



**AFFTON**  
**HIGH SCHOOL**

# Student & Parent Handbook 2017-2018

8309 Mackenzie Road - Affton, MO 63123

[www.afftonschools.net](http://www.afftonschools.net)

Phone: (314) 638-6330 | Fax: (314) 633-5990

Attendance Reporting: (314) 638-7730

## **WELCOME TO AFFTON HIGH SCHOOL**

The purpose of this Student Handbook is to help provide access to important information about Affton High School's policies, procedures, activities, and events. We believe the information shared within it will help make your educational experience more worthwhile and productive. It is recommended you read and familiarize yourself with its contents carefully. You are expected to familiarize yourself with the information presented. Students must understand that all adults are responsible for the welfare of students and school environment - therefore they are authorized to maintain acceptable student behavior outlined in the behavioral policies.

## **QUICK REFERENCE**

### **For the latest information:**

See the our website: <http://afftonschools.net/affton-high-school/>

### **To see your counselor:**

Obtain a Counselor Request form from the Registrar

### **For scholarship information:**

Check with Mrs. Giunta in the College and Career Center

### **To see the nurse:**

Ask the teacher for a hall pass to the nurse.

### **You would see your principal for:**

Disciplinary matters, questions or concerns

### **To drive to school:**

Parking applications are available from SRO Behlmann in the Main Office

### **For information regarding activity schedules/eligibility:**

See the Registrar Mrs. Babinec

### **For your locker assignment or trouble with your locker:**

See the Registrar Mrs. Babinec

### **To use the library:**

Obtain a hall pass from Mrs. Nelson, the librarian, to use the library during lunch

### **For a pre-arranged absence:**

A parent phone call must be made to the Attendance Office at 314-638-7730

### **To check in or out of school:**

A parent phone call must be made to the Attendance Secretary prior to leaving school before the normal dismissal time. Students are required to sign-out at the Attendance Window located at the Main Entrance. Students who arrive to school after 7:45 a.m. must check in at the Attendance Window.

### **Lost and Found:**

For clothing items visit the Main Office or Gym. For lost valuables (Phones, wallets, purses, etc.), see SRO Behlmann.

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## **AHS MISSION**

The mission of AHS is to prepare all of our students to become confident and capable citizens through rigorous, customized learning.

## **AHS VISION**

Affton's continuous journey toward excellence sparks innovative teaching and learning, developing students as responsible citizens prepared for the challenges of the global society. Students grow as highly capable, curious, and confident learners through customized instruction, fueled by technology integration and the passions of the Affton community.

### **Teacher Value Statements**

- We will establish clear targets and expectations that focus on learning.
- We will develop common formative and summative assessments that will be used to guide instructional practices.
- We will utilize strategic professional development to implement and evaluate effective instructional practices.
- We will model the appropriate behavior that we expect from our students.
- We will respect each student and staff member as a valued individual and work collaboratively in our teams to address students' unique intellectual, physical, social and emotional needs.
- We will foster an ongoing partnership among student, family, school, and community that will promote a learning atmosphere which values mutual respect, perseverance, honesty, integrity, and school pride.

### **Student Value Statements**

- We will show respect for teachers, parents, community, peers, and ourselves.
- We will have a positive attitude and be ready to work.
- We will set, monitor, and strive to achieve attainable goals that stretch our abilities.
- We will take responsibility for our learning and actions.
- We will support and participate in school activities.
- We will work to develop the skills necessary to make healthy life choices.

### **Parent Value Statements**

- We will model the behavior we expect from our students.
- We will discuss and monitor goals and expectations with our students.
- We will make a commitment to help our students make good decisions.
- We will make a commitment to attend school events such as open house, parent/teacher confs, etc.
- We will take an active role with our student's friends.
- We will work to create an environment of honesty and trust with our students and the staff at AHS.
- We will encourage and teach respect, integrity, character, tolerance, and responsibility.
- We will work with the AHS staff to prepare our students for a meaningful post-high school experience.
- We will focus on positive expectations for our students.
- We will communicate with our students and encourage their involvement in school activities.

## Affton High School 2017-2018 Calendar w/Bell Rotation

AUGUST					Bell Schedule			End of Terms
M	TU	W	TH	F				Sept. 29 - Term 1
	1	2	3	4				Nov. 10 - Term 2
7	8	9	10	11		Aug. 15	Cats Crew Freshmen Orientation / Parent Meet & Greet w/Dr. Powell	Dec. 20 - Term 3 / Sem. 1
14	15	16	17	18	F*, A, A	Aug. 16	First Day of School (Special Schedule) / School Photos	Feb. 9 - Term 4
21	22	23	24	25	A, A, B, C, D	Aug. 25	Fall Pep Rally	April 6 - Term 5
28	29	30	31	A, A, B, C			May 25 - Term 6 / Sem. 2	
SEPTEMBER								D-Days: Pep Rally / Cats Crew
M	TU	W	TH	F		Sept. 4	Labor Day--No School	Aug. 25 - Fall Pep Rally
				1	A	Sept. 5	Full PD Day - No School for Students	Sept. 12
4	5	6	7	8	*, *, A*, A, A	Sept. 5-6	Fall AEF College Bus Trip	Sept. 22 - Homecoming Pep Rally
11	12	13	14	15	A, D, B, C, A	Sept. 13	College Night / Class Meetings for Parents	Oct. 3
18	19	20	21	22	A, A, B, C, A	Sept. 22	Homecoming Pep Rally (9/22) / Dance (9/23)	Nov. 14
25	26	27	28	29	A, A, B, C, A	Sept. 26	Sr. College Fair at Webster U. / Senior Lunch on the Lawn	Dec. 8 - Winter Pep Rally
OCTOBER								Jan. 9
M	TU	W	TH	F				Feb. 6
				6	A, D, B, C, A	Oct. 10	PSAT Testing / FAFSA Frenzy Night - 4:30pm-7:30pm	March 6
9	10	11	12	13	A, A, A*, A, *	Oct. 10 & 12	Evening Conferences - 4:30pm-7:30pm	March 15 - Spring Pep Rally
16	17	18	19	20	A, A, B, C, A	Oct. 13	PD / Record Day - No School for Students	
23	24	25	26	27	A, A, B, C, A	Oct. 20	No School	Professional Development Days
30	31	A, A						Aug. 14 - Full PD Day
NOVEMBER								Sept. 5 - Full PD Day
M	TU	W	TH	F				Oct. 13 - PD / Record Day
		1	2	3	B, C, A			Nov. 7 - Full PD Day
6	7	8	9	10	A, *, A*, A, A	Nov. 7	Full PD Day - No School for Students	Jan. 2 - Full PD Day
13	14	15	16	17	A, D, B, C, A	Nov. 17	Fall Play: Matinee (9:30am) - 11/16 Evening Shows (7:30pm) - 11/17 & 11/18	March 16 - PD / Record Day
20	21	22	23	24	A, A, *, *, *	Nov. 22-24	Thanksgiving Break	
27	28	29	30	A, A, B				South Tech High School
DECEMBER								Aug. 14 - First Day (Sem.1)
M	TU	W	TH	F				Oct. 13 - No School
				1	C, A	Dec. 6	Curriculum Night	Nov. 22-24 - Thanksgiving Break
4	5	6	7	8	A, A, B, C, D	Dec. 8	Winter Pep Rally	Dec. 22 - No School
11	12	13	14	15	A, A, B, C, A	Dec. 18	Exam Day - 2, 4, Seminar, 6 (Long "B" Day)	Dec. 25-Jan. 5 - Winter Break
18	19	20	21	22	B*, E, E	Dec. 19	Exam Day - 1 & 3 Early Dismissal @ 10:40am / Records Day	Jan. 8 - First Day (Sem.2)
25	26	27	28	29		Dec. 20	Exam Day - 5 & 7 Early Dismissal @ 10:40am / Records Day	Feb. 20 - No School
						Dec. 21-Jan. 2	Winter Break	March 19-23 - Spring Break
JANUARY								April 2 - No School
M	TU	W	TH	F				April 27 - No School
	1	2	3	4	*, *, A, A, A	Jan. 2	Full PD Day - No School for Students	May 24 - Last Day
8	9	10	11	12	A, D, B, C, A	Jan. 3	Students Return to School	AP Exam Test Dates
15	16	17	18	19	*, A, A*, A, A	Jan. 15	Martin Luther King Day - No School	AP Psychology - 5/7 (Noon)
22	23	24	25	26	A, A, B, C, A	Jan. 17	Poetry Out Loud During Seminar (Auditorium)	AP Physics - 5/8 (Noon)
29	30	31	A, A, B					AP English Literature - 5/9 (8am)
FEBRUARY								AP Government - 5/10 (8am)
M	TU	W	TH	F				AP U.S. History - 5/11 (8am)
				1	C, A			AP Biology - 5/14 (8am)
5	6	7	8	9	A, D, B, C, A	Feb. 19	President's Day - No School	AP Calculus AB & BC - 5/15 (8am)
12	13	14	15	16	A, A, B, C, A	Feb. 21	Evening Conferences - 4:30pm-7:30pm	AP English Language - 5/16 (8am)
19	20	21	22	23	*, A, A*, C, B#	Feb. 23	Half Day - Release @ 10:40am - Special Schedule: Hours 2, 4, & 6	AP Statistics - 5/17 (Noon)
26	27	28	A, A, B		Feb. 26-27	Winter AEF College Bus Trip (Tentative)		Other important Affton Dates
MARCH								Affton Days - Sept. 16
M	TU	W	TH	F				NCADA Workshops - T.B.D.
				1	C, A	March 6	National Honor Society Blood Drive	AEF Gala & Auction - March 3
5	6	7	8	9	A, D, B, C, A	March 15	Spring Pep Assembly / Sports Night	NHS Blood Drive - March 6
12	13	14	15	16	A, A, A*, D, *	March 16	PD / Record Day - No School for Students	Special Olympics - May 2018
19	20	21	22	23	A, A, B, C, A			
26	27	28	29	30	*, *, *, *	March 26-30	Spring Break	
APRIL								
M	TU	W	TH	F				
				6	A, A, B, C, A			
9	10	11	12	13	A, A, B, C, A	April 13	Spring Musical: Matinee (9:30am) - 4/12 Evening Shows (7:30pm) - 4/13 & 4/14	
16	17	18	19	20	A, A, B, C, A	April 23-May 4	EOC Testing Window (Tentative)	
23	24	25	26	27	A, A, B, C, A	April 28	Prom - Randall Gallery 7pm-10:30pm	
30								
MAY								
M	TU	W	TH	F				
				4	A, A, B, C, A	May 7-17	AP Testing Window	
7	8	9	10	11	A, A, B, C, A	May 14-16	Senior Finals	
14	15	16	17	18	A, A, B, C, A	May 17	Seniors Awards Day	
21	22	23	24	25	A, A, A*, A, A	May 19	Graduation 7:00pm / Senior Lock-In	
28	29	30	31	A, A, B*, E, E	May 23	Exam Day - 2, 4, Seminar, 6 (Locker Clean Dut During Lunches)		
					May 24	Exam Day - 1 & 3 Early Dismissal @ 10:40am / Records Day		
					May 25	Exam Day - 5 & 7 Early Dismissal @ 10:40am / Records Day		

