

## 9-12 Student Handbook/Policy For the 2022-23 School Year

### Welcome Back to School

The policies and procedures contained in this brochure are the result of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and to become an integral part of it. Policies in this student brochure are for your immediate information and may not be in complete policy form. If you or your parent/guardian desire additional student policy information, it will be made available by request at the principal's office.

### Phone Numbers

Elementary Office: 918-257-8304 or 1-888-567-9616  
Middle Sch Office: 918-257-8303 or 1-888-567-9615  
High School Office: 918-257-8305 or 1-888-567-9617  
Superintendent's Office: 918-257-4470

### Admissions

Afton Public Schools admit students of any race, nationality, and ethnic origin and offer all the rights, privileges, programs, and activities, which are made available to students at the school. The schools do not discriminate on the basis of sex, race, religion, color, nationality, ethnic origin, handicap, pregnancy, parenthood, marriage or for any other reason not related to individual capability in the administration of its educational policies, athletic and other school sponsored programs.

### Time Schedule

1 <sup>st</sup> Period 8:15	Lunch 12:00-12:25
2 <sup>nd</sup> Period 9:15	5 <sup>th</sup> Period 12:30
3 <sup>rd</sup> Period 10:10	6 <sup>th</sup> Period 1:30
4 <sup>th</sup> Period 11:05	7 <sup>th</sup> Period 2:25
	Final Bell 3:15

### Grading System

<u>Grade Scale %</u>	<u>Figuring GPA</u>
100% - 90% = A	A = 4 points
89% - 80% = B	B = 3 points
79% - 70% = C	C = 2 points
69% - 60% = D	D = 1 point
59% - down = F	F = 0 points

### Semester Test Exemption

Students may be exempt from semester tests in grades 6-12. Absences, whether excused or unexcused, will count as a day or class of school missed for that semester. Student absences due to school-sponsored activities (including 4-H) will be limited to 10 activity absences and shall not count against semester test exemptions. Students must be enrolled by the 20<sup>th</sup> school day of each semester to qualify for exemptions. The following grades and absence ratios must be met:

"A" average – missed maximum of 3 days or classes

"B" average – missed maximum of 2 days or classes

"C" average – missed maximum of 1 day or class

"D or F" average are not exempt under any condition

Three unexcused tardies in one semester will equal one absence in an individual class for semester test exemption purposes.

Any student in grades 6-12 that has violated the discipline policy and has received suspension, in-school suspension, or second office offense will not be exempt from semester tests.

Students who qualify for exemption, but wish to take the semester test to see if it will raise their grade, may have the opportunity to test. Since the student has qualified for an exemption, the test will only count if it raises the students' grade. Students will be exempt from testing and not from attendance.

### Attendance

It is your responsibility to attend school and the parent's/guardian's to make sure that you do attend. Good attendance is exceedingly important as it reflects a definite attitude toward your future work and responsibilities. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. There are two types of absences; excused and unexcused. Excused absences will include: professional appointments (doctors, lawyers, dentists, etc.) and death in family – funerals; (Parent/Guardian will be contacted on absences unless notification has been made prior to the absence. Upon student return to school a note must be presented to the office. The note presented to the office must be from the parent or guardian.

You must be present 90% of a semester, whether excused or unexcused. If you exceed the absence policy you will not pass regardless of the quality of work you produce. The exception to this will be if you are under a doctor's care because of severe illness or extended illness. For severe or extended illness, a doctor's note must be on file. The burden of proof for absences over 10% is on you and your parent/guardian. They will have to present their case to an attendance committee who will determine if the excessive absences are valid.

Any student checked out of school prior to 3:15 p.m. must have professional documentation or it will be considered a tardy/absence for the remainder of the school day.

### **Distance Learning Plan**

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Afton Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

### **Virtual or Blended Placements**

Student and parent must make a request to the building principal if they wish to be virtual or blended at the beginning of the semester or in the three-week schedule change window.

A committee consisting of the building principal, counselor, distance/virtual learning coordinator, parent and student will meet to discuss the request and take action.

The committee will vote to determine placement.

### **Credits**

Afton High School currently requires 23 credits for graduation. Students may graduate with honors if the requirements are met.

For a list of graduation requirements, honors classes, honor roll requirements, etc. see the counselor or principal.

