

DUCHESNE
FAMILY HANDBOOK
2024-2025

As a Duchesne Dolphin...
I Will Be Responsible, Safe, Cooperative, and
Kind.
I Will Persevere.



Duchesne Primary School
Ferguson-Florissant School District
100 S. Florissant Road
Florissant, Missouri 63031
Phone: 314-831-1911

Dr. Pamela Burroughs, Principal
Dr. Teonna Walker, ISL
Joycie Terry, Office Manager
Ashiya Pashen, Counselor
Sheila Williams, Nurse

FERGUSON-FLORISSANT SCHOOL DISTRICT BOARD OF EDUCATION

Dr. Courtney Graves
cgraves@fergflor.org

Dr. Kevin M. Martin
kmmartin@fergflor.org

Mr. Terry Tyson
ttyson@fergflor.org

Dr. Donna Paulette-Thurman
dpaulettethurman@fergflor.org

Dr. Sheila Powell-Walker
spowellwalker@fergflor.org

Mrs. Jillian Dunn
jdunn@fergflor.org

Mr. Jamal Bailey
jbailey1@fergflor.org

Ferguson-Florissant School District Board of Education Meetings

Meetings are typically held on the 2nd Wednesday of the month. All meetings are at 6:00 p.m. in the Boardroom at the Ferguson-Florissant School District Administration Center - 8855 Dunn Road, Hazelwood, MO 63042 and/or Virtually at [FFSD TV \(click for link\)](#)

(Any changes of meeting location, dates and times will be updated on the district website www.fergflor.org)



Duchesne Primary School

Mission and Vision

Mission:

We provide high quality instruction to every student in every neighborhood while prioritizing equity and compassionate relationships.

Vision:

All learners will graduate believing anything is possible and prepared to realize those possibilities.

Our Core Values:

Student Centered:

We use an equity lens to focus our policies, our actions, and our resources on students academic, social-emotional, and physical well-being

Excellence:

We have high expectations for all of our students and are relentless about providing high quality, culturally competent teaching and resources to meet those expectations

Innovation:

We ensure our students are ready for a dynamic, ever-changing world by exploring real world issues and promoting curiosity and critical thinking to find innovative solutions.

Relationships:

We build relationships across our schools and community to ensure everyone feels welcomed, heard, and involved as agents of positive change to create access and opportunities for students.

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SCHOOL CONTACTS

Staff	Role	Email	Phone
Pam Burroughs	Principal	pburroughs@fergflor.org	(314)831-1911
Joycie Terry	Office Manager	jterry@fergflor.org	(314)831-1911
Ashiya Pashen	Counselors	apashen@fergflor.org	(314)831-1911
Sheila Williams	Nurse	swilliams2@fergflor.org	(314)831-1911
	SSD Coordinator		

ARRIVAL & DISMISSAL

School Hours

9:20 A.M. - 4:10 P.M.

Half-Day Early Dismissal: 12:40 P.M.

School Closing

Schools could be closed if conditions (extreme cold, ice, snow) pose a threat to the safety of our children. If classes must be canceled, the Ferguson-Florissant School District will announce the cancellation via our automated calling system, radio (KMOX-1120), and TV stations. When possible, the decision to close school will be made and communicated by 6:00 A.M.

ARRIVAL

Supervision and breakfast begins at 9:05 A.M. Students will not be able to enter the building and no supervision will be available prior to 9:05 A.M. The school day begins at 9:20 A.M. Breakfast is not served after 9:20 A.M.

STUDENTS ARRIVING AFTER 9:20 A.M. MUST RECEIVE A Tardy/Late SLIP FROM THE OFFICE.

Parents **MUST** come into the office and SIGN students in after 9:35 a.m.

Arrival Procedure for Car Riders

Please be patient. It takes time for students to learn the routines and procedures, but the process will get faster as we get further into the school year. It is our goal to keep this process running smooth and quick, but we MUST prioritize safety.