## Bell Schedules 2017-2018

<b>"A" Day (Mon/Tues/Fri)</b>	<b>Early Release "A" Day</b>
1 7:40-8:31	1 7:40-8:21
2 8:35-9:26	2 8:25-9:06
3 9:30-10:21	3 9:10-9:51
4 10:25-11:16	4 9:55-10:36
5 11:20-12:35	5 10:40-11:55
A Lunch 11:20-11:45	A Lunch 10:40-11:05
B Lunch 11:45-12:10	B Lunch 11:05-11:30
C Lunch 12:10-12:35	C Lunch 11:30-11:55
6 12:39-1:30	6 11:59-12:42
7 1:34-2:25	7 12:46-1:30

<b>"B" Day (Block Wednesdays)</b>
2 7:40-9:10
9:14-10:00 (seminar)
4 10:04-11:56
A Lunch 10:05-10:25
B Lunch 10:25-10:45
C Lunch 10:45-11:05
6 12:00-1:30

<b>"C" Day (Block Thursdays)</b>
1 7:40-9:10
3 9:14-10:44
5 10:48-12:51
A Lunch 10:48-11:13
B Lunch 11:18-11:42
C Lunch 11:47-12:12
7 12:55-2:25

<b>"D" Day (Afternoon Pep Assembly)</b>
1 7:40-8:26
2 8:30-9:16
3 9:20-10:06
4 10:10-10:56
5 11:00-12:15
A Lunch 11:00-11:25
B Lunch 11:25-11:50
C Lunch 11:50-12:15
6 12:19-1:05
7 1:09-1:55
Assembly 1:55-2:25

## **GENERAL INFORMATION**

### **ATTENDANCE**

Parents must telephone the school attendance secretary whenever it is necessary for a student to be absent, arrive late, or be dismissed early during the school day. Students arriving more than five (5) minutes late and students leaving during the school day will be required to sign in and or out at the attendance window.

Absences from the regular classroom learning experiences disrupt the instructional process not only for the individual student that is absent, but for the instructor and the remainder of the class as well. The benefit of regular classroom instruction is essential for all students in order that they will gain the most from their high school educational experience. Most students that are absent from classes frequently experience a great deal of difficulty in making satisfactory grades and in keeping up with their assignments.

In an effort to keep parents and guardians informed regarding attendance standard form letters will be sent to the parents at 21, 35, and 49 hours of absence; this is the equivalent of 3, 5, and 7 school days. All absences will be considered unexcused until arrangements have been made via the parent or guardian and administration to excuse the absence. Anytime the student is absent it is necessary for the parent/guardian to contact the school prior to 10:00 a.m. the following day or the absence will be considered unexcused and appropriate disciplinary action will be taken toward the student. The principal or his/her designee will determine whether an absence is excused or unexcused.

Attendance records will be kept by the hour and anytime a student is absent an hour of school that time is counted toward the student's attendance.

A total of seven (7) absences per semester will be allowed for each student. All absences excused or unexcused will count toward the seven absences. After seven absences medical verification will be required before further absences will be excused. All school sponsored activities, failure of the bus to run, and/or suspension of students by the administration will not count toward the seven days of attendance.

Examples of unexcused absences would be, but are not limited to: truancy, vacation, leaving school without signing out, elected suspension, work, missed bus or car trouble, shopping, haircut appointments, oversleeping, needed at home, and/or personal business. Final decision regarding unexcused absences will be made by the administration.

An excused absence will be defined as illness of the student, death/tragedy in the immediate family, physician's appointments (timed notes from the physician's office stating the time the appointment was finished, may be required upon return to school). All absences other than sickness should be arranged and approved in advance by the principal and/or his designee.

All makeup work for excused absences should be completed within the allotted time as per the school work make-up policy.

Fifth year students will be allowed only seven (7) hours of absence as per each hour in attendance at the school.

If the absence is unexcused, the following disciplinary action will be taken:

- One hour or less - 1 Detention
- Any absence over one hour could result in ISS (in school suspension)

For absences of extended periods, discipline will be assigned accordingly.

If a student reaches the seventh (7) day of absence per semester limit the following action will occur, unless medical verification can be made:

- **Step 1 - 21 hours (equivalent to 3 days)**
  - A letter will be mailed to the student's parent or guardian
- **Step 2 - 35 hours (equivalent to 5 days)**
  - A conference will be held with the student. Letter sent home
- **Step 3 - 49 hours (equivalent to 7 days)**
  - A conference will be held with the parent. Letter sent home
- **Step 4 - 56 hours (equivalent to 8 days)**
  - After School Detention assigned for 2 days.
- **Beyond Step 4 - additional disciplinary consequences will occur**
  - A referral may be made to school based social worker or appropriate authorities (Family Court of Saint Louis County) and the student will be in jeopardy of losing credit for the semester.

