



**AFFTON**  
SCHOOL DISTRICT

# **PARENT/GUARDIAN HANDBOOK**

*Notices • General Procedures • Information*

2016-2017



# AFFTON

## SCHOOL DISTRICT

### **MISSION**

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

### **VISION STATEMENT**

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.

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# AFFTON SCHOOLS AND PROGRAM DIRECTORY

2016-2017

**Affton High School** (Grades 9-12)  
8309 Mackenzie Road • 314-638-6330  
Attendance Number: 314-638-7730  
A & C Schedule (7:40 a.m. - 2:25 p.m.)  
B Schedule (7:40 a.m. - 1:30 p.m.)  
*Dr. Vince Powell, Principal*  
*Dr. Tim Luecke, Assistant Principal (Grades 11 & 12)*  
*Dr. Jon Langhans, Assistant Principal (Grades 9 & 10)*  
*Dan Oliver, Athletic Director*

**Rogers Middle School** (Grades 6-8)  
7550 Mackenzie Road • 314-351-9679  
7:10 a.m. - 1:55 p.m.  
*Jason Buck, Principal*  
*Paul Hoggatt, Assistant Principal*

**Gotsch Intermediate School** (Grades 3-5)  
8348 Laclede Station Road • 314-842-1238  
8:40 a.m. - 3:25 p.m.  
*Dr. Christine Powers, Principal*  
*Rose Davis, Assistant Principal*

**Mesnier Primary School** (Grades K-2)  
6930 Weber Road • 314-849-5566  
8:10 a.m. - 2:55 p.m.  
*Christina Been, Principal*  
*Tracy Nomensen, Assistant Principal*

**Affton Early Childhood** (Ages 3-Pre-K)  
9832 Reavis Road • 314-633-5988  
8:30 a.m. - 3:15 p.m.  
*Karin Fleming, Director*

**SCOPE & Management School Alternative Education Programs**  
3701 Will Ave, 63125 • 314-467-7900  
*Pollie Richardson, Principal*

**Voluntary Interdistrict Choice Corporation (VICC)**  
[www.choicecorp.org](http://www.choicecorp.org)  
7425 Forsyth, Suite 110, 63105 • 314-721-8422  
*David Glaser, Chief Executive Officer*

**Special Education**  
8701 Mackenzie Road, 63123 • 314-633-5912  
*Marie Burke, Director*  
Email: [mburke@ssdmo.org](mailto:mburke@ssdmo.org)

**Parents As Teachers (PAT)**  
9769 Reavis Park Road, 63123 • 314-633-0019  
*Linda Lenzen, Facilitator*  
Email: [llenzen@afftonschoools.net](mailto:llenzen@afftonschoools.net)

**Continuing Education offered through St. Louis Community College**  
<http://www.stlcc.edu/Continuing-Education/>  
314-984-7777

**SSD Career Technical Education**  
12110 Clayton Road, 63131 • 314-989-8243  
*Dave Baker, Interim Director*  
Email: [dbaker@ssdmo.org](mailto:dbaker@ssdmo.org)

**Before/After School Programs (Grades K-8)**  
Mesnier, Gotsch and Rogers  
8701 Mackenzie Road, 63123 • 314-633-5920  
*Melissa Eckhard*  
Email: [meckhard@afftonschoools.net](mailto:meckhard@afftonschoools.net)

**Affton Education Foundation**  
8701 Mackenzie Road, 63123 • 314-633-0012  
*Judy Rethwisch*  
Email: [judyreth@aol.com](mailto:judyreth@aol.com)

**Affton Alumni Association**  
8701 Mackenzie Road, 63123 • 314-633-0012  
*Judy Rethwisch*  
Email: [judyreth@aol.com](mailto:judyreth@aol.com)

**Chartwells Food Service**  
8701 Mackenzie Road, 63123 • 314-633-5927  
*Amanda Bunn, Assistant Foodservice Director*  
Email: [abunn@afftonschoools.net](mailto:abunn@afftonschoools.net)

**Affton Community Volunteer Organization (ACVO)**  
8701 Mackenzie Road, 63123 • 314-633-5959  
*Pam Knox, Director*  
Email: [acvo@afftonschoools.net](mailto:acvo@afftonschoools.net)



# DISTRICT DIRECTORY

2016-2017

## Affton School District Administrative Offices

8701 Mackenzie Road  
St. Louis, MO 63123  
Telephone 314-638-8770  
[www.afftonschools.net](http://www.afftonschools.net)

### Superintendent

Dr. Steve Brotherton  
314-633-5905 • [sbrotherton@afftonschools.net](mailto:sbrotherton@afftonschools.net)

### Administrative Assistant to Superintendent

Linda McCaskie  
314-633-5905 • [lmccaskie@afftonschools.net](mailto:lmccaskie@afftonschools.net)

### Assistant Superintendent

Dr. Travis Bracht  
314-633-5920 • [tbracht@afftonschools.net](mailto:tbracht@afftonschools.net)

### Secretary to Assistant Superintendent

Melissa Eckhard  
314-633-5920 • [meckhard@afftonschools.net](mailto:meckhard@afftonschools.net)

### Human Resources

Kathy Hake, *Human Resources/Payroll Manager*  
314-633-5915 • [khake@afftonschools.net](mailto:khake@afftonschools.net)

### Lezli Porter, *Human Resources Specialist*

314-633-5907 • [lporter@afftonschools.net](mailto:lporter@afftonschools.net)

### Facilities and Grounds Manager

Dave Walters  
314-633-5925 • [dwalters@afftonschools.net](mailto:dwalters@afftonschools.net)

### Chief Financial Officer

Steven Fedchak  
314-633-5922 • [sfedchak@afftonschools.net](mailto:sfedchak@afftonschools.net)

### Director of Accounting

Krista Dieckmann  
314-633-5923 • [kdieckmann@afftonschools.net](mailto:kdieckmann@afftonschools.net)

### Director of Community Relations

Erica Chandler  
314-633-5908 • [echandler@afftonschools.net](mailto:echandler@afftonschools.net)

### Director of Technology

Adam Jasinski  
314-633-5910 • [ajasinski@afftonschools.net](mailto:ajasinski@afftonschools.net)

### Curriculum, Assessment, Professional Development & Federal Programs Coordinator

Stephanie True  
314-633-5918 • [strue@afftonschools.net](mailto:strue@afftonschools.net)

### Transportation Supervisor

Judy Dunn  
314-633-5919 • [jdunn@afftonschools.net](mailto:jdunn@afftonschools.net)

## BOARD OF EDUCATION

### Thomas Bellavia, *President*

Home - 314-353-2068  
[tbellavia@afftonschools.net](mailto:tbellavia@afftonschools.net)

### Larry Knox, *Vice-President*

Home - 314-638-3222  
[lknox@afftonschools.net](mailto:lknox@afftonschools.net)

### Susan Casaleggi, *Treasurer*

Home - 314-351-3588  
[scasaleggi@afftonschools.net](mailto:scasaleggi@afftonschools.net)

### Linda McCaskie, *Secretary to the Board*

314-633-5905  
[lmccaskie@afftonschools.net](mailto:lmccaskie@afftonschools.net)

### Douglas Beck, *Director*

Home - 314-638-1846  
[dbeck@afftonschools.net](mailto:dbeck@afftonschools.net)

### Jordan Levinson, *Director*

Home - 314-591-9005  
[jlevinson@afftonschools.net](mailto:jlevinson@afftonschools.net)

### Michael McNeil, *Director*

Home - 314-229-8223  
[mmcneil@afftonschools.net](mailto:mmcneil@afftonschools.net)

### Patricia Zahn, *Director*

Home - 314-842-1560  
[pzahn@afftonschools.net](mailto:pzahn@afftonschools.net)

# PARENT ORGANIZATION DIRECTORY

2016-2017

Affton Parents Club

[www.afftonparentsclub.org](http://www.afftonparentsclub.org)

Facebook: Affton Parents Club – APC

[info@afftonparentsclub.org](mailto:info@afftonparentsclub.org)

Denise Dolan, Co-President • 314-570-6194

[dolanfammo@sbcglobal.net](mailto:dolanfammo@sbcglobal.net)

Affton Music Boosters

[www.afftonmusicboosters.com](http://www.afftonmusicboosters.com)

Facebook: Affton Music Boosters

Special School District

Parent Advisory Committee

Marie Burke, Director • 314-633-5912

[mburke@ssdmo.org](mailto:mburke@ssdmo.org)

## AFFTON HIGH SCHOOL PARENT BOOSTERS

Class of 2017

Sandi LaManna • 314-631-7510 • [Sandi\\_lamanna@yahoo.com](mailto:Sandi_lamanna@yahoo.com)

Kathy Vogt • 314-640-0734 • [vogtk@slu.edu](mailto:vogtk@slu.edu)

[affton2017@gmail.com](mailto:affton2017@gmail.com)

Facebook: Affton Class of 2017

Class of 2018

Jennifer Kahle • 314-401-0278 • [jennkahle@yahoo.com](mailto:jennkahle@yahoo.com)

Kathy Brooks • 314-397-1836 • [katbrooks678@att.net](mailto:katbrooks678@att.net)

Facebook: Affton High School Class of 2018

Class of 2019

Jeremy Bruner • 314-922-9256 • [brundog75@gmail.com](mailto:brundog75@gmail.com)

Melissa Eckhard • 314-599-4342 • [melissa.eckhard@gmail.com](mailto:melissa.eckhard@gmail.com)

Facebook: Affton-Class of 2019

Class of 2020

Facebook: Affton Class of 2020 Parent Boosters

# I. PARENT/GUARDIAN INVOLVEMENT OPPORTUNITIES

## CURRICULUM ADVISORY COUNCIL (CAC)

The Curriculum Advisory Council seeks opinions from parents and students on proposed curriculum. Committee members review and advise on curricular issues prior to presentation to the Board of Education. If you are interested in serving, please contact Stephanie True, Curriculum, Assessment and Professional Development Coordinator at 314-633-5918 or [sttrue@afftonschools.net](mailto:sttrue@afftonschools.net).