### **Lockers**

You will be issued lockers by the office on the first day of school. Once issued, no changes of lockers may be done without prior approval of the principal. The following rules apply:

- A. Writing, engraving, carving, and other abuses are prohibited inside and outside of the lockers and other school property.
- B. No dangerous materials are to be kept in any locker.
- C. No pornographic or obscene materials will be kept in lockers.
- D. No open containers of pop or liquids of any type will be placed in lockers.
- E. Afton Schools assumes no responsibility for materials, objects, or money stolen or lost from lockers.
- F. We encourage locks to be placed on lockers only with a duplicate key or combination on file in the principal's office.
- G. Lockers, desks, and other school property may be searched by school officials at any time for any or no reason. The student will not have any privacy rights toward school officials in such property.

### **Make-Up Work Procedure**

Make-up time for work missed during an absence (including school sponsored activities) is two days for each day the class is missed. Example: If a student misses Monday and Tuesday, Monday's work is due on Thursday and Tuesday's work is due on Friday. A student at school during a test review and who is absent on the day of the test, must take the test on the day the student returns to school. Any exceptions will be a joint agreement between the teacher and principal.

Late work will only be accepted in extenuating circumstances upon agreement between the student, the teacher, and the building principal.

### **Late Work Procedure**

If an assignment is not turned in on the due date the student will receive the following: a maximum of 80% if one (1) day late, a maximum of 60% if two (2) days late, and will receive 0% on the third day.

### **Unexcused Absences**

It is the responsibility of the parent or guardian to notify the school of student absences.

We are required to report absences/tardies to the district attorney when a student has four (4) unexcused absences during any four-week period or when a student accumulated ten (10) during a semester.

## Tardies

Because attendance throughout a class period is needed to achieve academic goals, a student tardy for more than 15 minutes will be counted as absent for that class. In addition, three tardies of less than 15 minutes each will be counted as an unexcused absence for that class. All tardies, except in extreme emergencies, will be marked “unexcused” by the teacher. Any combination of 3 tardies or hall passes in a semester will be assigned a detention.

## Assertive Discipline

We do use Assertive Discipline at Afton Schools. Our goal is to help you get the best education possible. In order to guarantee the best climate you deserve, the established discipline plan will be in effect in all classes.

When in the organized class situation, you must comply with the following rules:

- 1) Follow the directions of the teacher.
- 2) Come to class with all materials (pencil, paper, texts, homework, projects, etc).
- 3) Be in your assigned seat ready to work when the tardy bell rings.
- 4) Keep hands, feet, books and other objects to yourself.
- 5) Eating food, drinks, and candy is prohibited in the classroom.
- 6) Raise hand and be recognized before speaking.

### Consequences:

Name on board = Warning

Name on board and one check = 1 detention

Name on board and two checks = 2 detentions

Name on board and three checks = student sent to office

### Consequences:

The teacher shall have the right to use alternative forms of punishment (instead of detentions) such as theme writing, writing sentences, etc. in grades 6-12. Alternative punishment must be cleared through the building principal. Students in grades PK-5 shall be disciplined by their respective teachers in any reasonable manner the teacher deems appropriate, including corporal punishment.

## Corporal Punishment

Grades 6-12 – Administered by the administrator. Witnessed by a certified staff member. Either the principal or the witness must be of the same sex as the student receiving corporal punishment.

Corporal punishment will be given unless there is a note on file in the respective building principal’s office.

## Office Discipline Procedure

FIRST OFFENSE: The student will be assigned two 30-minute detentions after school. Parents will be notified.

SECOND OFFENSE: Four after school detentions will be assigned. Parents will be notified.

THIRD OFFENSE: Six after school detentions will be assigned. Parents will be notified.

FOURTH OFFENSE: Parents will be notified that the student will be suspended for three days.

FIFTH OFFENSE: Parents will be notified that the student will be suspended for five days.

SIXTH OFFENSE: Parents will be notified that the student will be suspended for ten days.

SEVENTH OFFENSE: Parents will be notified that the student will be suspended for up to two semesters. Length of suspension will be determined by the administration.

The general office procedure steps will apply to all infractions of name and three checks in one hour or severe clause, unless the administrator’s judgment determines the situation requires more or less discipline. Principals are permitted to make adjustments in the discipline policy to fit individual school needs. The office procedure steps are cumulative throughout the school year.

## Parent Notification

The student’s offense is always written up. A copy is given to the student to take home, a copy is mailed to the parent/guardian, and a copy is kept in the student’s file. If the offense is extreme, phone notification will be attempted to the parent’s home or work as quickly as possible. In all cases of detention, the student must sign the official notice, thus acknowledging his/her awareness of the assigned detention.