## **BELL SCHEDULES & ROTATION OVERVIEW**

Please note that there are some changes to the Bell Schedules (see pg. 6) for the 2017-2018 school year. On weeks during the school year where students do not attend all five (5) days (Observed Holidays, District Holidays, Professional Development Days, etc.) the high school will not run "B" or "C" Day (Block) Schedules. We will run the "A" Day schedule on these weeks to cut down on the confusion. Please note the addition of an Early Release "A" Day schedule. Please note that the weekly Bell Rotation has been included on the Calendar (see pg. 5). Every effort will be made to hold to this schedule.

## **BUILDING HOURS**

The Main Office is open from 7:30 a.m. to 4:00 p.m. Academic hours are 7:40 a.m. to 2:25 p.m. Students should enter the school via the Commons and remain there until the 7:25 a.m. bell. Students may not roam the building before or after school for reasons of safety and security. Students with legitimate reasons to stay after school must report to the teacher/coach who is supervising them by 2:35 p.m. Access to lockers will not be possible after security gates are closed at 3:30 p.m. Students must exit from the part of the building in which the activity takes place.

## **EMERGENCY PROCEDURES**

- **FIRE DRILLS**: The signal used in the event of a fire or fire drill is a sounding of the fire alarm accompanied by flashing lights at the alarm boxes. When the fire alarm goes off, students should move quickly in an orderly manner out of the building according to the exit plan posted in each classroom. Windows and doors should be closed before the room is evacuated. Students should stand well clear of the building once outside. Students should not stand in the driveways and fire lanes.
- **TORNADO DRILLS**: In the event of a tornado an announcement will be made over the public address (P.A.) system. Students are to move to assigned areas and sit on the floor as directed by their teachers.
- **EARTHQUAKE**: The signal to take cover during an earthquake drill will be announced over the P.A. system. In the event of a real earthquake, students should assume a drop position under a desk or table or against an outside wall. Students should evacuate to the designated area outside the classroom when directions are given over the P.A. system.
- **INTRUDER ALERT**: The signal used in the event of a dangerous situation will be the P.A. announcement, **“Lockdown and Shelter in Place: This is not a drill.”** Students in classrooms are to move away from view through classroom doors or windows and remain silent until additional directions are given by the teacher. Students who are in the hallway at the time of the announcement should enter the nearest classroom. Classroom doors should be closed and secured. If evacuation of the building becomes necessary, students will receive instructions from their teacher. Unless directed otherwise, students should move as far away from the building as possible.

## **LOCKERS**

AHS owns and maintains hall lockers, which are loaned to the students for their convenience in storing books, coats, and other items during the school year. The school reserves the right to joint control over the students' lockers, including the right to search lockers at any time without prior notice. Students are to use the locker assigned to them. Vandalism to a locker will result in the student losing the privilege of being loaned a locker for the next semester and/or school year. Combination locks are built into all school lockers and it is the responsibility of the student to keep their combination confidential. Students may not place their own locks on lockers.

## **LOST AND FOUND**

A lost and found is maintained in the Main Office & Gym for clothing. SRO Behlmann keeps articles of value such as phones, wallets, rings, watches, and keys in his office. Books are returned to the issuing teachers.

## **LUNCH**

The cafeteria is a supervised area similar to a classroom. Students are expected to follow all standard rules of behavior during lunch, including attendance and punctuality. A hot lunch program is available with a variety of dishes sold a la carte. A snack bar is also available during the lunch periods. The cost of breakfast is \$1.40 and lunch is \$2.50. Students in need of

financial assistance (free/reduced prices) for daily lunches should see an administrator. Students are required to be in designated areas only during the lunch shifts - these are cafe/commons/picnic tables & the library. Affton High School does not allow students to leave campus for lunch or have lunch ordered in. See bell schedule on page 6 for exact lunch times.

### **MAKE-UP WORK**

When a student has an absence from school, it is the student's responsibility to contact his/her teachers to make arrangements for making up assignments, tests, etc., missed during the absence. Students who are absent three (3) or more days may contact the attendance secretary for class assignments.

### **NURSE & NURSE'S OFFICE**

A student who becomes ill or is injured during the school day should obtain a pass from his/her teacher before going to the Nurse's Office - located in the Main Office area. A pass is required in order to track a student's movements and acknowledge that the teacher is aware of student's medical needs. After evaluating the student, the nurse will develop a plan of care and contact parent/guardian as necessary (No student is denied a parental call if requested). Prior to a call being made to a parent/guardian an ill student should be evaluated by the nurse. This guarantees official response and communication in caring for the student. A student leaving without proper authorization from the nurse or an administrator will be considered truant.

Complete Emergency Medical Treatment Consent Forms are requested yearly. Emergency phone numbers such as cell or work numbers are required to insure your student's personal safety. This also allows for yearly updates regarding medication and condition changes on an individual basis.

Hearing Screening is scheduled for all students in grades 9 and 11, as well as all students receiving services by Special School District. Vision Screening is completed for new students of the district and students receiving services by Special School District. Students are encouraged to come to the Nurse's Office for vision testing when available (scheduling makes a mass testing impractical at this grade level). Any student can be screened upon request of parent, teacher, or as a self-referral.

Medication permission forms can be picked up by the student in the Nurse's Office, mailed home on request, or sent through email to a parent/guardian email address. Medication may only be administered if a written permission slip is on file in the Nurse's Office and medication has been filed, in its original bottle, with the nurse.

Students are not allowed to carry over-the-counter medications on school property. Over-the-counter drugs may be brought by the student on the school bus provided that upon arrival at school the over-the-counter drugs are immediately delivered to the nurse's office. If the nurse is not in the office, over the counter drugs should be delivered to the principal's office. A student may refill an over-the-counter medication once a permission slip has been submitted.

All prescription medications must be presented by a parent/guardian in its original, date appropriate container along with a written permission slip. Prescription medication refills must be brought in by a parent/guardian. Any changes in prescription must be submitted in writing with the newly issued, filled prescription bottle. Office staff is available to accept medications between 6:45 a.m. and 4:00 p.m. It is the student's responsibility to come to the Nurse's Office at the proper time for medication. Additional disciplinary actions may be assigned to a student unwilling to comply with the medication schedule.

Students at the high school level may carry several emergency response medications. Students may carry a metered-dose, prescribed asthma inhaler if an Asthma Action Plan has been submitted to the nurse. This form is sent out for completion yearly and must be signed by the physician working with the student. Forms may be requested from the nurse or mailed as needed. An EpiPen may be carried by a student with written parental permission and a physician prescription on file in the Nurse's Office. Teachers and staff are educated yearly in the use of an EpiPen as part of before school orientation. A district purchased EpiPen may be found in the Nurse's Office. Students are required to complete diabetic testing in the Nurse's Office. Pumps and insulin injections will be addressed as directed by physician order and parental request.

### **PARKING**

Parking permits are available for a fee of \$60.00. Parking spots are assigned by number and students may park only in their assigned spaces. Students are to drive their vehicles in a responsible manner entering and exiting school lots. Failure to purchase a permit, to display it appropriately in the car, or to park in the assigned space may result in a parking suspension or having his/her car towed. Parking permits/spaces are not transferable to other students. All vehicles will be subject to routine permit checks without prior notice. Students who will be driving different vehicles to school must register each vehicle with School Resource Officer Behlmann; a separate permit is not necessary for each vehicle. Parking may be revoked without referral if students routinely arrive to school late, park illegally, or drive irresponsibly. Parking privileges can also be revoked for other disciplinary infractions.

### **LIBRARY MEDIA CENTER**

The Library Media Center opens each school day at 7:20 a.m. and is open throughout the school day. Materials may be checked out for 10 school days and renewed online or in the library, as needed. The library is to be used by classes or individually for technology access including a SMARTboard, a TV that can be connected to a Chromebook to allow for collaboration, desktop computers and printing. In addition to technology, the library can be used for quiet study, research or group work. Students using the library facilities are expected to follow the rules of the library and not distract others wishing to use the facility for study. Notice of overdue materials and late fines are emailed weekly to students. Students who do not pay fees/fines will be subject to loss of privileges as determined by the administration.