## PARENT BOOSTERS

Parent Boosters oversee the raising of funds and managing many of the "extras" that your child receives in high school. These activities include Sports Night, gifts, holiday treats and senior picnic, brunch, treats and the Senior Lock-In. This is an enormous undertaking and calls for many volunteer hours and a tremendous amount of fundraising. The fundraising must begin during the freshman year in order to provide the customary activities for the senior year. See the Parent Organization Directory on page 10 for contact information.

## PARENT INVOLVEMENT IN EDUCATION

Parents are their child's first and best teacher. This is true at all ages. Parents are encouraged to participate in their child's education by:

- Attending parent/teacher conferences
- Volunteering in your child's school
- Reading with your child
- Incorporating the *CHARACTERplus* traits into your family life
- Emphasizing the importance of education to your child
- Planning for your child to attend college, enter the military, or receive vocational training
- Supporting the efforts of your child's teacher
- Informing the guidance counselor if your child has a personal problem
- Advising the nurse if your child has a medical problem
- Talking with your child's teacher or principal whenever you have a need
- Providing a quiet place for your child to complete homework
- Reinforcing learning which occurs in your child's classroom
- Setting high expectations for your child's behavior and performance
- Encouraging your child to do his/her best
- Encouraging attendance and timeliness by scheduling nonemergency appointments outside of regular school hours

## PARENT ORGANIZATIONS

Affton School District welcomes the support of parents through a variety of parent organizations. See the Parent Organization Directory on page 10 for contact information.

## SPECIAL EDUCATION SERVICES

In partnership with Special School District, Affton School District meets the needs of students with disabilities through a variety of services and placements. Students with disabilities are educated, to the extent appropriate for the needs of the students, within the general education programs.

Questions or requests for assistance or information about services for students with diagnosed, suspected disabilities, or questions about the special education decision-making process should be directed to the student's school counselor or the Director of Special Education at 314-633-5912; or, at Affton Early Childhood, to the Director at 314-633-5988.

## SPECIAL SCHOOL DISTRICT PARENT ADVISORY COMMITTEE

The Special School District Parent Advisory Committee typically meets at 7 p.m. on the second Wednesday of each month at the SSD Central Administrative Offices, 12110 Clayton Road in Town & Country. For more information about the SSD PAC or who represents your district, call 314-989-8342 x6650 or e-mail [pac@ssdmo.org](mailto:pac@ssdmo.org).

## SUBSTITUTE EMPLOYMENT OPPORTUNITIES

Affton School District has partnered with Kelly Educational Staffing to provide substitute teachers and substitute teacher assistants. For more information, please contact Kelly Educational Staffing at 314-317-5439.

Affton School District also employs substitute before and after care workers, substitute nurses, substitute bus drivers and substitute custodians to work on an as-needed basis. If recommended for a position, employment with the Affton School District is contingent upon the satisfactory completion of criminal record and child abuse/neglect record checks, including an FBI background (fingerprint) check. The applicant is responsible for the fees for the record checks.

Affton School District only accepts online applications through AppliTrack. To apply, please visit the Employment Information page of our HR website:

<http://afftonschoools.net/departments/human-resources/employment-information/>

For more information, please contact the Human Resources Office at 314-633-5907.

## STUDENT TRANSFER PROGRAM (VICC) PARENT ADVISORY COUNCIL

Twice each year the assistant superintendent meets with parents of students who transfer under the voluntary desegregation agreement. For meeting dates and times, contact the assistant superintendent's office at 314-633-5920.

## SURROGATE PARENT PROGRAM

The state of Missouri and Special School District are asking for volunteers to act as surrogate parents for special education students who are without parent representation regarding educational decisions. State and federal laws require that these students have surrogates. The greatest number of surrogates is needed for students who are in the legal custody of the Division of Family Services and reside in a residential facility.

Major responsibilities include participating in the development of the student's Individualized Education Plan (IEP), attending teacher conferences, and representing the child in complaint or due process procedures. The Missouri Department of Elementary and Secondary Education (DESE) provides training for volunteers appointed as surrogate parents. Surrogates have no responsibility for physical or financial care of the students, nor are they liable for civil damages as a result of representing the student in educational decisions.

For information about the Surrogate Parent Program, contact Mary Lee Burlemann at 314-989-8125 or [mburlemann@ssdmo.org](mailto:mburlemann@ssdmo.org).

## VOLUNTEERS WELCOME!

All Affton Schools welcome volunteers! To become involved, please call the principal's office. Volunteers and all visitors in Affton Schools must sign in at each building's office.

## Affton Community Volunteer Organization (ACVO)

For other volunteer opportunities in the Affton School District and Affton Community, please contact Pam Knox, Director of the Affton Community Volunteer Organization (ACVO) at 314-633-5959 or at [acvo@afftonschoools.net](mailto:acvo@afftonschoools.net).

## II. RULES AND REGULATION – ATTENDANCE

### ATTENDANCE POLICY

The purpose of the attendance policy of the Affton School District is to encourage regular school attendance. The Board of Education believes that regular and punctual attendance is an important factor in a student's success in school.

An integral part of the learning experience is the interaction between students and teachers. When students are absent from school, they are not able to participate in class discussions, small group activities, or class experiments. Absent students miss explanations of concepts and ideas that will appear on homework assignments and tests. Since there is a direct relationship between attendance, grades, and success in school, the Board of Education believes that students must maintain a good attendance record.

Missouri School Law, under the Compulsory School Attendance subsection, places the burden of responsibility for school attendance on the parent/ guardian.

EVERY PARENT, GUARDIAN, OR OTHER PERSON IN THIS STATE HAVING CHARGE, CONTROL OR CUSTODY OF A CHILD BETWEEN THE AGES OF 7 AND 16 YEARS SHALL CAUSE THE CHILD TO ATTEND REGULARLY SOME PUBLIC, PRIVATE, PAROCHIAL PARISH, OR HOME SCHOOL NOT LESS THAN THE ENTIRE SCHOOL TERM OF THE SCHOOL WHICH THE CHILD ATTENDS ...  
(RSM0.167.031)

*Please call your child's school to report an absence.*

All children defined in the statute above, and all other children enrolled by a parent/guardian to attend school, are further required to be under school jurisdiction during the hours school is in session. In the case of provisions set forth by the Missouri State Board of Education or Legislative Action, pupils may attend school for portions of the school day, or on a "dual enrollment" basis. In all cases, the requirements or regulations providing for such alteration in the school day shall be followed explicitly, provided that such requests are submitted to Affton school officials in writing.

The school year is defined as the period of time from the opening of school in August/September to the close of the regular school term in May/June of the following calendar year. This attendance policy attempts to establish reasonable, broad standards regarding students' attendance at school. The Board of Education directs the administration to develop guidelines for the implementation of this policy.

### STUDENT ABSENCES AND EXCUSES (Grades K-8)

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

#### Definitions

*Attendance* - A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* - A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* - A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* - A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

#### Attendance Standards (Grades K-8)

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with contact from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with contact from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with contact from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with contact from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

#### Consequences for Violations

##### *Grades K-5*

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. The district will prepare a five-day attendance report for every student accumulating five (5) unexcused absences in a semester and will notify the student's parents/guardians.
2. When a student has accumulated eight (8) unexcused absences in a semester, the district will notify the student's parent/guardians in writing and will schedule a conference with the parents/guardians.
3. When a student has accumulated ten (10) unexcused absences in a semester, the district will contact the appropriate juvenile authorities as described below.
4. When a student has accumulated ten (10) total absences (excused and unexcused) in a semester, the district may initiate special action including, but not limited to, the following:
  - Scheduling a conference with the parents/guardians.
  - Determining whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the juvenile court, local prosecutor or other appropriate authority.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

##### *Grades 6-8*

The school may implement any of the consequences and interventions outlined above for students in grades six (6) through eight (8). Because students in grades six (6) through eight (8) are expected to take more responsibility for their actions, students will be included in conferences and interventions.

Students will be expected to make up all work regardless if an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.

Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make-up more than five (5) absences by attending make-up sessions.

The district will contact the CD or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

#### Notice and Due Process (Grades K-8)

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

#### Intervention and Engagement Strategies (Grades K-8)

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee may:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.

#### Building-level administrators and staff may:

1. Post daily attendance levels in a prominent place by number, percentage and fraction so students and staff can monitor attendance levels. Individual student attendance information will not be publicly posted.
2. Provide recognition in the form of ribbons, book certificates, special recognition or other rewards to students with improved attendance.
3. Assign truant students to academic support, detention or in-school suspension rather than out-of-school suspension.
4. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
5. Provide access to behavioral counseling, including information about community resources.