Please make sure to follow these procedures to ensure all of our Dolphins and staff stay safe:

- Students will be welcomed into the building at 9:05 a.m.
- Cars should enter via S Castello Street. Stay to the right, and join the line of cars (not blocking driveways or intersections). The line starts on Castello at the stop sign before the school entrance. Do NOT enter the circle/entrance until directed by a staff member at the stop sign.
- Pull your vehicle all the way up, do not stop right in front of the doors.
- Follow directions from the staff members on duty.
- Staff will greet students and receive them from cars as they pull up in the circle drive. Please be sure your student is ready to exit the vehicle when you stop.
- As you leave the line, be cautious of other cars, daycare vans, and buses.
- If you walk your child to the door, please use the crosswalk and only cross when instructed by a staff member.
- If you are parking for any reason, please use a designated parking spot.
- NO parking in the circle drive.

Students should not be released from cars or daycare vans before 9:05 a.m. There is no supervision before 9:05 a.m.



DISMISSAL

School ends at 4:10 P.M. The dismissal process begins at approximately 4:00 P.M.

Daycare Vans are dismissed at 4:00.

Car Riders and Bus Riders are dismissed at 4:05

Walkers are dismissed at 4:10

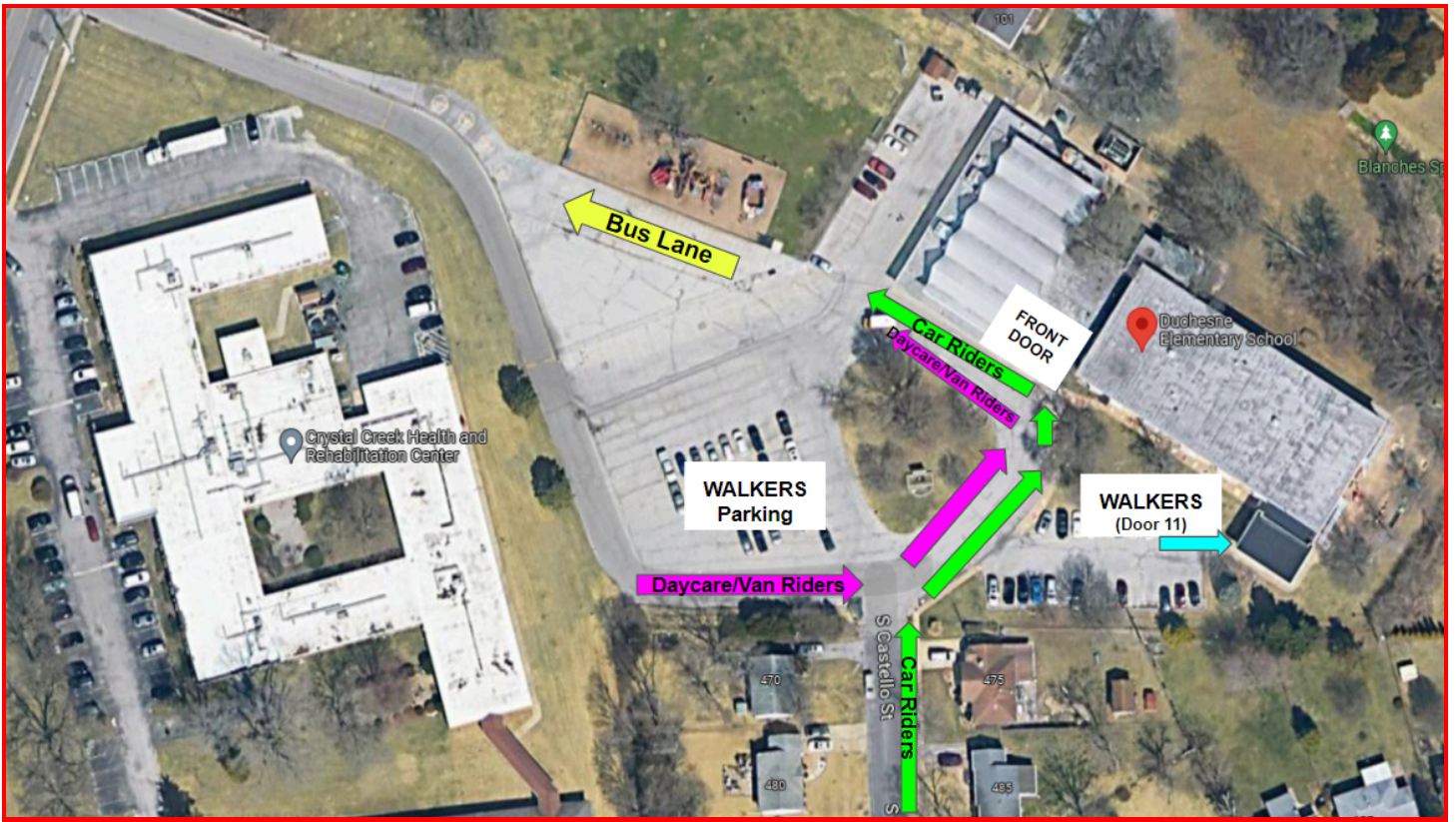
Dismissal Procedure for Car Riders & Walkers

Please be patient. It takes time for students to learn the routines and procedures, but the process will get faster as we get further into the school year. It is our goal to keep this process running smooth and quick, but we MUST prioritize safety.