## **SEMINAR**

Each week students will attend a required seminar period. The primary emphasis of seminar is academic networking, but on some weeks, students may participate in extracurricular activities, too. Students may utilize this time to make up tests or class work missed during excused absences, receive tutoring from teachers or A+ tutors, participate in academic group work, participate in EOC/AP study groups, meet with college representatives, etc. Students may get a pass from their classroom teacher to use the Library to complete assignments, and on occasion may participate in assemblies and class meetings. Tardiness or truancy from seminar will result in disciplinary consequences. Seminar is a class - student attendance is mandatory.

## **STUDENT RECORDS AND DIRECTORY INFORMATION**

All information in student record files is confidential and protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). Certain pieces of information are designated directory information and may be released according to district guidelines in ASD policy 5124.

Parents/guardians who do not want this information released should submit this request in writing to the principal. The request should specify the information, which should not be released. Note that all records and information may be released without parental or student consent in certain circumstances; these are outlined in ASD policy 5124.

## **TEXTBOOKS**

Textbooks are furnished by the school district. If textbooks books are lost or damaged in excess of reasonable wear, the student is fined to cover the damages. Upon receipt of a school textbook, the student is to write his/her name, the school year, room number, period, and the teacher's name on a single line in ink on the inside of the book. This information will be used in returning lost books to the owner. Fees for lost or damaged books must be paid before the end of each semester. A fee schedule for lost books may be obtained from the Principal's Office. Students who do not pay fees or fines will be subject to loss of certain privileges as determined by the administrator.

## **TITLE IX: NONDISCRIMINATION ON THE BASIS OF SEX**

It is the policy of the Affton School District to maintain a learning and a working environment free from discrimination on the basis of sex. Complaints should be filed with the student's grade level administrator.

## **TRESPASSING**

Affton High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus that the administration deems to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

## **VALUABLES**

Large amounts of money and other valuables not needed for school should not be brought to school. Students should secure valuables in their regular school lockers, not in their gym

lockers, during physical education classes. During physical education classes, athletic practices and games, students should always leave cell phones, wallets, rings, watches, etc. in their school lockers or they may provide their own lock and lock valuables in their gym lockers. Affton High School and the Affton School District are not responsible for items that are lost or stolen.

### **VENDING MACHINES**

Vending machines are available for the use of all students. Students may purchase drinks before and after school, and during passing periods - the machines are turned off during lunch. Each teacher reserves the right to determine if drinks and/or snacks may be consumed in the classroom. Access to snack machines may be curtailed by the administration if problems arise concerning litter, tardiness, etc. **Students are permitted to carry drinks in containers with screw top lids only. No glass containers or fountain beverages should be brought into the building at any time.**

### **VISITORS**

All visitors must enter the building through the front main entrance and report to the Attendance Window to sign in and receive a visitor pass before going to other parts of the building. Visitors may also be asked to provide identification. Anyone coming to the high school campus to pick up students for an early dismissal should use the front parking lot where visitor parking is available. All other lots are for student/faculty use only. Social visits by outside students or former students are prohibited. Delivery of fast food to students at lunch is also not permitted.

## **ACADEMIC GUIDELINES**

Students should refer to their Career and Education Planning Guide for specific information about honors classes, college credit options, dual enrollment, special education services, College Preparatory Studies Certificates, academic letters and pins, course descriptions and requirements, technical school requirements and programs, and graduation requirements.

### **A+ SCHOOLS PROGRAM**

The A+ Program provides funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. Multiple four-year institutions also offer A+ scholarships. A+ designated students must meet the requirements as set forth by the Missouri Department of Higher Education. The A+ requirements include attendance, GPA, tutoring/mentoring, citizenship, and math readiness. Mrs. Allen is Affton's A+ coordinator. Detailed information about the A+ program including requirements can be found in the A+ Handbook or on the Missouri Department of Higher Education website:  
<http://dhe.mo.gov/ppc/grants/aplusscholarship.php>.

## **AFFTON HIGH SCHOOL ALTERNATIVE EDUCATION PROGRAMS.**

Finish Strong Academy (FSA): Alternative education program held on AHS campus to assist students in progressing towards graduation. These students must be self-motivated and able to work within a web-based curricular program.

- Missouri Options (MOP): This program is designed for students who are behind in credits due to a hardship. MOP students earn an Affton High School Diploma in a non-traditional high school setting.

## **FINAL EXAMINATIONS**

Attendance is required on final examination days. Only students who are ill on the actual examination day(s) are allowed to make-up examinations. Parents are required to call the office if their child is absent for any reason. Examinations must be made up during the approved exam make-up period. **NO EARLY OR ADVANCED EXAMINATIONS ARE GIVEN. VACATIONS SHOULD NOT BE SCHEDULED DURING FINAL EXAM DAYS OR DURING SNOW DAY MAKEUP DAYS.**

## **FINAL EXAM EXEMPTION POLICY**

All students are expected to take a final exam.

## **GRADING SYSTEM**

Report cards are issued six times a year at the end of each six-week term. The following system is used to report grades shown on the report card. Questions regarding exam grades or report card grades should be directed to the classroom teacher. If your student is failing or showing poor performance in a course, the teacher is expected to call home and promote opportunities to foster success.

A	93-100	C+	77-79	D-	60-62
A-	90-92	C	73-76	F	below 60
B+	87-89	C-	70-72	I <sup>^</sup>	Incomplete
B	83-86	D+	67-69	NC*	No Credit
B-	80-82	D	63-66	W*	Withdrawn

<sup>^</sup>Incomplete (I) grades require Administrator/Teacher approval. Students have ten (10) school days from end of the previous term to correct the incomplete grade or it may become an "F".

\*W (Withdrawn) and NC (No Credit) do not negatively impact the student's grade point average.

## **STUDENT CLASSIFICATION**

The state requires students earn 24 credits in order to qualify to receive a high school diploma. To to be considered a Senior, Junior, or Sophomore and to participate in corresponding class activities students must attain the following number of credits:

- Senior - 17 credits
- Junior - 11 credits
- Sophomore - 5 credits

## GRADUATION REQUIREMENTS

Students are eligible for a diploma from Affton High School by earning a total of twenty-four (24) Credits and meeting all requirements. Each student is required to carry at least 3 units of credit (6 classes) per semester. Students who pass first semester of a full-year course but fail the second semester will receive credit for only the semester passed.

**Graduation requirements for the class of 2018 are as follows:**

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<u>Course</u>	<u>Missouri Requirements</u>
English	4 Credits
Social Studies	3 Credits
Math	3 Credits
Science	3 Credits
Practical Arts	1 Credit
Personal Finance	½ Credit
Fine Arts	½ Credit
Speech/Drama	½ Credit
Physical Education	1 Unit
Health	½ Unit
Electives	7 Credits
<b>TOTAL</b>	<b>24 CREDITS</b>

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## SCHEDULE CHANGE POLICY

AHS provides numerous opportunities for students and parents to work with teachers and counselors during the course selection process to verify requests. We aim to work as a team in order to select the correct classes to fit every student's needs. If for some reason a student has been misplaced in a course, they will be permitted to change it during the first two weeks of semester 1 and semester 2.

In order to give our students their requested and alternate (if needed) courses, we believe it is important for students to take the registration process seriously and become responsible for the decisions they make for the upcoming year. Schedule conflicts will occur occasionally in which counselors will work with students, parents, and teachers to resolve the issue.

Changes will only be permitted for the following reasons:

1. The student has been misplaced (the class is above/below student's comprehension level per teacher recommendation, or does not have the prerequisites).
2. The change is necessary to meet graduation requirements.
3. The student has already taken the class and passed it.
4. The student had the teacher in a previous course and failed, when possible.
5. The student has an incomplete schedule.

We appreciate your cooperation and working with us to give AHS students the best possible learning opportunities through deliberate and thoughtful choices for course selection.