#### Evaluation (Grades K-8)

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants.
3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.

6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

#### STUDENT ABSENCES AND EXCUSES (Grades 9-12)

##### Attendance Standards (Grades 9-12)

The following absences will be excused, although still documented as an absence. Documentation must be provided as indicated.

1. Illness or injury of the student, with contact from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with contact from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with contact from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with contact from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-school suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
9. College visits for seniors and juniors to a maximum of 2 days per school year with written documentation from the college.

#### Consequences for Violations

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed.

The district will contact the Children's Division (CD) of the Department of social services or the Family Court of St. Louis County in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

#### Notice and Due Process (Grades 9-12)

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

#### Intervention and Engagement Strategies (Grades 9-12)

The district will utilize the following intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. The superintendent or designee may:

1. Conduct community-wide public relations efforts that stress the importance of school attendance.
2. Collaborate with community groups and other organizations that engage youth in activities to create a consistent message about the importance of education.



Building-level administrators and staff may:

1. Contact the family any time a student is absent.
2. Assign truant students to academic support, detention or in-school suspension rather than out-of-school suspension.
3. Assign students who are frequently absent to a staff mentor or participation in a group advisory program.
4. Assign students to tutoring outside of the regular academic day.
5. Provide access to behavioral counseling, including information about community resources.
6. Facilitate family counseling sessions focusing on the power of the family to provide solutions.
7. Conduct in-home visits.
8. Post attendance numbers and percentages each day to make students and staff aware of the attendance rate. Create friendly competition by posting attendance rates by grade level or class. Individual student attendance information will not be publicly posted.

Evaluation (Grades 9-12)

Principals, with the assistance of building staff, will conduct annual evaluations of all strategies used to improve student attendance. The evaluations will include:

1. A summary of which strategies are being implemented.
2. The number of participants.
3. Records of targeted interventions for particular students.
4. Changes in overall attendance rates.
5. Changes in attendance rates and academic achievement of students participating in the various strategies.
6. Changes in attendance rates and academic achievement of individual students receiving targeted intervention.
7. Any other data that can be used to assess the effectiveness of strategies and interventions.

Strategies found to be ineffective will be modified or replaced. The principal will provide evaluation information to the superintendent.

## **II. RULES AND REGULATIONS – CONDUCT**

### COMPUTER/ TECHNOLOGY ACCEPTABLE USE POLICY

The district has an Acceptable Use Policy and Procedures that govern the access to and use of existing and future technologies. For students to access the internet at school, the user and/or the legal guardian must sign an agreement to use the district internet system to further educational and personal goals consistent with the mission of the school district and school policies.

The District's Acceptable Use Policy is posted at the district's website: <http://afftonschools.net/wp-content/uploads/2012/02/AUP-2013.pdf>.

The Affton School District has adopted measures to comply with the Children's Internet Protection Act (CIPA) for ensuring the safety and security of minors on line.

### GANG RELATED BEHAVIOR

Gang related behaviors will not be tolerated. No clothing, coloring, insignia, or other symbols or combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization will be allowed on school grounds or at school-sponsored activities.

## IMPROPER DRESS

Students are to dress in a manner that does not jeopardize the child's health and safety, nor that of others; does not disrupt the teaching-learning process; does not create school disorder or is immodest. Dress which promotes illegal substances, drug abuse, or other illegal activities is inappropriate.

## SEXUAL HARASSMENT

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Affton School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any person who alleges sexual harassment in the school district may complain directly to the building principal, assistant principal, or school counselor.

## STUDENT DISCIPLINE GUIDELINES

All students in the Affton School District are required to comply with the Student Discipline Guidelines.

The Student Discipline Guidelines is available on our website at [www.afftonschools.net](http://www.afftonschools.net). It is intended that parents review this information with their children on an annual basis. At the beginning of each school year, disciplinary expectations are reviewed with students at each school. If you need a printed copy, contact the school your child attends.

Expulsion permanently excludes a student from attending Affton Schools. The superintendent of schools may recommend the Board of Education convene a hearing to determine if there is good cause to expel a student from Affton Schools. See the Student Discipline Guidelines for additional information.

## SUSPENSION – LONG TERM

By Missouri law, the superintendent may suspend for up to 180 school days or recommend the Board of Education expel a student. See the Student Discipline Guidelines for additional information.

## SUSPENSION – SHORT TERM

By Missouri law, the principal may suspend for up to 10 school days. See the Student Discipline Guidelines for additional information.

## TRESPASSING

Affton Schools maintain a closed campus for the safety and security of all students and staff. If the school administration deems a person to have no legitimate business on campus, the person may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

All campuses are closed after dark unless a recognized activity is planned.

## ZERO TOLERANCE

Affton Schools takes a "zero tolerance" approach to threats and behavior which threatens others. In light of tragedies that have occurred in other school districts, the "zero tolerance" approach includes threats to harm others or commit violent acts. Please inform your child that Affton Schools takes all threats seriously. Students who make threats may face suspension and/or expulsion, in addition to criminal charges.

## II. RULES AND REGULATIONS – HEALTH AND SAFETY

### ASBESTOS MANAGEMENT

The Asbestos Hazard Emergency Response Act (AHERA) requires schools to determine the extent of asbestos in facilities and develop solutions for any concerns related to asbestos. As required by AHERA, the buildings within Affton School District were originally inspected by a certified asbestos inspector in 1988. Since the original inspection, an on-site investigation was conducted by the Environmental Protection Agency (EPA) in 1992 and a follow-up investigation occurred in 1994. In addition to inspections from other agencies, the district routinely conducts asbestos inspections twice each year.

An asbestos management plan has been developed for all Affton facilities. The plan contains a copy of this notification, information on the education and training of district employees, plans designed to minimize the disturbance of the asbestos-containing materials, and a plan for regular surveillance of asbestos containing materials.

A copy of the asbestos management plan is available for your inspection in the office of the Director of Facilities and Grounds, during school hours at the administration center between the hours of 7:30 a.m. and 4:00 p.m. Questions about the asbestos management plan may be directed to the Director of Facilities and Grounds at 314-633-5925.

### CHILD ABUSE/NEGLECT

State law requires that when any teacher, principal, other school official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Division of Family and Children's Services.

### COMMUNICABLE DISEASE

It is unlawful for any child to attend school or school-sponsored activities while afflicted with a communicable disease or liable to transmit such a disease.

### HEAD LICE

If your child has head lice, please inform the school nurse. Infected students are excluded from school until properly treated. At the elementary level, parents/guardians will be notified if a student in their child's classroom or on the bus is infected with head lice and will be asked to check their child for evidence of head lice.

Children who have been treated for head lice and are returning to school, must report to the health room. The nurse will inspect the child's head to ensure nits are not present before the student may return to class or ride the bus.

At the middle school and high school, parents/guardians will be notified of outbreaks as deemed necessary by principals with input from the school nurse.

### HEALTH EMERGENCIES AND ILLNESSES

Should a health emergency or serious accident involving your child occur at school, the first step will be to ensure the safety of the student. The school will call 911. The emergency medical service (EMS) will decide if it is necessary to transport the student to the hospital. The parent/guardian will be contacted as soon as possible.

When a child becomes ill while at school, the school nurse will notify the parents/guardians. For this reason, it is extremely important that the following items are on file in the principal's office. Please notify the school any time there is any change in this information.

- Home phone number.
- Father's and mother's (or guardian's) phone number(s) at work or cell phone number.
- Phone number of person to notify in case parents cannot be reached. Please be certain this person is aware and willing to be contacted.

If a child's temperature is over 100 degrees, a student will be sent home. The student should remain home for 24 hours after the temperature returns to normal (below 100 degrees without taking medication).

#### HEALTH SCREENING

Vision and hearing screenings are done at grades K, 1, 3, 5, 7, 9, and 11 each fall. Scoliosis screening is done each spring at grades 5 and 8. Vision and scoliosis screenings are done by the district's nurses and hearing screening is done by SSD staff in each building. Prior to scoliosis screening, a letter will be sent home so that children can dress appropriately for the screening. Parents/guardian are notified if the results of the screening need to be addressed. Screening results become part of a student's record if parents/guardians need information at a later time.

#### IMMUNIZATION REQUIREMENTS

By Missouri law, students must be completely immunized against poliomyelitis, rubella, rubeola, mumps, tetanus, pertussis, diphtheria, and hepatitis B. The parent/guardian must provide immunization records by the first day of school attendance. Any student who is not fully immunized or properly exempted will not be allowed to enter school.

Lead is dangerous, especially to children under 7 years of age. Even low levels of lead can slow a child's normal development and cause learning and behavioral problems. Lead was not banned from paint until 1978; older homes may still have lead-based paint on the walls. Parents/guardians can help protect their child against lead poisoning by taking these steps:

- Have your child tested for lead poisoning. Simple blood tests are available from the St. Louis County Department of Health. Call 314-615-LEAD (5323).
- Help your child avoid lead in paint and dust by keeping your child away from peeling paint and frequently washing hands and objects they put in their mouths. Make sure your child eats properly. Children's stomachs absorb more lead when they are empty.
- Affton School District cooperates with St. Louis County Department of Health to screen children for lead poisoning prior to entry into kindergarten.