Please make sure to follow these procedures to ensure all of our Dolphins and staff stay safe:

- Any changes made to the way your student normally dismissed must be made via a phone call to the front office before 3:30 p.m.
- The car rider pick-up process will begin at approximately 4:05 p.m.
- Cars should enter via S Castello Street. Stay to the right, and join the line of cars (not blocking driveways or intersections). The line starts on Castello at the stop sign before the school entrance. Do NOT enter the circle/entrance until directed by a staff member at the stop sign.
- All cars must have the school issued number tag hanging in their rearview mirror. If someone else is picking your student up, please give them your tag and tell them the routine.
- Pull your vehicle all the way up, do not stop right in front of the doors/students.
- Students will remain at the front of the school with supervising staff until all cars are stopped. Families should remind their student/students to stay attentive while waiting for their ride, as it can be difficult to hear names being called during dismissal. This could prolong the process.
- Students should enter the vehicle when called to load by staff. Families must remain in their car and may NOT park and walk to the door to get their student. If you need to buckle your child please pull into a parking spot to do so.
- For the safety of all children, DO NOT pull around cars or attempt to exit unless signaled by staff.
- If you park and walk up to the building, your child should be designated as a WALKER. You will walk over to Door 11 to pick them up starting at 4:10 p.m.

Car Rider students will not be dismissed from the building until 4:05 p.m. Walkers will not be dismissed from the building until 4:10 p.m.



Early Dismissal

Please send a note to your child’s teacher AND call the front office if you plan on picking up your child early. When you arrive, report to the office with a photo ID, and your child will be called from class. Students will not be released before parent arrival and must be dismissed from the office.

Changing Dismissal Method

Phone messages given to the office after 3:30 P.M. may not make it to your child; therefore, send a written note with your child in the morning and call the front office if your end-of-the-day plans are different from normal for your child. We need to know this information to provide for a safe dismissal for all children. The office may not be able to answer phone calls between the times of 3:40 – 4:20 P.M. due to closing the school day and dismissal. Class Dojo messages and emails to the teacher may not be seen in time for changes to be made. Calling the office is critical.

Bus Riders

Bus riders will dismiss from the gym when their bus is called. Students that receive bus service in the Ferguson-Florissant School District live a mile or more from their school. Transportation is provided free of charge for those students. Call the transportation office if you need more information about bus service at (314) 506-9370.

Bus Conduct

Ferguson-Florissant District School Bus Guidelines:

It is the intention of the Ferguson-Florissant School District to provide a safe and efficient transportation system for the students of our district. The following expectations are in place to provide safety for the bus driver, bus riders, pedestrians, and other motor vehicles. Violating these

expectations could result in consequences ranging from a student conference to loss of bus privileges, or other consequences as outlined by the [FFSD Student Expectation Code \(SEC\)](#). Below is a list of expectations posted on the bus. Please read the list and go over the list with your student.

I will be Responsible:

- Enter and exit in an orderly manner
- Keep track of my belongings
- Seat to seat, back to back, feet to floor

I will be Safe:

- Stay seated while bus is in motion
- Keep your body/belongings inside the bus
- Report any incident

I will be Cooperative:

- Follow directions
- Sit in assigned seat, if applicable
- Food and drink are put away

I will be Kind:

- Show a positive attitude while riding the bus

I will Persevere:

- Keep the bus clean
- Maintain voice level and seating arrangement

- Bus information, if applicable, can be found in your [Infinite Campus Parent Portal](#).
- Students should be at their designated bus stop 5 minutes before the arrival time listed.
- Bus riders in K-2 must have a parent/guardian, or older sibling, at the bus stop in order for the driver to let them off the bus.

Note: The attention of parents and students is directed to the Missouri State Law, which states in part that; "A student may be excluded from bus transportation for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion."