## Detention

Detention hall will be held every Monday/Wednesday/Friday from 12:00 pm to 12:25 pm. Students must report to detention on time and have pencil and paper. Student must serve their detention on the assigned day. If a student has an excused absence on the assigned day, they simply make it up on the next assigned date. Any deviation from this policy will be at the principal’s discretion.

Exceptions are not made to fit the student’s schedule. If a student has a detention assigned on a day of a school activity in which they are involved, they cannot go to the activity if it falls during their detention time. If a student is not excused and missed detention, he/she will be placed on the severe clause and will receive two additional detentions.

When a student receives a detention for a school discipline problem, it becomes the responsibility of the student, parent or guardian to provide transportation home. Detentions are assigned on the detention day following the infraction.

When a student accumulates five (5) served or unserved detentions per semester, the student may be suspended, date will be determined by administration. When a student accumulates seven (7) served or unserved detentions per semester three days suspension may be

assigned. When a student accumulates nine (9) served or unserved detentions per semester, student may be suspended from school for a period up to five days. This suspension will not eliminate the unserved detentions, which have been accumulated by the student. Alternative discipline options may be at the discretion of the principal.

### **Major Infractions**

In case of severe misbehavior, such as fighting, rude gestures, vulgar language, defying a teacher, destroying property, stealing, weapons, drugs, alcohol, tobacco, stopping the class from functioning, leaving school grounds without permission, skipping detention; the discipline levels no longer apply. NO warning is required for disciplining a student that has a major infraction. The student will either receive corporal punishment or be assigned a level from the general office procedure.

### **Suspension**

The principal shall have the authority to suspend any student who is guilty of any of the following acts while in attendance at Afton Public Schools, in transit by school transportation, under school supervision to or from school and at functions authorized by the school district.

- A. Conduct calculated to disrupt the operation of the school.
- B. Immorality or profanity.
- C. Conduct, which jeopardizes the safety of others.
- D. Possession, threat, or use of a dangerous weapon. Students are not to have any type of knife in their possession. By law, any knife with a blade length exceeding 2.5 inches is considered to be a weapon.
- E. Violation of written school rules, regulations, or policies.
- F. Assault and battery.
- G. Possession of any narcotic drug, stimulant, barbiturate, alcohol, tobacco including vaping, hallucinogen, or controlled substance.
- H. Truancy.
- I. Continued willful disobedience.
- J. Notwithstanding any of the foregoing, and because of the disruption it poses to the educational process, all students are subject to disciplinary action, including suspension for threatening, coercing, or harassing any school employee at any time.

### **Closed Campus**

All students in grades PK-12 are restricted to the school campus from 8:10 am or upon their arrival, until 3:15 pm. Students leaving school for any reason during the day will check out in the office of the principal in charge of their school.

### **Computing Grades**

Teachers will have a minimum of 800 points as a basis for figuring grades for a nine-week period. The following procedure shall be followed by all teachers in determining grades. Daily grades (homework, pop quizzes, etc.). Test grades will be assigned on individual point value of 100 points. In computing grades, tests are announced tests with the material previously covered in class by the teacher. It is not mandatory that a weekly test be given by the teacher. If a test is not administered, the daily accumulative points will be the only grade recorded in the grade book for the week. There will be a minimum of 2 grades per week.

If a student cheats, that student will receive a “zero” for his/her work, plus receive disciplinary action. If a student loans his/her work to another student for them to cheat, that student will receive the same discipline.

For eligibility, withdrawal grade, and final grading purposes grades will be determined by taking the students accumulative points and dividing them by the total points possible. This method allows an equal distribution of test and daily work. The intent of this procedure is to equalize the daily work and test grades in evaluating what a student has learned.

Semester tests will be based on a 9/10 calculation for the semester accumulative points and a 1/10 calculation for the semester test.

### **Enrollment**

All students 9-11 must be enrolled in enough classes to meet graduation requirements. Exceptions must have prior approval through the office. The following guidelines must be followed for enrollment:

- A. Juniors and seniors may be an assistant for only one period per day.
- B. A senior or junior may be concurrently enrolled at a college or university if the student qualifies for admission according to state regulations. One-half high school unit shall be equivalent to one college course per semester.
- C. College courses will only be recorded as PASS/FAIL on the student’s transcript and not counted when calculating GPA.
- D. On-line must be approved by the administration.