#### MEDICATION

The administration of medication to students shall be done only in exceptional circumstances when the child's health may be jeopardized without it. Students requiring medication at school shall be identified by parents/guardians and/or physicians to the school nurse, teachers, and other school personnel.

##### Administration of Medications to Students Definitions

*Medications* - For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

*Authorized Prescriber* - includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

The Affton School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medication while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with this policy.

Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/ guardians are encouraged to arrange to administer prescription medications themselves when possible.

#### Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in the accordance with the manufacturer's label. If the medication is sent to the school improperly labeled or without a parent/guardian permission slip, the nurse may, at his or her discretion, provide a single dose for that day following a phone consent from the parent/guardian. Such phone consent must address all criteria from the permission form.

#### Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written directions and a separate documentation is not needed. If there is any change in the dose or timing of a prescription medication, the student's physician must submit the change in writing. If the medication is sent to the school improperly labeled or without a parent/guardian permission slip, the nurse may, at his or discretion, provide a single dose for that day following a phone consent from the parent/guardian. Such phone consent must address all criteria from the permission form.

#### Self-Administered Medications

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

#### Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration.

The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities, and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No students will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse or other trained school staff member when the nurse or staff member believes, based on his or her training, that a student is having a life threatening anaphylactic reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

#### Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation, or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

#### NURSES

School nurses provide first aid, health maintenance, medication administration, prescribed nursing treatment, medical referrals, and maintain health records of all district students. If you have any questions regarding your child's health or health care, please call your school nurse. Each nurse will provide health resource information and health care agency locations upon request.

If your child has a health concern that you would like teachers, administrators, coaches, sponsors and the bus driver to be aware of, please include it on the Health Information and Consent Form sent home at the beginning of the year.

The mission of the school nurse is to keep children healthy so they may attend school and learn, and to identify students who need medical attention so they can return to health. Much of health care is self-directed and becoming more and more important. It is important that we initiate positive attitudes and behaviors regarding health and health care.

#### PHYSICAL EXAMINATIONS

Physicals are recommended for all students new to the district and students entering kindergarten, grades 4, 7 and 10. Forms for the physical examination are available in the nurse's office of each school.

## SPECIAL SCHOOL DISTRICT (SSD)

For more than 40 years, Special School District has collaborated with the 22 public school districts in St. Louis County to serve children with virtually every type of disability - physical and mental; those who are deaf or blind; and students with learning or emotional disabilities. Through the years, Special School District has been a pioneer in developing innovative programs that ensure each student achieves.

SSD staff assigned to Affton School District are valuable partners in education and work with Affton staff to provide a seamless delivery of service to students.

## **II. RULES AND REGULATIONS – GENERAL**

### ALCOHOL, DRUGS, AND NARCOTICS

Students are not to possess, distribute, transfer, use, or be under the influence of drugs, alcohol or narcotics. Controlled substances will be confiscated and offenders are subject to suspension and/or expulsion from school as well as legal prosecution. The prohibition against drugs also applies to counterfeit or "look-alike" substances transmitted as drugs and all drug paraphernalia. See Student Discipline Guidelines.

### AT-RISK CHILDREN

Children at-risk are children who experience problems that seriously interfere with their learning, school attendance, or satisfactory progress toward graduation. Each school identifies students who are at-risk and offers school counseling, academic interventions, 504 accommodation plans where appropriate, and other assistance. For the at-risk child, counselors may recommend that parents/guardians consider contacting outside resources to assist in reaching the child's potential.

### BULLY PREVENTION HOTLINE

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 implemented 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.

The Bully Prevention Hotline number is:

314-472-3497

*Text Message or Voice Calls Received*

### CORPORAL PUNISHMENT

Affton School District does not permit corporal punishment.

### FUNDRAISERS

Fundraisers assist schools in supporting activities which are not supported by the school budget. Each principal approves fundraising events for the school under a set of guidelines.

### KINDERGARTEN ENROLLMENT

Missouri law has established the date for the cutoff for enrollment into kindergarten. Children must be five years of age before August 1 of the year they intend to enroll in school.

### LOCKERS

Lockers are provided at Rogers Middle School and Affton High School. All lockers are owned and maintained by the school district for the convenience of students in storing appropriate items during the school year. The district reserves the right of control over the students' lockers, including the right to search lockers at any time without prior notice. Students are to use only the locker assigned to them.

## PROOF OF AGE

At the time of registration, all new students enrolling in the district are required to present a birth certificate issued by the Bureau of Vital Statistics and bearing the proper seal embossed on it.

## RESIDENCY

### Admission of Resident Students

In order to register a student, the parent, legal guardian, military guardian, person acting as a parent, or the student shall provide proof of residency or request a waiver of proof of residency as outlined below and shall complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of proof of residency may only apply for admission in accordance with Board policy JECB.

A student is a "resident" student if he or she meets at least one (1) of the following criteria:

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, legal guardian, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone, except a special power of attorney document relevant to the guardianship of a child in the household of an active duty member of the military, is insufficient to satisfy the "court-appointed legal guardian" requirement.
2. The student physically resides in the district for reasons other than obtaining access to the district's schools, regardless of with whom the student is living, and has a waiver of proof of residency on file.
3. The student is otherwise legally entitled to attend school in the district including, but not limited to: a student who is a homeless child; a student attending a school not in the student's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to SS167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.
4. The student is a transitioning military student who was enrolled in the Affton School District, but is placed in the care of someone other than the student's parent or military or legal guardian who resides in another school district. Such student will be allowed to continue to attend school in the Affton School District without payment of tuition. A transitioning military student is a student who is in the process of transferring from one (1) state or school district to another state or school district and was or is currently in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law.

### Waiver of Proof of Residency

In cases where a student living in the district wishes to register but the student does not live with a parent, military guardian, legal guardian or person acting as a parent must request a waiver of proof of residency. Waiver of proof of residency may only be granted on the basis of hardship or good cause. Good cause shall include situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver.

The Board delegates to the superintendent or designee the responsibility of bringing to the Board's attention any application for a waiver in which the student is not clearly entitled to attend school in the district. All other applications will be accepted and granted on behalf of the Board. Once an application for a waiver has been identified for Board review, the Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted.



The Board president may appoint a committee of the Board to act in lieu of the Board to consider waiver requests.

Once a waiver of proof of residency has been requested, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district. If a waiver is denied, the student must withdraw from school within five (5) business days of receiving notice of the denial. If the student does not withdraw within five (5) business days, the district will charge tuition for days attended between the date the student should have withdrawn and the date the student actually withdraws. The status of a student granted a waiver of the residency requirements is subject to review, and the waiver could be withdrawn as circumstances change.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee may convene a hearing within five (5) working days of the registration request to determine whether the student may register.

A transitioning military student who is placed in the care of someone other than the student's parent or military or legal guardian who resides within the district will be granted a waiver without a hearing and allowed to attend school in the district without the payment of tuition.

#### ADMISSION OF NONRESIDENT STUDENTS (Districts NOT Accept Nonresident Students)

Unless otherwise required by law, this district does not accept nonresident students. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Affton School district, as defined in Board policies and the law. Nonresident students admitted pursuant to the following exceptions or as otherwise mandated by law will not be required to file for a waiver of residency. Students attending under a court-ordered voluntary desegregation program are exempt from this policy. The acceptance of such students will not impair the desegregation efforts of any other school district.

The following persons shall be considered residents and may enroll in the Affton School district without payment of tuition:

- Children placed by the department of mental health, the department of social services or by court order in facilities or programs located within the district will be admitted even if the child's domicile is in another district.
- The district is entitled to local tax effort from each student's domiciliary district. The district may, if such funds are available and pursuant to law, receive payment from the Department of Elementary and Secondary Education (DESE) for such students in lieu of the local tax effort payments from the domiciliary district.
- Orphaned children, as defined by the courts, who have a permanent or temporary home within the school district may attend school without paying tuition.
- Children with only one (1) living parent who have a permanent or temporary home within the school district may attend school without paying tuition.
- Children whose parents do not contribute anything to their support and are unable to pay tuition, and who have a permanent or temporary home within the school district may attend school without paying tuition.
- Students who turn 21 in their final semester of attendance prior to graduation may complete that semester tuition free.
- Children whose parents or guardians pay school taxes on property in the school district but do not live in the district may attend school in the district and pay tuition on a tuition/tax credit basis. School taxes paid to the school district by the parents or guardians of nonresident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent

with the calendar year in which the taxes are paid. The deduction will be prorated among the number of students per family attending the district's schools. A tax statement must be submitted to the appropriate administrator before a student can be admitted.

- Children whose parents or guardians own real estate of which 80 acres or more are used for agricultural purposes and upon which their residence is situated may attend school, without paying tuition, in any district in which a part of such real estate, contiguous to that upon which his or her residence is situated, lies, provided that 35 percent of the real estate is located in the district of choice. Such parents or guardians are required to send notification by June 30 to all school districts involved specifying which district their children will attend. If notification is not received, such children shall attend the school in which the majority of the parent or guardian's property lies. Attendance at any other district will require the payment of tuition.

