacher is not required to allow extra time outside of ISS for student to complete assignment.**
5. **Out-of-School Suspension (OSS)** – The student will not attend school on the day or days of the assigned suspension. **If student is suspended for no more than 2 days, the student will have 1 day for each day of suspension to complete missed work. No additional time will be given. For a student suspended 3 or more days, a parent should request assignments and this work must be completed during the suspension and submitted upon the student's return to class.**
  - **A conference with the family is the expectation for a suspended student prior to that student's return to the classroom setting.**

Students are considered trespassing if they are on school grounds during the suspension period.

**All consequences are based on the Ferguson-Florissant School District Discipline Code, in accordance with the Safe Schools Act. For serious violations, the police will be notified.**

## **Dress Code**

The Ferguson-Florissant School District has a student dress code. Please review this dress code with your child. We recommend that students wear tennis shoes to school every day for safety at recess and physical education classes. Students may **NOT** wear the following: shirts containing logo, slogans or pictures that are considered violent, threatening or of an adult content; shirts longer than wrist length; loose tank tops; crop tops; short shorts/mini skirts above the finger tips; sagging pants; or clothes with words written on the seat of the pants. There is a detailed list provided on the District website (see below). **Students are not allowed to wear flip-flops or sandals on the playground or in physical education classes.** Your support is appreciated as inappropriate fashions distract from the learning process. Students dressed inappropriately will be asked to change into something appropriate for school. For more information, visit our website: <http://fergflor.org>.

## **Early Departure/Afternoon Arrival**

If your child needs to leave school for a medical appointment, we will ask for verification of your appointment. You must pick up your child from the school office and sign him/her out. You will be asked to show identification. Our staff will not release a child from school without proper authorization. If your child returns to school the same day or arrives later in the day, please sign him/her in upon arrival. We will not dismiss students to walk home during the day.

**If a child is picked up early or comes in late the time missed will count against attendance.**

## **Emergency Procedures/Drills**

Emergency procedures are established to ensure the safety of all students and staff. Drills are regularly conducted during the school year and are to be taken seriously. Instructions will be given to the students by teachers or announced through our public address system.

## **Field Trips**

Students have opportunities to take field trips. These are typically to the District's nature reserve at Little Creek and the Florissant Civic Center (James Eagan Center) for theatre performances. Due to budget constraints, the school does not have funds to pay for field trips.

Students are asked to cover the costs of field trips, school related events, and cost of the bus. Occasionally, parents are asked to accompany classes on field trips to chaperone. While we appreciate your assistance in providing additional supervision, we cannot allow siblings of any age to join us and parents must provide their own transportation.

## **Fund Raising**

Only those materials or sale products sold by authorized Duchesne Elementary School personnel or Duchesne sponsored fundraisers may be sold at school.

## **Homework**

Homework may be assigned as practice, extension of an in-class assignment or an independent project. **A successful student should always complete homework as assigned.** It is suggested that students spend time each evening practicing math facts and reading a “good fit” book.

## **Library Use**

Students visit the library 55 minutes each week as part of the regular class schedule. During this time, students take part in shared reading with the librarian, check out books to read and participate in learning activities. They are also encouraged to meet their Accelerated Reading goals and take quizzes.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. The library circulates books to all students. Students are allowed to check out books on a weekly basis during their scheduled class time and before school. Each student is responsible for the books they check out.

Library materials that students check out from our school library are due weekly when the student comes to the library with their class. If a student fails to return library materials on time, it does not result in a late fee but it does prevent them from checking out new material. **A lost book or magazine must be paid for and prevents the student from check out new materials until the replacement fee is paid.** If a lost item is paid for and found in good condition, it should be turned into the school library for a refund. A student will be charged the full replacement value of a lost item that is damaged beyond repair.

## **Illness or Injuries at School**

Our school nurse is on duty full-time. If your child becomes ill during the school day, you will be notified as quickly as possible. **The County Health Department requires that any**

**child with a temperature of 100°F or more to be sent home until the fever has been gone for 24 hours.**

- **We ask that you keep numbers updated in case an emergency arises at school.**

Children who are injured at school will be given first aid immediately. Parents or emergency contacts will be called for any serious injuries, particularly head injuries. In case of life-threatening emergencies, 911 is automatically called. **Please make sure you keep your contact numbers updated in the Parent Portal.**

**Any prescribed medication that is to be taken at school must be taken to the Nurse's Office by an adult.** Any prescribed medication that your child must take at school must be in the original prescription bottle. When a child takes daily medication, a physician and parent note is kept on file. **Over-the-counter medication such as cough drops, pain medicine, etc., can only be given if accompanied by doctor and parent note giving proper instructions. This is State law.** Again, all medications must be brought to the Nurse's Office by an adult. Any other questions, please see District Policy 3055.

## **Non-Instructional Items**

Non-instructional items such as electronic devices, laser pointers, radios, electronic toys, cameras, cell phones and fidget spinners are not permitted in school and will be confiscated. Parents may call the school to inquire or clarify whether a specific piece of personal property is acceptable. Possession and/or use of such items may cause a student to be subject to disciplinary action.