Walkers

Walkers will enter through the front doors. Students who walk should stay on sidewalks. Students will exit through Door 11. Walkers must have a parent/guardian, or older sibling to be released from the school building starting at 4:10 p.m.

Before and After Care

Duchesne does not currently have a before and after-care program. You can contact the school office (314-831-1911) for information related to local daycare providers that serve our school.

Private Daycare

If your child attends a private daycare, please ensure the office and your child's teacher know the name of the daycare, the daycare's phone number and the daycare's address. We also need your child's schedule. We must know this information before the first day of school, or as soon as you know it.

Dismissal - Emergency Weather Procedures

In the event of a tornado warning, hail, or other severe weather, the students may not be able to follow their normal routine for dismissal. We will determine the **safest** way to handle the situation. See the district [inclement weather plans](#).

ASSESSMENT & GRADING

District Assessments

- Student progress toward meeting rigorous academic standards is monitored throughout the year.
- Assessments include common formative assessments, curricular assessments, Galileo, STAR, and Imagine benchmarks.
- These assessments allow for instructional responses to student performance data.

Grading System and Student Progress Information

- Student progress reports and report cards are issued four times per year (two times in Kindergarten) to inform families of their scholar's progress.
- Parent-Teacher conferences are held near the end of the first quarter for all students.
- Teachers will provide parents with written comments, anecdotal progress information and suggestions to help your child make progress academically.

Standards-Based Grading

- Standards are statements about what students should know and be able to do within each content area, at each grade level. [Parent Guide \(english\)](#). [Parent Guide \(spanish\)](#).
- Standards-based grading communicates how a student is doing on a set of priority standards. It takes into consideration consistent performance as well as the most recent data collected and separates behavior and work habits.

Proficiency Scale levels:

1	Emerging	I showed that I am trying, but I do not understand the skill yet.
2	Developing	I showed that I am starting to understand the skill. I can't do it on my own YET.
3	Mastered	I have mastered the skill. I can do it on my own!

4	Exceeds	I can extend my thinking beyond mastery. I can apply my learning in a new way, on my own.
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ATTENDANCE

Regular attendance is essential for student success.

- Punctuality and regular attendance are factors linked with a student's sense of belonging and his/her overall achievement.
- Students should not miss more than 10 days in a school year.

Tardy/Late arrivals:

- The tardy bell rings at 9:20 A.M.
- If your student is Late (after 9:35 A.M.), come to the front door and sign your student in for school. They must receive a tardy slip before going to class.

If your student is Absent

- Call the office (314-831-1911). If no answer, leave a message with your child's name, teacher, and reason for absence.
- You will receive a phone call from the Student Information System if your child is absent, even if you have called the office.
- Please try to schedule appointments outside of normal school hours.
- Students should not miss more than 10 days in a school year.
- Late arrivals and early dismissals are included in student attendance. The minutes add up!

Perfect Attendance

Students must be present for the entire school day with no tardies or early dismissals.

FFSD School Attendance

- The Ferguson-Florissant Board of Education believes that daily attendance is an essential step toward achieving academic success.
- Education is a process hinged on continual communication and shared responsibilities among parents, students, teachers, and the school. **Parents have both a legal and moral responsibility to require and promote regular school attendance.**
- Students should not miss more than 10 days in a school year. Absences exceeding 10 days may result in consequences and trigger interventions from school administrators or counselor to address underlying issues impacting the student's attendance.

In addition, Missouri law (section 167.031 RSMo) provides a parent, guardian or other person having charge, control or custody of a child between the ages of seven and sixteen years shall cause the

child to regularly attend some public, private, parochial, parish, home school, or a combination of such schools, not less than the entire school term. Certain exceptions may apply.

Failure to comply may constitute educational neglect on the part of the parent or legal guardian and may result in school officials contacting the Family Court or making a “hotline” call to the Children’s Division of the Missouri Department of Social Services. Some students who fail to attend school regularly may be considered truant and referred to the Family Court. Poor attendance may cause Duchesne to lose our good standing with state accreditation.

Under the Missouri School Improvement Program (MSIP) students are expected to attend school no less than 90% of the school year.