The only other nonresident students that will be admitted to the School District of Affton are as follows:

1. The district may admit nonresident students pursuant to a contractual arrangement, the Enrollment Option Act or as otherwise permitted by law. A nonresident student enrolled pursuant to an enrollment option program shall be counted as a resident pupil for the purposes of determining state aid. Should such an enrollment option exist with another St. Louis County School District, nonresident certified/classified staff members employed on a full-time basis may enroll their children in the Affton School District. Such children will be considered resident students of the Affton School district for the purpose of determining average daily attendance when the district of residence is not otherwise liable for them. The Board shall not solicit or receive money from a classified or certified staff member employed by the district or a Special School district staff member working full-time in the district for the purpose of paying tuition or any other expenses of the operation of schools.
2. In the event the Board allows nonresident teachers employed by the district to send their children to the district, such children will be considered resident students for the purpose of determining average daily attendance. The Board shall not solicit or receive money from a teacher employed by the district for the purpose of paying tuition or any other expenses of the operation of schools. Furthermore, the Board may allow nonresident regular employees of the district to send their children to the district and consider them resident students for the purposes of determining average daily attendance.
3. Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.
4. Children identified as homeless students as defined in Board policy who request admission to the district will be considered by the district for enrollment.

*Any person who knowingly submits false information to satisfy any requirement stated above is guilty of a Class A misdemeanor under Section 575.50 and Section 575.056 of Missouri Law. In addition to any other penalties authorized by law, the Affton Board of Education may file a civil action to recover, from the parent/legal guardian of the pupil, the costs of school attendance for any pupil who was enrolled at a school in the district and whose parent/legal guardian filed false information to satisfy any requirement as stated above (167.151 RSMo.)*

Any citizen who is aware of a student attending Affton Schools who is not a resident of the district, or legally allowed to attend, is asked to report this information to the school or call the superintendent's office. On a regular basis the school district investigates to determine if students are legal residents of the district.

## RULES AND PROCEDURES FOR STUDENT BUS RIDERS

For the safety of school bus passengers, the following transportation regulations and procedures are established. School officials ask that parents of students riding buses review these procedures and regulations and help their children to "think safety."

1. Arrive at your bus five (5) minutes before scheduled bus arrival. Buses cannot wait for riders.
2. Approach bus stops carefully. Observe all traffic rules.
3. While waiting for the bus, be considerate of nearby homeowners' property.
4. Always wait until the bus comes to a complete stop before getting on or off.
5. Follow the directions of the driver at all times.
6. Don't distract the driver in any way.
7. Always remain seated while the bus is in motion.
8. Never put arms or heads outside the bus windows.
9. Use the emergency door only in an emergency.
10. Smoking will not be allowed on a school bus at any time.
11. Throw away your trash before boarding the bus or use the container provided on the bus.
12. Pets or animals are not allowed on the bus.
13. Treat bus equipment with respect.
14. Students who need to cross the road after leaving a school bus must cross at least 10 feet in front of the bus and cannot cross more than two lanes of traffic.

Eating and/or drinking on the bus is not allowed.

Riding the school bus is a privilege which can be revoked for failure to observe the rules as outlined. 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 building 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 or 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.

## SAFE LEARNING ENVIRONMENT AND EMERGENCY PROCEDURES

Affton School District strives to ensure a safe learning environment for all students and employees. Keeping students safe in school is a top priority. Affton Schools maintain a "zero tolerance" approach to violence. In light of tragedies that have occurred in other school districts, the "zero tolerance" includes threats to harm others or commit violent acts. Please inform your child that Affton Schools takes all threats seriously. Students who make threats may face suspension and/or expulsion in addition to criminal charges.

The district, working in cooperation with local law enforcement officials, has developed response procedures to address emergencies should they arise within the building or occur district-wide. Communication with parents is a key component of those procedures. In the event of a major building or district-wide emergency, please first call the school to obtain information regarding your student(s), and/or check the district's website.

If you have concerns regarding the safety of students, please contact the building principal or the SAFE Schools Hotline at 314-889-7233.

## SAFE SCHOOLS HOTLINE (314-889-7233)

The SAFE Schools Hotline provides an opportunity for any child, parent, or concerned neighbor to leave a private and confidential message about possible criminal activity or any other concern that may affect Affton Schools. The hotline is available 24 hours a day, 365 days a year to anyone wishing to report a gang or drug activity, weapons, physical abuse, violence or any other type of potential problem that may affect children while at school, home, or play.

The SAFE Schools Hotline is a proactive approach instituted by St. Louis County Police in partnership with the Affton School District. To contact the SAFE Schools Hotline, call 314-889-7233.

#### SMOKE-FREE ENVIRONMENT

All Affton buildings and grounds are smoke-free. This smoke-free policy includes after-school activities, as well as school day activities, and applies to all students, staff, parents/guardians, and community members while on school grounds.

#### STUDENT HANDBOOKS

A student handbook designed to acquaint students and parents with the regulations, services and activities of the school is posted on the school's website. Parents/guardians and students are encouraged to read the handbook; if there are questions or suggestions, contact a teacher, counselor, or administrator. If you need a printed copy, contact your child's school

#### STUDENT RETENTION

The responsibility for determining the promotion or retention of students rests with the professional staff of the district. If, after exploring alternative interventions, the professional staff is of the opinion that retention is the best alternative for the student, parents/guardians will be notified by the building principal and/or teacher. State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

#### VISITORS TO SCHOOL

To ensure the welfare of students and staff, parents/guardians and all other visitors are to comply with the following guidelines:

1. All visitors are to report to the main office.
2. During regular school office hours, visitors are to sign in at a central location within each building to indicate the reason for their visit: volunteer, scheduled conference with teacher, etc.
3. Parents/guardians who wish to meet with teachers are to schedule a meeting with the teacher during a time that the teacher is not responsible for supervising students.
4. Parents/guardians and visitors are expected to communicate with staff in an appropriate manner.
5. Parents/guardians and visitors are expected to cooperate with school staff.

#### WEAPONS NOT ALLOWED IN SCHOOLS

In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons and or facsimile of weapons, or items whose presence or handling is dangerous on school grounds, buses, or at school activities.

Weapons include, but are not limited to, guns, knives, explosive weapons, or any other instrument or device capable of inflicting physical injury on another person. See the Student Discipline Guidelines for additional information.

#### WORK PERMITS

Students who are age 14 or over may apply for a work permit, and should speak to the Registrar, Donna Babinec, in the Guidance and Counseling Center at Affton High School. She can be reached by phone at (314) 633-5951 or via email at [dbabinec@afftonschools.net](mailto:dbabinec@afftonschools.net).

### **III. CLASSROOM AND STUDENT GENERAL INFORMATION**

#### **AWARDS**

All Affton schools recognize students and celebrate students' successes. If your child receives an award outside of school, please inform the building principal.

#### **CAREER & TECHNICAL HIGH SCHOOLS**

Affton students may apply to enroll in career and technical high school programs offered by the Special School District. These programs offer state approved career and technical courses for Affton students. Programs are provided on a half-day enrollment basis. For information on the programs offered at the career and technical high schools, please contact the Affton High School counseling center at 314-638-6330 or call the Career and Technical High Schools at 314-989-8243.

#### **CAREER & TECHNICAL PREPARATIONS**

Opportunities for students to understand and explore career and technical opportunities begin in primary school with an understanding of self and others. As students grow and develop, they are exposed to a variety of age-appropriate information about career options and post-high school education.

#### **CHARACTER EDUCATION**

Character education is valued in our district and supports academic achievement by providing a nurturing environment for students to feel competent. Instruction on social and emotional health/topics are integrated into classroom instruction and supported by guidance counselors, social workers, and partnerships with outside agencies.

#### **CONFERENCES**

Formal parent/guardian conferences are scheduled in the fall of each school year. Parents/guardians are encouraged to meet with teachers as the need arises and are invited to schedule meetings with teachers during a time that the teacher is not responsible for supervising students. To schedule a meeting, please call your child's teacher and arrange a conference.

#### **EARLY RELEASE DAYS / PROFESSIONAL DEVELOPMENT DAYS**

Professional development days are formal opportunities for Affton staff to continue their learning. Please check the school calendar for early release days and days when school is not in session.

#### **EMERGENCY CLOSING**

Should it become necessary to close any or all of the schools of the district by reason of weather or other emergencies, the superintendent may order the closing of any school so affected.

The superintendent may delay the opening of any or all schools by one hour or dismiss early because of weather conditions or other emergencies.

If the district's schools are dismissed due to inclement weather after school has been in session for three hours, that day shall be counted as a school day, including afternoon session kindergarten. When the number of days or hours lost due to inclement weather or other emergencies decreases the total days or hours of the school term below the required minimum numbers, the time or days must be made up.

If the emergency does not allow for advance notification, the superintendent may dismiss school on the same day of the emergency without prior notice.

The SchoolMessenger parent notification system will be used to notify parents and guardians. In addition, notices will be posted on the district website, as well as on the district Facebook and Twitter pages.

In the event the emergency does not allow for prior notice, the following precautions will be taken:

- Every effort will be made to contact parents/guardians of students in grades Pre-K-5 to advise of the early dismissal. It is the responsibility of the parent/guardian to provide the school district with emergency contact numbers.
- Students in grades 6-12 who wish to use the telephone to call parents/guardians will be afforded the opportunity.

#### EMERGENCY DISMISSAL

Emergencies, including weather emergencies, may occur at any time. The following news media have agreed to broadcast emergency dismissals: KMOX-AM; FOX Channel 2; KMOV Channel 4; KSDK Channel 5; KPLR Channel 11.