### **Eligibility**

We encourage you to work hard and keep your grades up. If you keep above a 59%, you will maintain eligibility to participate in competitive contests.

Every Monday morning, the list of ineligible students will be compiled and given to the teachers. The first week a student fails a class is called probation week and the student may still participate. The second week, if still failing, they become ineligible until they have a passing

grade in all classes. A student cannot have two probation weeks in a row, no matter what the classes. To be eligible for the next semester, a student must pass five (5) classes the previous semester. A student must also maintain the 90% attendance requirements.

## **Visitors, Guests and Relatives**

We want to be a friendly school, but there are too many people here and too much work to do to allow students to bring friends or family members to school. Parents/guardians, relative, or anyone needing to get a message to you must check in with the main office. Visitors will not be permitted.

## **Bus Regulations**

Bus riding is a privilege offered by this school district. Please use good manners and judgment when you are riding the bus. You must observe the rules set forth by the driver. The bus driver has the authority to restrict you from riding the bus. Any activity causing distraction of the driver or vandalism to the bus will be cause for loss of privileges. If this happens, the parent may have a conference with the principal, bus driver, and student present.

## **Bus Discipline**

Three (3) bus referrals will result in loss of bus privileges for one (1) week. Five (5) bus referrals will result in loss of bus privileges for two (2) weeks. Seven (7) bus referrals will result in loss of bus privileges for the remainder of the semester or longer at the discretion of the administration.

## **What If I Get Sick?**

If you become ill, you should report immediately to the office. We will contact a parent/guardian as quickly as possible. If no phone contact can be made with a parent/guardian or relative, you must remain at school under our care until contact can be made. Never leave a class or campus without the teacher or office knowing where you are and of your condition.

## **Medication**

Parents/guardians of students who need to take prescription medication at school must notify the office by phone and follow with a note sent with the student. The office cannot administer any medication (including aspirin or Tylenol) without parent/guardian written permission. Exception: self administration of medication for asthma, check with building principal for policy.

If a student has a special medical problem that might arise at school or cause the student to have problems at school, the parent/guardian should come by the office and inform us of the problem.

## **Textbooks**

All textbooks used in Afton Schools are furnished by the state. Since we all pay taxes to purchase these books, it is our responsibility to treat this property with care. All students are responsible for and will be asked to pay for unnecessary damage or loss of books. If you find books that have been misplaced, please turn them in at the office so they can be returned to the owner.

## **Disrespect**

Disrespect to school personnel and other students cannot be allowed. You wouldn't like it, nor does anyone else. The use of rude, obscene, or vulgar language will not be tolerated toward anyone. Open defiance toward any personnel or other students will be disciplined. A student should not interfere with the teaching-learning process in the classroom.

## **Winter Weather**

Sometimes it is necessary for school to be dismissed because of weather or emergency situations. Parents will be notified by phone by School Reach. The stations carrying information regarding school closings are: KTUL-TV 8 and KOTV-TV 6 of Tulsa, KSN-TV 16 and KOAM-TV 7 of Joplin, MO. You will also receive a phone call through School Reach.

## **Guidance/Counselor**

The counselor is here to help you with school or personal problems and will assist you with the academic decision-making process. If you wish to see the counselor, you should leave your name at the counselor's office or principal's office so a time can be arranged. You may stop by the office on school breaks. If the counselor is not in at the moment, go on to class and try again later.

## **Valuables**

Students, not the school, are responsible for their personal property. Personal property should be taken home after school and when at school, kept in the student's possession or locker. Sharing lockers is not allowed, too many items get lost. Be smart and take care of any valuable items by leaving them at home.

## **Tobacco Usage**

Afton School will be a tobacco free campus 24 hours a day, 7 days a week. Tobacco is prohibited in all schools, on school grounds, or at school sponsored activities/trips. Not following this policy will lead to the general office discipline procedure. Tobacco possession by anyone under 18 is unlawful! Legal authorities may be contacted if this occurs.

## **Cheating**

We do not want you cheating on any work that you do for a class. If you cheat, you will receive a “zero” for your work and disciplinary action. If you loan another student your work for them to cheat, you will receive the same discipline.

## **Schedule Changes**

Schedule changes will be at the discretion of the building principal. Each student may make only one class change per hour.