## **Organizations and Clubs**

Duchesne Elementary School sponsors a number of special extracurricular organizations and clubs. More information about these activities will be sent home throughout the year.

## **Parent Visitation/Conferences**

Parents are encouraged to be involved in their children's education. You are welcome to visit your child's classroom any time after the first week of the school year. Visits are discouraged during the first week as we are learning and establishing routines.

It is important that you follow our visitation procedures for the safety of our students and staff and to make certain the educational process for all of our students is not interrupted. As stated in the District's Board Policy (8020) "...observations/visits shall be scheduled in advance with the teacher and principal prior to the actual visitation. These visits will be for observation only,

not for parent conferences.”

Parent/Teacher conferences are critical to students’ success and are a regularly scheduled part of our school year. In addition to scheduled conferences, parents may request a conference at any time. **If you would like to meet with a teacher and/or the principal, please call the office or your child’s teacher to schedule a convenient time to meet. An appointment is necessary to ensure that our staff has the adequate time to discuss your child’s progress and/or concerns with you in an appropriate setting.**

When you arrive at school, please stop by the school office to sign-in and receive an ID badge. Upon leaving the school, please sign out. This helps us to know who is in the building and provide for the safety of our students.

If you need to drop off something for your child, such as lunch, instruments, books, etc., please leave them in the office.

We ask that you follow our procedures to help us provide a safe place for our children.

## **Physical Education Classes**

All students must wear tennis shoes for Physical Education classes. This is required for student safety. Other shoes might not provide adequate traction or be heavy and harmful causing slipping and possible injuries. Students should also not wear jewelry that might cause danger to self and others or disruption to the learning process. These requirements are for your child’s safety.

## **Report Cards/Mid-Quarter Progress Reports**

Students will receive grades in subject areas throughout the school year. In addition, mid-quarter progress reports will be issued for students along with requests for parent-teacher conferences. **Duchesne Elementary School has a web-based program that allows parents to view assignments/grades online for students in first through sixth grades.** Your child’s teacher will provide you with the information to access this resource.

The following grading scales are used:

### **Kindergarten – Grade 2**

- G Good Progress
- S Satisfactory Progress
- M More Progress Needed

## **Grades 3 – 6**

<b><u>Grade</u></b>	<b><u>Percent</u></b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## **Effort**

4	Outstanding
3	Satisfactory
2	Needs Improvement
1	Unsatisfactory

## **School Closings**

Ferguson-Florissant parents can receive information on school closings by tuning into the local television channels and radio stations. These include television channels 2, 4, 5 and 11 along with radio stations KMOX, KTRS and 98 FM. School Messenger is also activated to alert you to school closings.

## **School Day**

School begins at 8:45 a.m. and is dismissed at 3:30 p.m. Students should not enter the building before 8:25 a.m. Students go directly to their classrooms and must be in class by **8:45 a.m.** If students would like breakfast they need to be here at 8:30 to ensure they are finished by the start of instruction. Students must be out of the building by **3:30 p.m.** unless they are designated to stay for an after school activity. Once students leave the building, they are not expected to re enter. Students should be sure that they have necessary materials before exiting the building. Students are not allowed to return to classrooms after dismissal unless supervised by a staff member. **Also see Arrival and Dismissal.**

## **School Messenger**

**Duchesne Elementary** and the Ferguson-Florissant School District will update parents with school and community events through an automated system. Parents may receive phone calls, text messages or emails of events and school happenings throughout the school year.

## **School Office**

The school office is open from 8:30 a.m. to 3:00 p.m. for business, other hours by appointment only. You may call the office at 314.831.1911.

## **Student Email Accounts**

The Ferguson-Florissant School District uses Google Apps for Education as an instructional tool. As part of this service, the District also provides email access to students in Grades 4 through 12.

- **NOTE: Student email correspondence is restricted to communication with District staff and students.**
- **NOTE: *Parents who do not want their child to have access to District email must notify the School in writing within 30 days after registration.***

## **Tardiness**

Daily instruction begins promptly at **8:45 a.m.** Students should be ready to learn by **8:45 a.m.** or they are considered tardy and must report to the office for a tardy slip. **Breakfast will not be served after 8:45 a.m.** Research shows that tardiness affects student achievement. In cases of habitual tardiness, parents will be notified and appropriate action will be taken. **See Attendance and Tardy policies.**

## **Walkers and Car Riders expectations**

**When walking to and from school, children must:**

- Walk directly to school and directly home from school.
- Walk only on the sidewalk.
- Stay out of the street.
- Follow the direction of the crossing guard.
- Stay inside the crosswalk.
- Stay out of neighbors' yards.

**When driven to and from school, car riders must:**

- Be dropped off at the curb where they will enter the building.
- Follow the directions of the teacher on duty.
- Wait in a quiet, orderly manner.



- Never run towards a moving car.

**For the safety of all students, parents and staff, it is imperative that parents remain in the car pick up line to retrieve students at dismissal. Please be patient and alert to the directions of supervising staff members during dismissal. They are present to alleviate traffic problems and provide a safe environment for all children.**