The district's website, [www.afftonschoools.net](http://www.afftonschoools.net) will also contain emergency dismissal information, as will the district Facebook and Twitter pages.

Parents/Guardians should discuss with their student alternative plans for emergency dismissal, including a safe neighbor or family contact for the child, in the event the parent/guardian is not at home to receive the child.

#### EMERGENCY DRILLS

Each school participates in regular fire, tornado, earthquake and intruder drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations.

#### FOOD SERVICE

Chartwells is the food service provider for the students of Affton School District.

Prices for the school year are:

Breakfast	\$1.30 – elementary and secondary students <i>\$0.30 – elementary and secondary students for reduced price</i>
Lunch	\$2.30 – primary and intermediate school students \$2.40 – middle and high school students <i>\$0.40 – elementary and secondary students for reduced price</i>
Milk	\$0.50 – all students

To apply for free or reduced meals for your children, you must complete a Meal Benefit Form and return it to school. A copy of the application form is available in the office of each school; or by calling the food service director at 314-633-5984.

All school cafeterias are equipped with computerized point-of-sale systems. These computers allow each student to have his/her own "account." Parents/guardians are encouraged to deposit meal money into their child(ren's) account. You may pre-pay for any number of meals in advance. Please make checks payable to Affton School District. Students are not allowed to "charge" meals if there are no funds remaining in his/her account.

Parents/guardians and grandparents are welcome to have lunch in the cafeteria. Please remember to sign in at the school's office first. The price of a larger-portion adult meal is \$1.55 for breakfast and \$2.55 for lunch.

Chartwells seeks input from parents/guardians on the quality and quantity of food. Please contact the principal or the Chartwells office if you would be interested in serving on the advisory committee for food service.

*Section 504 of the Rehabilitation Act of 1973 assures handicapped students access to school meal service, even if special meals are needed because of their handicap. If special meals are needed and requested, certification from a medical doctor must (1) verify that special meals are needed because of the disability and (2) prescribe the alternate foods and forms needed. If special meals are needed, please provide directory information and directions from your medical doctor.*

All food service workers have received the Hepatitis A vaccine.

If you have questions about food service, or wish to participate in the food service advisory committee, please call the office at 314-633-5927.

#### GIFTED AND TALENTED

Affton School District provides educational opportunities for students identified as gifted and talented as follows:

<i>School</i>	<i>Program</i>
Mesnier Primary	SAIL
Gotsch Intermediate	SAIL ON
Rogers Middle School	SAIL BEYOND
Affton High School	Honors Classes/Advanced Classes Advanced Placement Classes

#### GUIDANCE AND COUNSELING

The district's guidance program provides important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs. The guidance and counseling program includes activities designed to help students acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

The guidance counselor(s) and other professional staff provide preliminary assessment of student problems and referred to outside agencies, if necessary. The school will assist and cooperate with other agencies concerning the diagnosis and treatment of a referred student when applicable to his/her educational program in the school. Except as otherwise required by law, costs for diagnostic and treatment services outside the district are the responsibility of the parent/guardian.

#### MIDDLE SCHOOL ATHLETICS

Rogers Middle School offers intramural programs for all students. Additionally, Rogers Middle School students may qualify to participate in an intramural middle school athletic league that allows students to compete against other schools, practice sportsmanship, and prepare for high school competition.

#### MIDDLE SCHOOL OFFERS HIGH SCHOOL CREDIT

Algebra I and Modern Language (Spanish/French) are offered for high school credit to eligible 8th grade students.

## MISSOURI ASSESSMENT PROGRAM (MAP)

The Missouri Assessment Program assesses students' progress toward mastery of the Show-Me Standards which are the educational standards in Missouri. The Grade-Level Assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri. The MAP-Alternate Assessment (MAP-A) is designed to promote enhanced capacities and integrated life opportunities and is administered only to students with the most significant cognitive disabilities who meet grade level and eligibility criteria. MAP-A measures student performance based on alternate achievement standards that are aligned with Missouri's Show-Me Standards.

End-of-Course assessments are taken when a student has received instruction on the Missouri Learning Standards for an assessment, regardless of grade level.

### MAP GRADE LEVEL ASSESSMENTS

<u>Subject</u>	<u>Grades</u>	<u>Year Administered</u>
Communication Arts	3-8	2016-2017
Mathematics	3-8	2016-2017
Science	5, 8	2016-2017

### MAP ALTERNATIVE GRADE LEVEL ASSESSMENTS

<u>Subject</u>	<u>Grades</u>	<u>Year Administered</u>
Communication Arts	3-8, 11	2016-2017
Mathematics	3-8, 10	2016-2017
Science	5, 8, 11	2016-2017

### END OF COURSE EXAMS (EOC)

<u>Subject</u>	<u>Grades</u>	<u>Year Administered</u>
Algebra I	Upon Completion of Course Objectives	2016-2017
English II	Upon Completion of Course Objectives	2016-2017
Biology	Upon Completion of Course Objectives	2016-2017
Government	Upon Completion of Course Objectives	2016-2017
Algebra II	(if Algebra I taken in Grade 8)	2016-2017

### BENCHMARK ASSESSMENTS

Benchmark Assessments are administered to students in grades 3 thru 8. English Language Arts, Mathematics and Science are assessed throughout the school year to measure student readiness for Grade Level Assessments.

### OUTSIDE RESOURCES

School counselors have compiled a list of outside resources which families may find helpful in resolving issues or screening for concerns.

### PROGRESS REPORTS

In addition to report cards, parents/guardians will be notified, at approximately mid-point of a quarter, through progress reports or conferences when a student is not working to potential and may be at risk of failing. The mid-quarter notice provides time for the student to correct the concerns before quarter grades are reported.



## REPORT CARDS

Report cards are one of many tools used by Affton Schools to communicate student achievement to parents/guardians. A report card, depicting the student's progress, will be issued to students in grades K-8 at the end of each quarter. Students at Affton High School will receive a grade card every six weeks.

## SCHOOL RESOURCE OFFICERS

In partnership with St. Louis County Police, two full-time officers are assigned to Affton Schools as School Resource Officers. These officers serve a variety of roles and assist in preventing incidents, providing information to students, and, when appropriate, taking steps in their role as St. Louis County Police officers.

## TEXTBOOKS & LIBRARY BOOKS

Books are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student is responsible to cover the cost.

## TRANSPORTATION

Transportation to and from Affton Schools at the opening and closing of the school day is provided by the district at no charge to resident students. For schedules, routes, or other transportation-related issues, check our website at [www.afftonschools.net](http://www.afftonschools.net) or contact the transportation director at 314-633-5919.

## **IV. EDUCATIONAL OPPORTUNITIES – SPECIAL SCHOOL DISTRICT**

### RESOURCE CENTER FOR PARENTS

The Special School District operates a Family and Community Resource Center, an information center that assists parent/guardians, students, teachers and community members in accessing materials on disabilities.

The center contains books, videos, newsletters and magazines on every disability and disability-related areas, as well as disability awareness materials. In addition, notebook binders filled with hundreds of photocopied articles on disability topics are available to take. The center also provides Internet searches.

Parents/Guardians are invited to visit the Family and Community Resource Center, located in the lower level lobby of the Central Administrative Office at 12110 Clayton Road in Town and Country or may call 314-989-8438 for information.

### SPECIAL EDUCATION CENSUS

Affton School District and all public schools in Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) who reside in their district or whose parents(s)/guardian(s) reside in their district. This census date is compiled as of December 1st each year.

If you can identify a disabled child residing in Affton School District, who is not receiving services from the Special School District of St. Louis County, please contact the Affton School District and request a Census Form. All information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education.

### SPECIAL EDUCATION NOTICE

The Special School District of St. Louis County is required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. This district assures compliance with a full educational opportunity goal, services for students three (3) through twenty-one (21) will be implemented by 2010. Disabilities include: specific learning disabilities, mental retardation, emotional disturbance, speech or language impairment, visual impairment/blindness, hearing impairment/deaf,

orthopedic impairment, other health impairments, multiple disabilities, deafness, blindness, autism, young child with a developmental delay, and traumatic brain injury.

The district assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

The Special School District is required to provide parents/guardians the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents/guardians have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents/guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The district has developed a local Compliance Plan for implementation of special education and this plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of Schools. The local compliance plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birthdate and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, Vietnamese or any other language that may be necessary.

#### **IV. EDUCATIONAL OPPORTUNITIES – COLLEGE/CAREER**

##### **A+ PROGRAM**

The A+ program is a program that encourages students to stay in school, make career plans, tutor younger students in school, and learn the skills and knowledge required for career success or further education.

Students who graduate from a designated A+ school may qualify for state-paid assistance, providing funds are available, for a period of six (6) semesters after graduation to attend a Missouri community college or post-secondary career and technical school.

To receive funding students must meet eligibility requirements, some of which are:

- attending a designated A+ school for three consecutive years prior to graduation
- maintaining a GPA of 2.5 or higher of a 4.0 scale
- scoring advanced or proficient on the Algebra I End of Course exam, or meeting the score criteria on a higher level DESE approved mathematics test

- maintaining at least a 95 percent attendance rate over a four-year period
- performing 50 hours of unpaid tutoring or mentoring
- maintaining a record of good citizenship and avoiding the unlawful use of drugs/alcohol

Missouri's A+ Schools program is a win-win situation for schools, students and communities. For more information, please call the A+ Coordinator, Marilyn Allen, at 314-638-6330 or [mallen@afftonschoools.net](mailto:mallen@afftonschoools.net).