## **Drugs & Alcohol**

The school is concerned for the health, safety, and well being of the students and about the problem of drug and alcohol abuse. The school recognizes the use, possession, distribution, or sale of alcohol or drugs as a disruptive effect to the school environment and declares it to be prohibited in all schools, on school ground, school sponsored activities, or student trips of any kind. An infraction of this policy will lead to immediate suspension and possible expulsion from school for up to two semesters. Anyone under the influence or in possession of a controlled substance is unlawful and legal authorities may be contacted if this occurs.

## **Report Cards**

Believe it or not, most students like getting their report cards. This allows them to show their parents/guardians that they have been working and it usually opens all kinds of freedoms up at home. Report cards will be given at the end of each semester. Cards are held in the office if you owe a library fine, have lost a textbook, or owe a fee.

## **Public Display Of Affection**

No public display of affection should occur at school or on any school sponsored activity. Offending students will have disciplinary measures taken.

## **Withdrawal**

Each student who intends to withdraw must come to the office and get a withdrawal slip. The student will then take the slip and textbooks to his/her teachers. The teacher will place a withdrawal grade on the slip and mark the books returned. If no bills are outstanding and all books are returned in good condition, then the student’s withdrawal grades and permanent records will be sent to the receiving school upon request from that institution.

## **Special Education**

Special education students will be graded according to performance on individual levels of functioning. Student with Individual Education Plans (IEP) must be taught according to those plans.

## **Cafeteria**

A breakfast and hot lunch program is provided for the benefit and convenience of both the student and the parent. You may apply for free or reduced lunch and breakfast prices by filling out an application and returning it as soon as possible.

Prices for the cafeteria are as follows:

PK-5 lunch	\$1.50	6-12 lunch	\$1.75
PK-12 breakfast	.75		
Adult lunch	\$3.75	Adult breakfast	\$1.75

Charges will not be allowed beyond a one-month time frame.

## **Athletic Physicals**

All students who participate in competitive athletics (including cheerleading) involving other schools or training for such events, must have a physical, concussion form and proof of insurance on file prior to participating in organized practices or games each school year. This applies to grades 5-12.

## **Extra-Curricular Activities**

Afton Schools has adapted a mandatory drug testing policy of students in grades 7-12 participating in extra-curricular activities.

## **Computer Use**

Students will be informed by teacher and/or administrators of the computer use regulations and code of conduct for internet and other computer network access and must sign (or have parent sign if under 18 years of age) the Computer User Consent Form before using any district computer, which has telecommunication capabilities. The complete computer use policy is available upon request from the principal’s office. Improper use of the computers, internet, or other computer networks could result in cancellation of privileges, disciplinary action which could include suspension, and notification of legal authorities.

## **Harassment/Bullying/Intimidation**

It is the policy of Afton Public School district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to

be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment. If the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

All students will have a signed anti-bullying pledge form on file.

## **Driving and Parking**

Once a vehicle driven by a student enters a school ground, it must be parked and remain parked until school is dismissed unless advance permission is given through the office. Vehicles will be parked in the places designated for student parking. There will be no sitting in or on parked vehicles around the school during school hours. No student shall be transported in the back of a pickup truck. No student shall go to the parking lot during the school day unless permission is granted through the office.

Under no circumstances will the school accept responsibility for vandalism or theft of vehicles; every attempt will be made to prevent such occurrences.

Tags, bumper stickers, signs or flags that suggest profanity, advertise tobacco or drugs, or are inflammatory or degrade another person because of race, gender, creed or culture are prohibited.

All state laws, city laws, ordinances and school rules and regulations shall be strictly enforced.

Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school.

Students are required to practice safe driving habits on the way to and from school and while on school property. Students who drive and park on campus must follow these rules:

- 1) Have a valid driver’s license on file, a parking permit issued through the office, a current tag, and proof of liability insurance.
- 2) Have vehicles free of weapons, drugs, or alcohol.
- 3) Consent to random searches of vehicles for weapons, drugs or alcohol.

A search for drugs may involve drug-detection dogs, while a search for weapons or alcohol may involve a search by school personnel. Failure to abide by these regulations will result in forfeiture of the privilege of parking/driving on school property, and may result in severe discipline, including suspension.

## **Drills**

Fire drills, tornado drills, bomb threats, lock downs and intruders, – These five types of drills will occur periodically throughout the school year. Students should remember to conduct themselves seriously in these emergency situations, as they may be needed in the future for the safety of the student body.

Procedures following either signal: Immediately lay everything aside. Follow teachers’ instructions. Teachers will pick up roll book and issue proper instructions.