### **GUIDANCE CENTER**

Students may visit the Guidance Center before school, Seminar, or after school to make an appointment to see their school counselor. To make an appointment, students should see the Registrar and complete a request form, which are available in the Guidance Center. Students are encouraged to secure information about graduation requirements, college admissions, careers, personal problems, employment, test results, and scholarships from their counselors.

If a student has an emergency and needs to see a counselor, that student must check in with the Registrar, or another secretary if the registrar is not available. This is to ensure a staff member is aware of the emergency and to help facilitate getting the student into the counselor's office. A School Counselor is assigned to each student based on last name.

The Registrar can provide transcripts and work permits.

**Heather Mayfield: A-G**

**Jane Bohn: H-N**

**Julie Cervenka: O-Z**

## **GUIDELINES FOR STUDENT BEHAVIOR**

Students at Affton High School are expected to be courteous and well mannered, respectful of teachers, staff members, volunteers, and each other. Students are responsible for following the general rules and procedures of the school and the specific classroom rules established by the teachers. It is in the best interest of all students to maintain a clean discipline record at Affton High School. Students with discipline incidents may be subject to loss of privileges.

### **CODE OF CONDUCT**

The Affton School District has adopted a Code of Conduct that is utilized as a guide for handling student discipline matters. It is important that all students be aware of various disciplinary offenses and their possible consequences. The Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools and school-sponsored events. The AHS code of conduct is in effect at all school sponsored activities on or off campus. Should a school official suspect that a student is under the influence of alcohol or drugs, a breathalyzer test may be administered and/or local law enforcement may be contacted.

### **ASSEMBLIES**

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling at inappropriate times, unnecessary clapping, and boisterous conduct, showing disrespect, and talking during a program.

### **ACADEMIC DISHONESTY**

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network, cannot be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and in some cases report it to the grade level administrator. Depending upon the circumstances, the administrative action will range from a parent conference to suspension.

### **ALCOHOL AND DRUG VIOLATIONS**

Use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances and/or imitation controlled substances is prohibited on any district property. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trips, dances or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug related paraphernalia is prohibited.

First Offense and subsequent offenses: Student disciplinary action may be for a period of 1-180 days out of school suspension or expulsion. The offense will be documented in a student's

discipline record. A discipline with the Superintendent, or designee, may be held.

### **ATHLETIC/COLLEGE VISITS**

Students can take a total of four (4) college visits during 11-12 grades and will be counted as a field trip, unless they have more than five (5) absences during the semester in which they are planning on taking the trip.

### **BUS BEHAVIOR**

Affton High School students are expected to follow the district guidelines for proper student behavior when riding all school buses. School officials ask that parents of students riding buses review these procedures and regulations and help their children to “think safety.” Riding the school bus is a privilege that can be revoked for failure to observe the rules as outlined below. If a student fails to follow the regulations established for safe conduct of all passengers on the bus, the student will be referred to the grade level administrator for appropriate disciplinary action. A student who vandalizes a school bus will be denied transportation privileges for a period not less than one day nor more than a semester, depending on the offense. In any case, the student will not be permitted to ride the bus until further restitution for damages is made. For the safety of school bus passengers, the following transportation regulations and procedures are established.

- Arrive at your bus stop on time so that your bus may stay on schedule.
- Approach bus stops carefully and observe all traffic rules. Always wait until the bus comes to a complete stop before getting on or off.
- While waiting for the bus, be considerate of nearby homeowners’ property.
- Follow the directions of the driver at all times. Don’t distract the driver in any way.
- Always remain seated while the bus is in motion. Keep arms and heads inside the bus.
- Students who need to cross the road after leaving a school bus must cross at least 10 feet in front of the bus.
- Use the emergency door only in an emergency.
- Smoking will not be allowed on a school bus at any time.
- Throw away your trash before boarding and treat bus equipment with respect.

### **CAFETERIA BEHAVIOR**

Students are to report directly to the cafeteria at the beginning of their assigned lunch period. Failure to do so may result in disciplinary action.

- Students are not permitted to leave the cafeteria area during their lunch period.
- All food, drinks and snacks are to be consumed in the cafeteria.
- Students may not purchase food during lunch shifts other than their assigned lunch shift.
- When finished eating, each student should clean up their area
  - Each student is responsible for throwing their own trash away
- If a student needs to leave the area for any reason, he/she must get permission from the teacher or principal on duty. Failure to obtain permission to leave the area before the lunch period is over is considered truancy and will result in disciplinary action.
- **Students are not to use the gym area during their lunch periods.**
- Students must be in the cafeteria during their lunch period and are not allowed in other parts of the building or in parking lots.

- The patio area is available for seating during good weather. All cafeteria rules apply.
- Failure to observe these rules and regulations will result in disciplinary action.

### **REPEATED MISBEHAVIOR**

Students exhibiting chronic misbehavior may be subject to suspension or loss of privileges (i.e. parking permits, co-curricular activities, Dances, etc.).

### **CARE OF SCHOOL PROPERTY**

Students are held responsible for proper care of school property. The defacing or destruction of school property is a violation of Missouri State Law. Any person who willfully defaces or destroys any school property can be expected to pay the actual amount of repair according to Missouri Law and face appropriate disciplinary action.

### **CHROMEBOOKS AND NETWORK DEVICES**

Students are responsible for good behavior on their school issued Chromebook and Wi-Fi network just as they are in any other aspect of school life. Chromebooks and the Wi-Fi network are provided as a privilege for students to conduct research, complete classroom tasks, and collaborate with teachers and fellow classmates. Students should have their Chromebooks with them and fully charged when they arrive at school every day.

Students are responsible for their behavior and their communications over the network and on district provided devices while not at school. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, forfeiture of district provided devices. Please refer to School Board Policies and Acceptable Use Policy (AUP) for student use expectations: [Chromebook AUP](#)

### **DETENTION**

Detention can be assigned by administrators and teachers. Teachers may assign a detention and ask the student to serve it in their classroom for academic issues, as well as, undesirable patterns of behavior. If not, all After School Detentions will occur at the following time, location, and days:

- After School Detentions are 1-hour in length (2:30 p.m. to 3:30 p.m.)
- In Room 41
- On Monday, Tuesday, and Thursday afternoons
- Failure to attend detentions will result in additional consequences.

### **DETENTION POLICY**

Students should make arrangements to serve any/all detentions that have been assigned to them. Additionally, detentions must be served within two weeks of the detention being assigned. Detentions are considered to be obligations that students will be expected to meet. Detention obligations must be met in order for students to be considered in good standing with the school.

If a student has a family or emergency situation that might cause him/her to miss serving a detention, the student should discuss the situation with the appropriate assistant principal or teacher before the due date of the detention.

Those students who miss detentions without school administration permission will have the number of missed detentions doubled, for the first three times detentions are missed. If students do not serve doubled detentions they will be subject to in-school suspension.

Students who fail to serve detentions, and have those detentions doubled three times during the school year, will be placed on in-school suspension beginning with the fourth time detentions are not served (unless they have previously served ISS for unserved, doubled detentions. If so, they will be placed on out of school suspension). Detentions will not be doubled upon the fourth occurrence of not serving detention or upon future non-serving occurrences -- students will face out-of-school suspension for one, three or five days. If failure to serve detentions continues, students will be considered to be insubordinate and may be subject to further disciplinary action up to, and including, Discipline Hearing with the Superintendent or designee.

If students or parents have questions concerning any aspect of the detention policy or related procedures, they should contact the student's assistant principal.

### **IN-SCHOOL-SUSPENSION (ISS)**

ISS will serve as an alternative for students who in the past would have been suspended out of school. Students in ISS will continue their academic work and receive full credit for successfully completed work while being separated from the mainstream school environment. Students assigned ISS are not eligible to participate in and attend school activities on the days assigned.