#### AMERICAN COLLEGE TEST (ACT)

The ACT is a college-entry test required by many four-year colleges and universities. Affton High School offers opportunities for students to prepare for the ACT. For more information including preparing for the ACT and registering for the ACT call the Affton High School counseling center at 314-633-5951.

On January 14, 2014, the State Board of Education approved the administration of the ACT to all Juniors (grade 110 students in Missouri public schools, with the exception of students who are eligible for the Missouri Assessment Program-Alternate (MAP-A). Scheduled for Wednesday, April 19, 2017, this mandatory ACT exam for Juniors will be given at no cost for parents.

#### COLLEGE CREDIT IN HIGH SCHOOL

In conjunction with Fontbonne University, St. Louis University, University of Missouri - St. Louis and St. Louis Community College, Affton High School offers courses for which a student concurrently earns high school and college credit. The student is responsible for paying the cost of the college credit at a fee greatly reduced from the regular college tuition. For more information, contact the high school counseling center at 314-633-5951.

#### COLLEGE FINANCIAL AID

Affton High School offers evening opportunities for parents/guardians to learn about financing college education. For more information, contact the Affton High School's counseling center at 314-633-5951.

#### COLLEGE SAVINGS

College costs are some of the larger expenses for a family. Given the clear benefits of a college education, families may consider establishing a college savings account. Recently established state supported savings programs are available to help pay for college. Many programs are available. Missouri has a program called MOST (Missouri Savings for Tuition) which offers solid investment choices, small payments, and real tax savings. For more information about this, go to [www.MissouriMost.org](http://www.MissouriMost.org) or call 1-888-414-MOST.

#### ACT ASPIRE TEST

The ACT Aspire test is a preliminary test for the ACT test. This test helps students compare their performance in four (4) academic areas - English, math, reading and science reasoning - with other 10th grade students in the United States and measures their academic preparation for postsecondary institutions.

By taking the ACT Aspire and using the results, students prepare for the ACT test. It helps prepare for success in postsecondary institutions and helps to set and reach career goals.

#### PSAT TEST

The PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) measures the verbal, math, and writing skills that students have developed over the course of their education. Typically, students take the PSAT/NMSQT in their junior year of high school but it can be taken in the sophomore year also. It serves as a valuable tool to assist students, parents/guardians and schools with early college preparation and planning.

The PSAT/NMSQT is a great practice for the SAT and juniors who take the test may qualify to enter National Merit Scholarship Corporation programs. It provides valuable feedback to the students. Your son/daughter will receive scores in verbal reasoning, math reasoning and writing and will see how his/her scores compare to

other students across the country. Through a question-by-question review of answers, your son/daughter will be able to see which answers he/she got right or wrong and will be able to refer to the original test booklet for additional practice. Call your school counselor at 314-633-5951 for dates and cost.

#### **IV. EDUCATIONAL OPPORTUNITIES – OTHERS**

##### **BEFORE AND AFTER CARE PROGRAM**

Before and after care programs are available at Affton Early Childhood, Mesnier Primary School and Gotsch Intermediate School; after care is available at Rogers Middle School. Special day programs are optional when the district is closed for Record Days, Conference Days, Professional Development and some holidays. To enroll in this fee-based program or for additional information, call 314-633-5988 for Affton Early Childhood or 314-633-5920 for Mesnier Primary, Gotsch Intermediate, and Rogers Middle.

##### **CONTINUING EDUCATION**

St. Louis Community College at Meramec partners with the Affton School District to provide members of the community life-long learning opportunities for cultural, social, personal, and professional development. To register or for more information, call 314-984-7777.

##### **EARLY CHILDHOOD SPECIAL EDUCATION**

Through the Early Childhood Special Education program, children are eligible to receive a free, multi-disciplinary evaluation as part of a referral process initiated by completing a screening through the Parents as Teachers Program. Children who meet the state criteria for early childhood special education may receive free services through the Special School District. Any parent/guardian concerned about their child's development may call SSD at 314-989-8411.

##### **ENGLISH SPEAKERS OF OTHER LANGUAGES (*for adults*)**

English classes for international persons 16 years of age or older are offered by St. Louis Community College at Meramec at Affton High School. Free classes are offered during the evening. All books for beginning through advanced classes are provided. To register or for more information, call 314-984-7777.

##### **ENGLISH SPEAKERS OF OTHER LANGUAGES (*for students*)**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English Language Learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

##### **HOMELESS STUDENTS**

The Affton School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

##### **PARENTS AS TEACHERS**

Parents/Guardians are their child's first teachers. It is the vision of Parents as Teachers that they will also be their child's best teachers. The Parents as Teachers program offers developmental screening, parent meetings and personal education visits for children. Parents as Teachers is *free* and available to parents/guardians of children ages birth to five-years-old. For more information or to enroll in Parents as Teachers, call 314-633-0019 or e-mail [llenzen@afftonschools.net](mailto:llenzen@afftonschools.net).

## PROGRAM FOR EXCEPTIONALLY GIFTED STUDENTS (PEGS) PROGRAM

The district supports tuition for district students who are accepted into the PEGS program, located in the Lindbergh School District. To be eligible, a student must qualify as exceptionally gifted on a specified I.Q. test. For additional information, see the gifted education teacher in your child's school.

## PUBLIC INFORMATION

Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, local media and the district's website and social media pages.

Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School building and district report cards may be posted on the district website and will be distributed to the public as determined by the superintendent or designee. Other public information will be available in the district's buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL, Release of Information.

## RESOURCES FOR SUPPORTING YOUR CHILD'S LEARNING

The district will utilize the local radio, newspapers and other media to publicize the district's legal obligations as required by the Individuals with Disabilities Education Act (IDEA) and by other applicable law. Notice of district meetings will be made to representatives of the news media, if requested.

The superintendent or designee may adopt administrative procedures to further the goals of this policy.

Each school offers opportunities to assist parents/guardians in supporting their child's learning. In addition to parent conferences and Open House, a few examples of other programs offered on an annual basis include:

Affton Early Childhood: *Curriculum Night*

Mesnier Primary School: *Curriculum Night; Literacy Night; Family Math Night; Science Night*

Gotsch Intermediate School: *Open House, Reading Night, Math and Science Night, Science Fair Parent Information Night*

Rogers Middle School: *Orientation for 6th grade students/parents; 8th grade student/parent night; Homework Club; A+ tutors.*

Affton High School: *Financial Aid Night, Senior Parent Night, Freshman Parent Night, and Eighth Grade Open House and Registration Night*

For more information, dates and times, please contact your child's school.

## SCOPE

SCOPE is an alternative program collaborative, sponsored by the school districts of Affton, Bayless, Hancock Place, Lindbergh, Mehlville, Special School District (SSD), Valley Park and Webster Groves. The program offers an alternative educational setting for students who are suspended and have lost the privilege of attending the regular public school. Enrollment is contingent upon recommendation of the principal and the superintendent. The program includes a parent component; parents/guardians must attend weekly meetings.

## SCOPE EVENING PROGRAM

This innovative program is offered for students ages 16-21 who are deficient of credits, working toward a GED, have dropped out of school or are on the verge of dropping out, or are not successful in their regular

educational environment. Enrollment is limited to students who are enrolled in the school districts of Affton, Bayless, Hancock Place, Lindbergh, Mehlville, Special School District (SSD), Valley Park and Webster Groves and is contingent upon recommendation of the principal and the superintendent. Parents/guardians must attend bi-monthly parent meetings. Students must be junior-level status to be considered for night SCOPE programs which lead to a diploma.

#### SCOPE OPTIONS

Available to students who have met the requirements for the Missouri Options Program, this program targets students who have the capabilities to complete Missouri high school graduation requirements, but for a variety of reasons lack credits needed to graduate with their class and are at risk of leaving school without a high school diploma.

#### STUDENT PUBLICATIONS (NON-CURRICULAR)

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

#### STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

#### SUMMER SCHOOL

The district may offer summer school to extend the learning and strengthen identified weaknesses for students who demonstrate a need for further instruction. Students who are eligible will be notified by the principal or teacher. If a remedial summer school program is not offered at a specific grade level, student and parents/guardians will be provided alternative locations where they may access a summer remedial program. Summer programs are subject to annual approval by the Board of Education.

#### SURVEYING, ANALYZING OR EVALUATING STUDENTS

Any parent/guardian may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

## **V. COMMUNITY INTEREST**

### **ADULT EDUCATION & LITERACY (GED CLASSES)**

Adults who have not earned a high school diploma are invited to enroll in evening classes at Affton High School. Classes in adult basic skills, including the high school equivalency (G.E.D.), are offered at Affton High School in partnership with St. Louis Community College at Meramec. All Adult Education and Literacy classes are free. To register, or for more information, call 314-984-7777.

### **AFFTON ALUMNI ASSOCIATION**

Graduates of Affton High School are invited to join the alumni association. For more information, please call 314-633-0012.