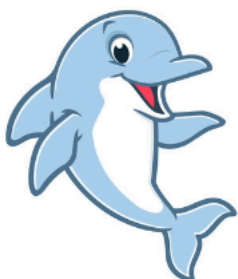
BEHAVIORAL EXPECTATIONS FOR STUDENTS

Positive Behavior Interventions and Supports (PBIS) & Second Step

The PBIS program supports all students by encouraging positive behavior. The PBIS philosophy is to teach standards of behavior, model their application across all school settings, and practice these behaviors until success is achieved and maintained. Second Step is a Social-Emotional Learning curriculum used to support students with managing feelings and responding to others appropriately.

Our behavior expectations, or “The Dolphin Creed”, asks students to commit to the following pledge:

Duchesne Dolphin Creed



I will be...

- Responsible
- Safe
- Cooperative
- Kind

I will Persevere.

FFSD Student Expectation Code

When a student's actions or behavior interferes with the right of teachers to teach and students to learn, students will be addressed in accordance with the [Ferguson-Florissant School District Student Expectation Code \(SEC\)](#). The [Ferguson-Florissant School District Student Expectation Code](#) is a required portion of registration and your yearly online verification. Please click the link above or visit www.fergflor.org to view the Student Expectation Code. Duchesne students are expected to follow both the Duchesne expectations and the Ferguson-Florissant School District Student Expectation Code.

Home To School/School To Home

Every child has the right to come to and from school safely without fear of harm. Unless these issues disrupt the school environment, the family is responsible for handling issues such as bullying, harassment, fighting, etc. that occur off of school property. Please inform the school of any issues; however, unless there is a nexus (a means of connection, tie, or link) to the school, the school is not legally responsible for incidents away from campus and outside of the school day.

CELL PHONES, ELECTRONIC DEVICES, & TELEPHONE USE

Students should not bring cell phones or electronic devices to school. If a cell phone or electronic device is seen on school grounds it could be confiscated and a parent or adult could have to pick it up from the office. The school will not be responsible for the loss, theft, or damage of these items.

COMMUNICATION

Communication is essential to the smooth operation of a school. Having updated contact numbers and emails, as well as emergency contacts, is important. Communication is key to safety and success!

District Communication

Ferguson-Florissant School District has a parent notification system which will enable the District and school to notify you by phone, email and/or text message regarding any necessary school-related news.

Inclement weather or emergency-related school closings will continue to be reported on local television and radio stations and on the District's Facebook and Twitter pages, in addition to the District notification system.

In an effort to ensure you receive these communications in the coming school year, please note the following:

1. Please make sure all contact information in [Infinite Campus Parent Portal](#) is correct and up-to-date.

2. Caller ID: The main phone number for the District is (314) 687-1910, or the main number for Duchesne is (314) 831-1911. It is possible you may see another number on your caller ID, even when being contacted by the school or district as we have multiple lines.
3. Live Answers: Voice detection technology will prompt the message so you only need to say “hello” once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple “hellos” will delay the message.
4. Check the spam folder of your email regularly for messages that may be coming from the school or district.

Duchesne Primary Communication

We have several ways in which we communicate with families. In addition to phone calls and emails, teachers and staff make regular use of ClassDojo. You will also receive school communication in the form of an emailed monthly newsletter. Please make sure to take a look each month as we use this communication to share important dates and information, upcoming events, and student and staff recognitions. Also, make sure to like us on Facebook.

COMPREHENSIVE, INTEGRATED, THREE-TIERED MODEL OF PREVENTION

Duchesne has adopted a comprehensive, integrated, three-tiered model of prevention. This model is designed to address our students’ academic, behavioral, and social needs using a continuum of supports, including a proactive approach for addressing students’ needs in all three areas. We have established systematic screening practices and a continuum of supports, ranging from universal, broad-based strategies to targeted and individualized interventions. The three-tiered model provides for: primary prevention (Tier 1 supports for all), secondary prevention (Tier 2 supports for some), and tertiary interventions and supports (Tier 3 supports for a few). The goal is to create a safe, positive learning environment including the accurate detection of students who need additional support beyond primary (Tier 1) prevention efforts and then providing these students with additional secondary (Tier 2) and tertiary (Tier 3) evidence-based supports.