Placement of a student into ISS is at the discretion of the disciplining principal. Students are expected to follow all ISS rules and staff directives while in ISS. All students are required to complete assignments as given by the ISS supervisor; all assignments must be completed and returned to the ISS teacher by the last day the student is assigned to ISS. Students who violate ISS rules will be removed from the program immediately, and will receive out-of-school suspension for the remainder of the assigned time or longer. Students are also prohibited from attending any school sponsored events home or away and may not visit any district property during the suspension.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Suspensions from school result in the student being prohibited from attending classes for a particular number of days. During Out-of-School Suspension, students may receive class work to be completed while on short-term suspension. Students will receive full credit for such work if it is submitted upon return from suspension or within a number of days equal to the number of days suspended. For example, a student suspended for 2 days must turn in work within 2 days of returning to have the opportunity to earn full credit for the makeup assignments. Students

are also prohibited from attending any school sponsored events home or away and may not visit any district property during the suspension. (This includes dropping off or picking up other students.)

### **DANCE PROTOCOL**

The "Guest Permission" form is available in the Main Office. Forms must be properly completed prior to purchasing admission tickets for each dance. No guests 21 years of age or older are permitted. Also, no student guest at any school dance may be currently classified as a student in grades 8 or lower. *Please note that Affton and/or guest photo I.D.'s must be presented for entry into the dance(s).*

The Affton High School code of conduct is enforced at all dance events and violations will result in removal from the event and any additional consequences determined by administration. Clothing and behavioral standards are enforced including any dance movements considered as school inappropriate by administrators, sponsors, or chaperones on duty. Available music will be of a nature appropriate for a high school event.

### **DRESS CODE**

Affton High School is committed to the total education process of its students. The conduct, manners, appearance, and dress of each individual student play a role in this process. Students are expected to be clean, neat, and modest during the school day and at school functions. Clothing or items that make references to tobacco, alcohol, sexual innuendo, or illegal substances are not permitted. "Gang" dress or symbolism in the school environment will not be allowed. Students will remove head coverings immediately upon entering the building. The principal/faculty member may restrict a student's appearance or mode of dress that disrupts the educational process or constitutes a threat to health or safety.

Dress code requirements include but are not limited to, the following:

- All shirts must cover from neck to shoulders (on both sides), have a full back, and be long enough to cover the entire torso. Male students may not wear tank tops or sleeveless shirts.
- Undergarments should be worn under clothing and should not be visible.
- Clothing that displays tobacco, drugs, alcohol, sexually explicit material, etc.
- Caps, hats, bandanas that cover the head, other head coverings, and sunglasses may not be worn.
- Long chains, jagged pointed jewelry, cat ear headbands, dog collars, etc. may not be worn.

**The principal or their designee will make the final decision at the school level as to whether specific attire is disruptive or inappropriate. Violations will be handled according to the school discipline policy and may include confiscation of the inappropriate articles. If a student or parent is in doubt about the inappropriateness of an item, the best decision is to leave the item at home.**

## **ELECTRONIC DEVICES**

- Cell phones are not to be used during instructional time without the expressed consent of the classroom teacher.
- Students are not allowed to take pictures or video using any personal electronic device during the school day - unless being used under teacher supervision for a school activity.
- Cell phone use is prohibited in all restrooms and locker rooms at all times.
- As a safety measure, students are not allowed to wear any type of headphones/earbuds during the school day, unless connected with an approved classroom activity.

Recurring violations of this policy could result in more severe disciplinary action, including out of school suspension. Students who refuse to turn in the electronic device to a teacher or administrator will be considered insubordinate and will receive discipline. The Affton School District is not responsible for confiscated devices.

- First offense: The device will be taken and returned to the student at the end of the school day.
- Second offense: Parents must pick up the electronic device from the Main Office
- Third offense: Parent must pick up the electronic device and student may be required to turn in electronic devices prior to the beginning of each school day and be subject to other disciplinary consequences.

## **GAMBLING**

Gambling on school premises or during school activities is prohibited. Students failing to comply will be disciplined up to and including out-of-school suspension.

## **HAZING**

Hazing, in any form, will not be allowed at school or in conjunction with any school organization or school activity. Hazing includes, but is not limited to, any activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the student's willingness to participate.

## **INTIMIDATION, THREATS, BULLYING, & HARASSMENT (including Sexual Harassment)**

Students who threaten, intimidate, or harass another person by word, act, or deed are liable for disciplinary action. Students may also receive disciplinary action ranging from a detention to out-of-school suspension, depending on the severity of the situation. Parent conferences will be required for all students failing to comply. Threats directed toward school personnel will result in out-of-school suspension of ten (10) days with a possible recommendation to the Superintendent for further disciplinary action.

Bullying of any kind is wrong – physical, verbal, online or off, before, during or after school – it is never acceptable. To help in our prevention efforts, Affton School District has instituted a Bully Prevention Hotline. The purpose of this program is to create a two-way means for students,

parents, guardians and others to report incidents of bullying, harassment, intimidation and information on potential harmful or violent acts by others.

**Bully Prevention Hotline is (314) 472-3497 - Text Message or Voice Calls Received**

The Bully Prevention Hotline can receive voice calls and text messages. To send a voice call, simply dial the number and after the short greeting, leave your message. To text, enter the number followed by the text message. The service is operational 24 hours a day, 7 days a week.

A designated school official receives the message directly. No one else reads or sees the messages.

The more information we are given, the more help we can provide immediately. Users are encouraged to provide as much information as possible or as much as they feel comfortable providing. As noted above, we can reply to messages and have an anonymous conversation with the sender. We may ask for more information as necessary. If a Bully Prevention Hotline user is providing a tip on violence or harmful acts that are being planned by others, we ask that he or she provide as much specific information as possible immediately so we can ensure the safety of all students and faculty. Anyone who would like to leave a call back number, or his or her identity, is encouraged to do so.

**OFF-LIMITS**

Students will be considered off-limits if they are in a part of the building or school campus not related to their class or lunch assignments without a properly completed pass. For example, students may not leave the building to go to parking lots or fields without permission. During class time students are to be in their assigned classes unless directed to be elsewhere by a staff member. During lunch periods students are to be in the cafeteria unless directed otherwise by a staff member. Students not involved in a school sponsored activity may not loiter on school grounds. Students who are off-limits are subject to disciplinary action.

**PASSES**

Any student in the halls or other areas of the campus while classes are in session must have a pass from their teacher, filled out by the staff member responsible for him/her at that time. Students may not be in the parking lots at any time during the school day without administrative permission. Failure to have proper passes will result in disciplinary action for truancy or for being off limits.

**POSTER, SIGN, AND FLIER POLICY**

All signs, posters, and fliers must be approved by the Principal's office. All approved signage is to be posted in designated areas in the commons and hallways. It is the responsibility of the students and sponsors involved to properly dispose of the signs, posters, and fliers when the event/election is over.

### **PROFANITY/OBSCENE LANGUAGE**

Students are expected to be orderly and well-mannered in their conduct at school. The use of profanity and obscene language is not acceptable. Use of inappropriate language could result in disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION**

Students should refrain from displays of affection while in school. After a warning, students may be subject to disciplinary action.

### **PRANKS**

Student pranks will result in school discipline. For seniors preparing to graduate, this may include withholding the privilege of participating in the commencement ceremony.

### **SAFE SCHOOLS ACT**

Under the terms of the Safe Schools Act (1996), the Affton School District is required to do the following with regard to serious violations of school discipline policy:

- All serious violations of school discipline policy (including, but not limited to assault, fighting, possession of a weapon, possession or sale/transfer of alcohol/drugs, stealing, etc.) must be reported to St. Louis County Police and, for students age 16 and under, the Juvenile authorities.
- In addition to transcripts and attendance records, student discipline records will be sent to any district or school to which a student may transfer. In addition, Affton High School will receive discipline records from other schools for transfer students.

### **SEARCH AND SEIZURE**

Any school official, whether a teacher or principal, has a responsibility for the general well being of any and all youth enrolled in school. As such, the official has certain privileges that a law enforcement officer does not have in dealing with one who may be in violation of the law. A school official is not bound by the restriction of the Fourth Amendment. Reasonable suspicion or general safety alone is sufficient for a school official to question a youth, request that he/she provide student ID, surrender any drug(s) and/or weapon(s) or search his/her personal property, locker, or vehicle. If drugs and/or weapons are found, the Code of Conduct will be followed and the St. Louis County Police Department will respond and take appropriate action.