### **AFFTON EDUCATION FOUNDATION**

The Board of Education for the Affton School District recognizes and supports the Affton Education Foundation (<http://www.afftoneducationfoundation.org/>). The foundation, a non-profit community-based organization, is dedicated to improving and enhancing education opportunities and resources for all children enrolled in the Affton School District, and for the teachers who support them. Its purpose is to raise money from the private sector to be allocated for educational opportunities, including college scholarships, and resources that are not a part of the normal school budget.

The foundation exists outside the formal operational boundaries of the school district, but in conformance with Board of Education goals and objectives.

### **CIRCUIT BREAKER**

Senior citizens who are renters or property owners may be eligible to receive a Tax Credit Claim from the State of Missouri. Annual income limits apply. If interested, contact the County Older Resident Program at 314-615-4516 or Mid-East Area Agency on Aging at 636-207-0847.

### **GOLD CARDS**

A Gold Card provides free admission to residents 60 years of age or older to Affton School District home activities, including musicals and drama presentations. Admittance to county, regional, and state athletic tournaments is not included. Gold Cards may be obtained during regular office hours at any of the Affton Schools and the Administration Center at 8701 Mackenzie Road or by calling 314-633-5905.

### **VOTER REGISTRATION**

Voter registration is available at any of the Affton Schools during regular school hours, at public libraries, license bureaus, and the election commission. Registration is open to all citizens who are at least seventeen and one-half years of age. All registered voters who are eighteen by election day may vote.

## **VI. ADMINISTRATION – BOARD OF EDUCATION**

### **ANNUAL PERFORMANCE REPORT**

In December of each year the district publishes a performance report.

### **ASSESSMENT PROGRAM (ALSO SEE MAP)**

Annually the Board of Education adopts a Student Assessment Program which outlines the continuing efforts by the district to screen developmental progress and to assess student growth. Test results are used to assist in making more informed educational decisions related to student achievement, student counseling, instructional change and school and district evaluation. The Student Assessment Program can be viewed on the district website.

The district policy IL, Assessment Program, is available for viewing by the public during business hours at the Administration Center, 8701 Mackenzie Road, or on the district website.

#### BOARD OF EDUCATION

The business meetings of the Board of Education are scheduled for the first and third Tuesdays of each month. Meetings are generally held in the Multipurpose Room at the Affton Early Childhood Center at 9832 Reavis Road. Schedules and locations are subject to change. Prior to meetings, notices will be posted at the five school buildings and the administration center. To confirm meeting dates and locations, call 314-633-5905.

#### COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)

The CSIP is the district's long-range five-year plan. Affton's CSIP was revised during the 2013-14 school year. Annual progress toward achieving the plan is reviewed by the School Improvement Board Committee and the plan is adjusted. Copies are available to the public for review in the principal's office, superintendent's office, and the district website ([www.afftonschools.net](http://www.afftonschools.net)).

#### DISTRICT CALENDAR

The Board of Education approves the school calendar each spring. The calendar for the coming school year is drafted annually by a committee composed of staff, parents, and students. The district calendar can be found on our website at [www.afftonschools.net](http://www.afftonschools.net).

In accordance with Missouri law, the Board will post notice of and hold a public meeting to discuss and vote on the district's start date if that proposed date is earlier than ten (10) calendar days prior to the first Monday in September. An affirmative vote of a majority of the Board is required to set a start date more than ten (10) calendar days prior to the first Monday in September. The Board will adopt an academic calendar no later than May 1.

#### FAMILY AND EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school officer) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate school officer), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or



a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The Affton School District has determined that the Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are school officials with legitimate educational interest because they act for and on behalf of the district with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining a written consent from the parent/guardian or eligible student.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, DC 20202-4605

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Affton School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Affton School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures.

Directory information may be released by school officials. This includes print and electronic publications of the school district that, if disclosed, would not be considered harmful or an invasion of privacy. This information may be released without prior written consent to parent and student organizations for marketing purposes, such as for "buzz" books produced in the fall and publications for the activities department, and to outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks in the spring. Other examples include playbills for drama productions; yearbooks; honor roll or other recognition lists; graduation programs; and sports activity sheets. In addition, two federal laws require the district to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised us that they do not want their student's information disclosed without their prior written consent. Such information is also considered a "public record" which must be released upon demand to any person who requests it, under the Missouri Sunshine Law.

The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of the athletic teams, dates of attendance, degrees, honors, awards received, most recent previous school attended and photographic material including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents of a student under 18 and students 18 or older have ten (10) school days after this annual public notice is published to view the student's Directory Information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as Directory Information without prior written consent.

Parents or students who do not want this information released should contact the school that the child will be attending.

#### MISSOURI SCHOOL IMPROVEMENT PROGRAM (MSIP) 5

The Missouri School Improvement Program (MSIP) 5 works to prepare every child for success in school and life. MSIP 5 is the state's school accountability system for reviewing and accrediting public school districts in Missouri. MSIP began in 1990 and is entering its fifth version this year. The Department of Elementary and Secondary Education believes high expectations, a clear vision and a few very focused, high impact goals will be critical to drive the improvement efforts necessary to bring about positive results.

In 2015-2016, Affton School District scored 135.5 out of 140 total points possible, qualifying for the state's designation for Distinction in Performance. Affton is 1 of only 2 districts in St. Louis County to score in the highest level and increase our APR score 3 years in a row.

#### NON-DISCRIMINATION

The Board of Education believes in the inherent worth of each individual and the right of every student to receive equal opportunities in all educational programs and activities conducted by the Affton School District. It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions, or memberships in legally constituted organizations.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

This federal law affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) *if* the survey is funded in whole or part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parents;
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents, or
- Income, other than as required by law to determine program eligibility.

*Receive* notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as
- a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use;

- Protected information surveys of students;
- Instruments used to collect personal information from students for any
- of the above marketing, sales, or other distribution purposes; and

- Instructional material used as part of the educational curriculum.

To inspect instructional materials and/or surveys, parents/guardians/eligible students should contact the Director of Special Education & Student Services.

PPRA also directs that the district inform parents/guardians/eligible students of the following:

- The district does not require any non-emergency, invasive physical examinations or screening;
- The district does release certain directory information, as provided by the Family Education Rights and Privacy Act.

These rights transfer from the parent to a student who is 18 years old or an emancipated minor under State law.

Affton School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Affton School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Affton School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Affton School district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## PUBLIC COMPLAINTS

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent, or the Board. Complaints about Title I programs specifically must be addressed to the Title I administrator in the Department of Elementary and Secondary Education.

The following procedures are to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of an individual student should first be addressed to the teacher
2. Unsettled matters from #1 above or problems and questions concerning individual schools should be directed to the principal of each school.
3. Unsettled matters from #2 above or problems and questions concerning the school district should be directed to the school superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it may be brought to the Board of Education. Questions and comments submitted in letter form to the secretary of the Board will

be brought to the attention of the entire Board at a regularly scheduled or called meeting. If appropriate, the Board may schedule a hearing to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

#### QUALIFICATION OF TEACHERS

Approximately 83% of Affton teachers in 2015-16 have earned a master's degree or higher; teachers are also certified by the State of Missouri.

#### SCHOOL IMPROVEMENT PLAN (SIP)

Each school has a School Improvement Plan, a written plan for improving achievement of all students. Annually each Affton school evaluates and amends the School Improvement Plan to specify strategies for achieving district and school goals.

#### VOLUNTARY DESEGREGATION PROGRAM (VICC)

African-American families who reside in St. Louis City may be eligible to enroll their children in the Affton School District, on a space available basis, under a special settlement agreement. The cost of education for transfer students is paid by an educational cooperation funded by the State of Missouri. For more information or for an application, contact the VICC office at 314-721-8422.

#### TITLE IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance."

The regulations require the Affton School District, as a recipient of federal assistance to its education program, to notify all applicants for admission and employment that it complies with provision of Title IX, Title VI and Section 504 and that it does not discriminate on the basis of sex, age, race and national origin, or handicapping conditions in regards to employment, services or programs. The requirement not to discriminate in programs and activities extends to students and parents of elementary and secondary students, employees, referral agencies, and all employee and professional organizations having agreements with the district.

The Title IX regulations also require that an employee be named whose responsibility will be to implement all requirements of Title IX and monitor compliance. The Assistant Superintendent is designated to oversee the district's compliance in matters relating to students; the Personnel/Grant Assistant, in matters relating to employees.

The district has in place a procedure for the processing of complaints growing out of Title IX which directs the student, parent or other individual with a complaint to discuss the concern with the principal, assistant principal, or immediate supervisor. A copy of the procedure and forms for filing a complaint are available in the principal's office, the assistant principal's office, and the office of the superintendent.

Inquiries regarding compliance with these provisions should be directed to:

Compliance Officer  
Affton School District  
8701 Mackenzie Road  
St. Louis, MO 63123

*The District maintains a plan for addressing Americans with Disabilities Act needs. A copy of the plan is available for public review in the office of the Facilities and Grounds Manager.*

*Persons requiring accommodations to participate in District meetings should contact the Facilities and Grounds Manager by calling 314-638-8770 at least 48 hours before the event. For TDD, call Relay Missouri at 800-735-2466.*

*Parents/Guardians are invited to visit the District's website at [www.afftonschools.net](http://www.afftonschools.net).*