CURRICULUM

The Missouri Department of Elementary and Secondary Education under the Missouri School Improvement Program set standards of performance and examines every aspect of our educational operation from curriculum, to facilities, to funding. The Ferguson-Florissant School District uses the Common Core State Standards. Grade-level specifics detail our instructional program will be available for kindergarten through sixth grade upon request. Information on Communication Arts, Mathematics, Science, Social Studies, Art, Vocal Music, Health and Physical Education are included. You may visit the District’s website at www.fergflor.org for additional details related to curriculum initiatives.

CUSTODIAL & NON-CUSTODIAL PARENT RIGHTS & RESPONSIBILITIES

[\(FFSD Policy 3068\)](#) The District will honor any restrictions regarding custody, physical placement, and other conditions mandated by a valid court order, provided the District has been given a copy of such order. If two opposing court orders are presented to the District, the most current order will be followed. It is the responsibility of the parent or legal guardian to provide a complete copy of any court documents as it pertains to custodial issues.

Definitions

- Parent -- A biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.
- Joint Legal Custody -- Parents share decision-making rights, responsibilities and authority relating to the health, education and welfare of the child.
- Joint Physical Custody -- Each parent has periods of time, not necessarily equal, during which the child resides with or is under the care or supervision of that parent.

Student Records

A parent will have access to all records and information pertaining to his or her child unless that parent has been denied custody or visitation rights. The district will provide access to all such records unless a court order showing the denial of legal custody or visitation is provided to the district. A court may also order that such records not include the address of the custodial parent or child. A copy of any court order received by the district pertaining to a student will be forwarded to the principal of the building where the student attends.

DRESS CODE

Students at Duchesne Primary wear district approved school uniforms. Students “Dress the Dolphin Way” by following the uniform guidelines. Students are to wear navy, white, or light blue collared tops, navy, plaid, or khaki bottoms, and have a clear bookbag. Students are allowed to ‘dress down’ (out of uniform) on their birthday.

Dress the Dolphin Way



**Navy, White, or Powder
Blue Collared Shirt**



Navy or Khaki Bottom



Clear Bookbag

EMERGENCY 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. Additionally, parents can further support their child's safety and preparedness by engaging in conversations about emergency procedures at home. Encouraging them to take drills seriously and discussing what to do in various scenarios can help reinforce their understanding and confidence during these important exercises, as well as ease any tension they may be feeling.

FOOD

Breakfast & Lunch

NO COST BREAKFAST AND LUNCH for all students. The Ferguson-Florissant School District will be participating in the USDA's Community Eligibility Provision (CEP) which provides breakfast and lunch at NO COST to all District students in pre-kindergarten through high school. 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 & Reduced Meals. The CEP is part of the Healthy; Hunger-Free Kids Act of 2010.

Brought Lunch

If a student chooses to bring lunch from home please make sure all food items are contained in a lunch bag. Avoid items such as gum, candy, and soda. Please make sure your student includes healthy choices in their lunch, not just chips. Avoid any items that contain peanuts as we have several children with allergies. Due to allergies, sharing is prohibited.

See [Parties](#) for further information on food related to parties.

HOMWORK

Homework will 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, reviewing concepts or reading at least 30 minutes. As with any skill, practice is necessary to master concepts taught during the day.

LOST & FOUND

Duchesne's Lost and Found is located in front of the cafeteria. Items bearing the name of the owner are usually returned to the owner immediately after the item is brought to the office. Please use a permanent marker or sewn label to mark coats, gloves, mittens, boots, lunch boxes, etc. Staff time will not be spent searching for lost money or items that should not have been brought to school.

PARENT INVOLVEMENT

Duchesne has a Parent Teacher Organization that drives much of our decision making and our organization's events. If you would like to get involved in the Duchesne PTO, please contact Dr. Burroughs, Principal, at pburroughs@fergflor.org. PTO meetings will typically be held the first Tuesday of each month from 5:30 pm-6:30 pm.

PARENT-TEACHER CONFERENCES

Each fall the Ferguson-Florissant School District hosts a Parent-Teacher Conference week. This is one of the best times for parents and teachers to talk and share important information about our students.

If you want to meet with the counselor, special education teacher, physical education teacher, music teacher or others, let the teacher know ahead of time, so that the teacher can inform the appropriate staff member(s). Use a second conference time to meet with these staff members. Your time with the teacher should be honored and kept separate, so you will want to schedule a different time for other conversations. It would be wise to get feedback about your child's performance from other staff members before your conference with the teacher. This will give you a broad perspective about your child, their educational work, social skills and more.