### **SENIOR SURVEY**

All seniors are required to complete an electronic survey online during the spring. Instructions for accessing the survey online will be given to students in April. The feedback we receive from the graduating class is important for the guidance office and school to determine changes to help meet future students' needs. We will also be gathering information on students' future postsecondary plans, which the district is required to report to the Department of Elementary and Secondary Education. Because we need complete and accurate data, each student will be

required to complete the survey prior to graduation practice. Each senior will meet in a computer during seminar or on an early release Wednesday to access the survey online. Please see Ms. Giunta in Guidance if you have any questions.

### **SMOKING**

Students are prohibited from possessing/using tobacco products (including electronic smoking devices such as e-cigarettes or personal vaporizers) on or within sight of school property. The following health policy is adopted:

- Smoking and/or the use of tobacco products or electronic smoking devices will not be permitted on school district property or at school activities at any time.
- St. Louis County Ordinance No. 17,091 states that it is unlawful for anyone under the age of 21 to possess or use tobacco products.

This includes all areas within 300 feet of school property. Students referred to St. Louis County Police will be subject to a substantial fine in addition to disciplinary action by school administration.

### **TARDINESS**

Tardies to class disrupt the instructional process not only for the individual student that is tardy, but for the instructor and the remainder of the class as well. The benefit of regular classroom instruction is essential for all students in order that they will gain the most from their high school educational experience. Most students that are tardy to classes frequently experience a great deal of difficulty in making satisfactory grades and in keeping up with their assignments. Students with three tardies to the same class per semester will be assigned to one after-school detention. Additional tardies to the same class will result in additional detentions or ISS.

#### **Extended Tardiness**

A student entering a class unexcused beyond five minutes of the bell will be assigned one after school detention. Additional extended tardies to the same class will result in additional detentions or ISS.

### **TARDY/LATE ARRIVAL PROCEDURES**

Any student arriving late to school should report directly to his/her first hour class before 7:45 AM. Students must check in with the Attendance Window when arriving to school after 7:45 AM to sign in and receive a pass to class.

- The tardy policy is based per semester.
- A student arriving tardy to class within the first 5 minutes will be marked tardy by the teacher. On the student's **third** tardy and every subsequent tardy, they will be assigned a detention.
- A student arriving to class more than 5 minutes late must have a pass from the Attendance Window and will result in disciplinary action.
- Repeated tardies to class and/or school will subject the student to further significant disciplinary action.

- Students found in the hall during class time without a pass from a faculty member, regardless of time, may be issued a detention or face other disciplinary action.
- If a student is detained by a teacher or administrator, the student should request a pass from the teacher/administrator to return to class to avoid being marked tardy.

### **PERMISSION TO LEAVE CAMPUS AND SIGNING OUT**

Students needing to leave campus during the day must have prior permission to do so from the attendance office. Students leaving campus without permission will be considered truant and will receive disciplinary action from the supervising principal. A parent or guardian must call the attendance office in order for the student to leave campus. Permission will be granted for reasons that preclude the importance of attending school.

- Leaving during the school day is strongly discouraged but unavoidable at times due to time constraints for appointments with physicians and dentist.
- Parents or Guardians must call the attendance office (314) 638-7730 to receive permission for the student to leave. Parents should call at least 2 hours in advance of the student's departure time. The parent will need to give the name of the student, grade, reason for leaving and the time the student is leaving campus. This information can be left in the attendance office voice mail if there is not an answer.
- When advance notice is provided a student can be called during passing period. If at all possible parents should arrange a departure of the student during passing periods as to not disrupt classroom instruction. The parent will need to give the name of the student, grade, reason for leaving and the time the student is leaving.
- When the student is leaving they must sign out at the attendance office. If the pass has not been stamped the student will not be allowed to leave campus and sent back to the attendance office.
- If the student leaves campus without signing out in the attendance office the student will be considered truant.
- Students who leave campus without permission will receive disciplinary action from the supervising principal.
- Teachers are not allowed to grant permission for students to leave campus.

### **SCHOOL SPONSORED FIELD TRIP**

All students planning to take part in a school sponsored field trip must be approved by all teachers. Students on field trips agree to make up any work missed due to the absence caused by the field trip. Students who are outside the attendance policy (missed more than 7 days) are not eligible to attend field trips. The supervising teacher is expected to notify the attendance secretary and teachers(finalized list) prior to leaving the building.

### **TRUANCY**

A student is considered truant if they arrive 15 minutes after the start of school/class. Once a student has reported to school, he/she may not leave the school property during the school day without first obtaining permission from an administrator and a parent or guardian. Students who leave the school property without proper authorization from a school official, fail to report to a

regularly scheduled class during the school day, or do not report to school at all on a school day are considered truant. Students who are truant are subject to disciplinary action, formal parent conferences, and referral to Family Court of St. Louis Co.

## **EXTRA CURRICULAR ACTIVITIES**

### **ELIGIBILITY STANDARDS**

To be eligible for extracurricular activities and interscholastic sports, a student in grades 9-12 must currently be enrolled in courses that offer 3 units of credit (6 classes) and must have earned 3 units of credit the preceding semester of attendance; or a student must be enrolled in a full course at his or her level in a special education program approved by the State Department of Education which enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A student who was academically ineligible the preceding semester becomes eligible the first day classes are attended in the succeeding semester. Credit earned or completed after the close of the semester shall not count as having been earned that semester, except in case of a delayed final examination because of illness verified by a physician. Students new to the district must have been eligible at their previous school in order to play for Affton High School.

Missouri State High School Activities Association (MSHSAA) must approve the eligibility of all transfer students. Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon himself or herself or their schools are not considered creditable citizens. Conduct shall be satisfactory in accord with the standard of good discipline. Citizenship guidelines for athletics can be found in the Affton High School Code that is given to all Affton High School athletes. A student is not eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures is not eligible for 365 days from the date of expulsion or withdrawal.

Students attending school activities should be in attendance a minimum of four (4) hours the day of or day preceding the school activity. If a student misses class on the date of a contest without being excused by the principal, he (she) shall not be considered eligible on that date and could not be certified eligible again until the student attends a full day of classes without an unexcused absence.

### **INTERSCHOLASTIC SPORTS (Mr. Dan Oliver - Athletic Director)**

A wide variety of interscholastic sports are offered for boys and girls at Affton High School. All students who are good school citizens and who passed at least 3 units of credit courses in the previous semester are eligible for participation.

Affton High School is a member of the Missouri State High School Activities Association.

Members of all Affton performing groups are obligated to abide by the rules of MSHSAA. MSHSAA grade and credit guidelines are followed by all extra-curricular activities. The official school colors are purple and gold. The school mascot is the Cougar.

## **AFFTON HIGH SCHOOL HEAD COACHES**

### **FALL SPORTS**

Football	Mr. Oliver
Soccer (Boys)	Mr. Peifer
Softball	Mr. Uthoff
Volleyball (Girls)	Mr. Boehm
Cross Country	Mr. Walker
Swimming (Boys)	Mr. Snyder
Golf (Girls)	Mr. Luebbehusen

### **WINTER SPORTS**

Basketball (Boys)	Mr. Laue
Basketball (Girls)	T.B.D.
Wrestling	Mr. Ford
Swimming (Girls)	Mrs. Bohn

### **SPRING SPORTS**

Baseball	Mr. Uthoff
Golf (Boys)	Mr. Laue
Soccer (Girls)	Mr. Mesplay
Track & Field	Mr. Hill
Volleyball (Boys)	Mr. Boehm

### **MULTIPLE SEASON**

Cheerleading	Mrs. Loris
Dance Team	Mrs. Matteson

## **EXTRACURRICULAR ORGANIZATIONS**

### **ANIME CLUB**

**(Mr. Matthew O'Brien)**

The Anime club offers fellowship for students interested in all types of anime.

### **AFRICAN-AMERICAN CULTURAL**

**(Mr. Brian Byrd)**

### **CHESS CLUB**

**(T.B.D.)**

Students learn to play and compete in tournaments around the St. Louis area. Open to any students.

### **DECA/FBLA**

**(Mr. Allen Stringer / Mr. Don Henning)**

DECA (an association of marketing students) and FBLA (Future Business Leaders of America), assist in the development of Business, Marketing, Management and Entrepreneurship skills. Members have the opportunity to participate in leadership conferences/workshops and career development programs. Other activities include career exploration, civic service, and competitive events.

### **FCCLA**

**(Mrs. Linda Hobbs)**

FCCLA (Family, Community, and Career Leaders of America) promotes personal growth and leadership through family and consumer sciences. Focusing on the multiple roles of the family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.

### **GSA**

**(Mr. Brian Jennings)**

GSA (Gay-Straight Alliance) is open to all students of Affton High School. The GSA's goal is to raise awareness and tolerance of diversity of all kinds, including sexual orientation and gender identity.

### **HEALTH OCCUPATIONS STUDENT ORGANIZATION**

**(Mrs. Allyson Wall, & Mr. Jason Stockwell)**

HOSA is associated with Affton High School's Biomedical branch of the Project Lead the Way (PLTW) program. The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program.

### **INTERNATIONAL CLUB**

**(Mr. Brian Jennings)**

The International Club is Affton High School's student-led organization whose goal is to celebrate and promote students awareness of diversity of place of origin, culture, and background of members of the student body community.

### **KEY CLUB**

**(Mrs. Marilyn Allen & Ms. Dana Miller)**

Key Club is an international student-led organization associated with Kiwanis Clubs that provides its members with opportunities to provide service, build character and develop leadership.

### **MATHLETES**

**(Mr. Josh Luebbehuse & Mr. Dan Polokonis)**

Math students compete in math competitions 4-6 times a year, representing Affton High School around the state.

### **MENTORING MATTERS CLUB**

**(Mrs. Marybeth Merlo & Mrs. Gina Stewart)**

Mentoring Matters is a group at Affton High School that incorporates a variety of students in developing friendships, promoting spirit, and fostering inclusion of all. They attend games of every Cougar sport and various extracurricular AHS events.

### **NATIONAL HONOR SOCIETY**

**(Ms. Laurie Free & Mr. Brian Esselman)**

The Affton chapter sponsors a number of service projects and other activities. Students are selected for their outstanding qualities and achievements. They must be in grades 11 or 12, have a 3.5 or better cumulative GPA, and be selected by faculty. Students are rated in the areas of character, leadership, service, and scholarship.

#### Selection Criteria and Process

\* Students entering grades 11 or 12 may be considered for membership and have earned a Cumulative Grade Point Average of 3.5.

\* An interest survey will be given to all students who meet eligibility requirements to determine if they wish to be considered for membership.

\* Candidates are then rated by each member of the staff on the selection criteria of leadership, service, and character. The Faculty Council uses the faculty ratings as a guide for consideration.

\* A five-member Faculty Council will discuss the candidates and make the final selection for

membership. The National Honor Society Advisors sit as ex officio members of the Faculty Council.

### **NATIONAL TECHNICAL HONOR SOCIETY**

**(Mrs. Marilyn Allen)**

NTHS is an honor society for outstanding career and technical students of workforce vocational education institutions in the United States. Membership is based on a student's GPA, teacher recommendation, and completion of a minimum of 3 courses in the areas of Family and Consumer Sciences, Business Education, and Industrial Technology.

### **NATIONAL VOCATIONAL HONOR SOCIETY**

**(Mrs. Marilyn Allen)**

NVHS is a non-profit honor organization for students enrolled in vocational technical programs. Students must have taken a minimum of three vocational classes with a B average in all vocational classes and a B average in all other classes.

### **SOCIEDAD HONORARIA HISPANICA**

**(Mr. Matthew O'Brien)**

SHD (Spanish Honor Society) is open to those students that have achieved honors level grades in at least 3 semesters of high school level Spanish classes.

### **SOCIÉTÉ HONORAIRE DE FRANÇAIS**

**(Mme. Paula Gyllenborg)**

Students achieving an A average after four semesters in French I and II are inducted into the SHF (French Honor Society) in French III as part of the celebration during National French Week.

### **STUDENT COUNCIL**

**(Ms. Dana Miller & Mrs. Marilyn Allen)**

Students represent their peers in discussing issues concerning their school. The group also provides activities for the student body and participates in service projects. Members must have a 2.0 GPA, have positive recommendations from 3 teachers, and pledge to participate. Some of the STUCO officers are invited to be in the STUCO Seminar.

### **TEAMS - Test of Engineering Aptitude, Mathematics, and Science**

**(Mr. Polokonis)**

Eight varsity and 8 junior varsity scholars enter an academic competition against other high school teams. Membership is by invitation of the sponsors based on teacher recommendations.

### **THESPIAN SOCIETY**

**(Mrs. Judy Rethwisch)**

This is an honor organization for drama students who show exemplary work on theatre productions. Students must earn 10 thespian points equal to 100 hours of work in the theatre program.

**TREND**

**(Mrs. Jen Snethen)**

This group plans and provides drug-and alcohol-free activities and promotes wellness and a drug-free lifestyle. This group also participates in community service activities and students have an opportunity to be recognized for their volunteer efforts outside of TREND. Another part of Trend is TATU (Teens Against Tobacco Use), which is a peer-education program in which high school students are trained to teach elementary and middle school students about the hazards of tobacco use. Membership is open to all who wish to participate.

**TSA - TECHNOLOGY STUDENT ASSOCIATION**

**(Mr. Aaron Bernabo & Mr. Josh Luebbehusen)**

TSA is associated with Affton High School's Engineering branch of the Project Lead the Way (PLTW) program. TSA provides leadership opportunities in technology, innovation, design and engineering. Members apply STEM concepts through co-curricular programs.

**VARSITY SPORTS CLUB**

**(Mrs. Dee Loris)**

This group promotes school spirit and student involvement in school activities. No requirements are necessary to join; yet to maintain an active status students must participate in two activities per grading period or six per semester. A few of the activities to participate in are soccer timekeepers, football chain gangs and promoting all games by designing posters and flyers.

## COMMUNICATION

### ADMINISTRATION AND COUNSELOR CONTACTS

<b>Dr. Vince Powell</b> Principal 633-5931	<b>Dr. Jon Langhans</b> Assistant Principal (9th & 10th grades) 633-5935	<b>Dr. Tim Luecke</b> Assistant Principal (11th & 12th grades) 633-5934
<b>Dan Oliver</b> Athletic Director 633-0016	<b>Officer Justin Behlmann</b> School Resource Officer 633-5936	<b>Melissa Peters, R.N.</b> School Nurse 633-5955
<b>Heather Mayfield</b> Counselor (A-G) 633-5954	<b>Jane Bohn</b> Counselor (H-N) 633-5952	<b>Julie Cervenka</b> Counselor (O-Z) 633-5953
<b>Mary Giunta</b> College/Career Counselor 633-5953	<b>Laina Prehm</b> Social Worker 638-6330	<b>Marilyn Allen</b> A+ Program Coordinator 633-5985

### STAFF EMAIL ADDRESSES

In order to reach teachers by email, go to the Affton High School website and click on 'Staff' to get a full list of all teachers. Most staff email addresses follow the same format:

firstinitiallastname@afftonschools.net, here is a link to staff contacts:

<http://afftonschools.net/affton-high-school/directory/>.

### TYLER SIS PARENT PORTAL

This an internet site that provides access for parents and students to their information as it is being entered by teachers, counselors, administrators and staff. The Campus Portal encourages active participation by parents in their student's progress while simplifying the distribution of external communications. The Campus Portal is a communication tool providing external stakeholders secure access to the data managed within the student information system Infinite Campus.

The Portal provides students access to their attendance, assignments, and grading information for better accountability of each student's success.

**Please allow 24 hours for the Parent Portal system to be completely updated.**