If you would like the principal, counselor or special education teacher to sit in with you during the conference, feel free to ask. We will try to accommodate you. Duchesne Primary teachers are happy to meet with parents at any time of the year; however, these meetings must be scheduled in advance with the teacher.

PARTIES

It is imperative to protect the learning environment. Students will celebrate parties at the classroom teacher's discretion. Please advise the teacher if your child will not be participating in a class party for personal reasons. Students are allowed to 'dress down' (out of uniform) on their birthday.

[Treats and Party Treats \(Click Here\)](#)

Birthdays are special. The Principal recognizes birthdays, as well as most teachers. Inedible items may be shared with classmates (i.e. pencils, stickers, erasers). Birthday treats may also be provided only if they are an individually packaged healthy snack which abides by FFSD Wellness Guidelines (i.e. fruit snacks, pretzels, fruit, Cheez-its, popcorn). Please contact your child's teacher BEFORE bringing any items to school. We have an increasing number of children with a variety of food allergies. Treats, balloons or party decorations sent or brought to school will not be used and sent back home.

Party Invitations

Invitations to birthday parties (or any parties) are not allowed to be passed out at school unless the entire class (all of the girls, all of the boys, or everyone in the class) is invited.

RECESS

Twenty minutes of outdoor recess is scheduled daily except in inclement weather (heavy rain, lightning, extreme cold, ice). Duchesne students go out for recess when the windchill is 20 degrees or above. Ensure clothing is suitable for outside play in both hot and cold weather. Indoor activities are planned during inclement weather. After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time. A written request from a parent following an illness will permit a child to remain indoors for one day only.

Children are to follow the Duchesne Expectations while outside at play. Students found not following expectations or safety procedures, playing too rough, behaving in a disrespectful manner or in any way causing playground disruptions will be removed from the playground. The adults on duty on the playground must ensure the safety of all of our students.

RESOURCES

[Infinite Campus Parent Portal](#)

This is the program that you will have to use when you enroll and verify your child's registration every school year. This program allows you to access a wide variety of information regarding your child including student grades, attendance, etc. It is important to always update your information as notes, texts and phone blasts will be sent using the information you provide.

[ClassDojo \(Click Here\)](#)

Teachers and staff use ClassDojo to recognize positive student behavior and remind students when they need to make a different choice. This platform can also be used to communicate with teachers

and staff.

[Duchesne Website](#) Check out our website where you will see lots of information regarding school calendar, photos, lunch menu, and so much more.

SCHOOL PROGRAMS

Art

Students attend art class once a week for 55 minutes each class period. They experience a variety of artistic techniques and learn art history throughout the year.

Library

Students visit the library 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.

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. Each student is responsible for the books they check out.

Music

Students attend music every week. They learn a variety of musical skills, both vocal and with simple instruments that will add to their lifelong enjoyment of all types of music. Duchesne students also engage in musical performances in the winter (grades 1 and 2) and spring (grades PreK and K).

Physical and Health Education

Students attend PE class every week for 90 minutes. Students should wear gym shoes and no jewelry when participating in physical education classes. Classes take place in the gym, on the playground, and field.

Daily Schedule

Duchesne will be using a traditional five day schedule. Teachers will provide parents with their specific schedule.

Student Activities and Projects

Students participate and compete in a variety of activities, contests and celebrations throughout the year. Some involvement is part of assigned class work, while others are optional. Some of these activities include, but are not limited to:

- Activities and/or Prizes for students meeting behavior expectations
- Activities and/or Prizes for students meeting attendance goals
- Science Fair
- Living Museum
- Little Creek field trips

Counselor

Our school counselor's job is to help make school a successful experience for children. 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 includes exploring careers, improving study and learning skills, and making decisions. The curriculum also includes lessons on harassment and bullying.

Counselors 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's 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.

SPECIAL PROGRAMS

Celebrations & Recognitions

- Duchesne recognizes and honors those students that are doing their personal best by following our expectations.
- PBIS Celebrations: Students that meet set behavioral and attendance guidelines during the month are invited to participate in a special activity. Some celebrations in the past included dance parties, special field days, rotation activities, and more.

Field Trips

- Educational trips that support the curriculum are scheduled during the year.
- We believe in the value of community experiences and try to expose our students to many academically appropriate opportunities.
- Parents are informed beforehand of the place, time, date, transportation plans and cost, if applicable.
- Written permission is required in advance in order for your child to attend a field trip. Field trips that require money must be paid 3 days in advance.
- We appreciate your assistance in providing additional supervision, however, we cannot allow siblings of any age to join us and may need to limit the number of chaperones for each trip.

Little Creek Nature Area

Little Creek Nature Area, located on Dunn Road, is a nature preserve serving all students, pre-k through 12th grade. Using a curriculum that offers unique hands-on learning, Little Creek's animals, insects, and vegetation provide a wealth of learning opportunities.

Bookmobile

Duchesne students visit the St. Louis County Library Bookmobile each month. Students can check out children's material in a variety of subjects and genres.

Parent Teacher Organization (PTO) & Family Nights

- All Duchesne families are considered members of the PTO and are always invited and

encouraged to become active members by becoming involved in school activities.

- Meetings will be typically held on the first Tuesday of each month at 5:30 P.M. in the Duchesne library.
- It means a great deal to your student for you to support their school, its programs, and activities. Parent involvement determines the success of our school's PTO initiatives.
- Support is needed each year with various school events-we welcome everyone's involvement. Your contribution of time is valuable and greatly appreciated! Please consider helping to support our learning community!

PROBE-Gifted Program

- PROBE is the Ferguson-Florissant gifted and talented program.
- Students qualify for PROBE services using the results of individual testing based on state guidelines.
- PROBE students in 2nd grade attend a full day of classes each Monday at the PROBE Center. Students are transported to PROBE by district bus at arrival and returned to school in the afternoon.

Special Education

- Special education services are offered through the St. Louis County Special School District (SSD) at Duchesne, fully servicing students with a variety of needs.
- Parents or teachers who suspect a student may have learning needs may request a referral for evaluation.
- Diagnosis and placement is a parent and committee decision based upon test results using Missouri State Department Of Education guidelines.
- Contact your child's teacher, counselor, or principal should you have special education concerns or require information.

Volunteer Opportunities

Volunteers are an important ingredient to the success of Duchesne Primary. Volunteers are expected to maintain confidentiality when working in the school and with students. Visit the [District Website \(click here\)](#) to view the Volunteer Handbook and Application. There is no cost to apply.

STUDENT HEALTH

Illness at School

Our school nurse is on duty full time at Duchesne. If your child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, an emergency contact is called and asked to care for the child until a parent can be notified. It is District policy that a child with an oral temperature of 100 degrees or higher be sent home and should not return until the temperature has remained normal for at least 24 hours without medication.

Medication At School

If a student needs to take medicine during school hours, the medicine must be kept in the nurse's office and should be in the original container from the pharmacy with complete instructions as to time and dose. The parent is responsible for bringing the medication to the nurse. Along with the medication, the parent should bring a note from the doctor, as well as their own note authorizing the

medication. Parents must pick-up the medication, it can not be given to a student to take home. Please contact our nurse if you have any questions.

Health Screenings

- Vision Screening
 - Vision screenings are done by Kids Vision for Life to all students each year. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.
- Hearing Screening
 - Every school year the Special School District of St. Louis County Audiology Department provides hearing screenings. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

TECHNOLOGY

Each student is issued a chromebook at the beginning of the school year. Students are taught basic basic computer skills and use their chromebook to complete many of their daily educational activities. District chromebooks are to be used solely for the purpose of education. Please encourage your student to take good care of their device, as families are financially responsible for damage caused to their student's device. Students' activities are also tracked around the clock on chromebooks, please remind your student(s) to avoid chatting with other students and safely search the internet only for educational purposes.

For assistance with your student(s) chromebook you may contact technology support at 314-824-2299.

Additionally, all classrooms have a Smart Board for interactive learning.

VISITORS

Parents/guardians are always welcome at Duchesne. Ferguson-Florissant School District policy requires visits to be scheduled in advance with the teacher prior to the actual visit. To avoid disrupting the instructional process or violating student privacy and for safety and security, these visits will be for observation only, not for parent conferences, and are limited to a maximum of 20 minutes. No cell phones will be used during this time nor is speaking to other children permitted. To ensure school safety, all visitors must sign in at the office with photo ID and get a visitor's badge.

Parents are asked to support the school in fostering student success and independence by allowing students to walk themselves to class. This helps boost confidence and starts the student's day with a sense of accomplishment and empowerment.