Fire Drill – A series of short fire alarm rings

When instructed, students will move outside in a double line to a safe distance from the building and remain quietly for roll check and additional instructions. All clear will be one long continuous bell.

Tornado Drill – One long continuous classroom bell ring

When instructed, move in a line to designated area. Take cover under tables or furniture if available; otherwise, kneel, and cover head with book or clasped hands. Remain quietly for further instructions. All clear will be a series of short bell rings.

Bomb Threats/Lock Downs/Intruders and Others – See Emergency Procedure Guide.

## Proficiency Based Tests

The opportunity for proficiency assessment will be during the second week and last week of the 1<sup>st</sup> semester, and the week after classes have ended each school year.

The grade earned on the proficiency test will be the grade recorded to that subject on the student's transcript.

Check with the school counselor for additional information and the proficiency based testing requirements.

In order for a student to advance past a grade the following criteria must be met:

- 90% or above on all subjects currently enrolled
- 90% or above on all proficiency tests
- Advanced on all state testing

## School Sponsored Trips

Students must ride to the event with the team or group. At no time will a student be released to ride home from an event unless the parent/guardian makes contact with the sponsor at the performance site or an authorized release form (designating parent/guardian, sibling or grandparent only) is on file in the office.

During all school sponsored activities, students are expected to follow all school policies and rules.

Attendance criteria for these trips will be determined by the building principal upon review of discipline records, attendance records and grades.

Students with outstanding debts may not be allowed to attend any scheduled school activities.

## Candy and Other Food

There will be no student purchase or consumption of any soft drink, candy or ice cream during class hours except on special days that are approved in advance by the instructor of the class and through the office. The machines will be closed if the yards and buildings get in a littered condition.

## Caught In The Hall

Any student who leaves a classroom after the tardy bell must have a pass from that teacher. The student is responsible if he/she leaves the room without a hall pass. The gym is not to be used as a hallway in the high school building.

## What's It Take?

We have many students that understand the purpose for coming to school and accept their responsibilities. Most of these students are never discipline problems and they strive to do well in their classes. Some characteristics that you might possess to make your days at Afton School more beneficial and fun are:

1. Be punctual. Get to school and class on time.

2. Be prepared. Have all of your homework and studies done each day.
3. Be courteous. Show consideration for other students and teachers.
4. Be proud. Our school is a special place. Take pride in it!
5. Be involved. Pick one or more activities and work hard in them.
6. Be neat. Come to school clean and dress appropriately.
7. Be yourself. Do what's right. Don't let peer pressure control you.
8. Be smart. All of this is to prepare you for a better future.

## Class/All Student Organization Officers

Each class/organization will elect a president, vice-president, secretary, reporter and any other office required by the organization. A candidate must have completed one semester at Afton School and have a 2.5 or above unweighted GPA cumulative from the previous four (4) semesters. Officers should be those who would do a good job and represent the true spirit of the class/organization. Those candidates who owe money to the class fund or organization for dues and/or fund-raisers will not be eligible to be an officer. The candidate must be eligible at time of election to be an officer. If elected to an office, it may be revoked by the administration if the student is ineligible for three weeks during a semester.

## Telephone/Cell Phone

The office phone is for transacting school business, not for pleasure. Office staff will accept calls and deliver messages to you. You will not be called to the phone unless it is an emergency. Cellphones must remain off and not visible during school hours. However cell phones may be used in class at the discretion of the administration. There will be no use of cell phones, ear buds or head phones during school hours inside any school facility without the permission of the administration. 1<sup>st</sup> violation: (Sim card must remain in phone) parents will be notified, parents must pick up phone from office and 1 detention will be assigned. 2<sup>nd</sup> violation parents will be notified, parents must pick up phone from office and 2 detentions will be assigned. 3<sup>rd</sup> violation parents will be notified and with parent permission the cell phone will be left in the office for 3 days (while school is in session) or there will be a 3 day suspension assigned. Subsequent violations of this policy will result in previous violation being doubled. Camera phone use is not allowed. No



camera use on campus is ever permitted without prior approval. This is a violation of privacy laws. With permission from the sponsor and/or administration these devices may be taken on activity trips.

(9<sup>th</sup>-12<sup>th</sup> students only):

The use by students of personal communication devices such as cell phones, pagers/beepers or other similar electronic communication devices is prohibited at all district school campuses during the instructional day. As long as use is not disruptive, students may use these devices during lunch period and while on district buses. During the instructional day, students may only use these devices with the approval of the teacher or principal. If a nuisance item is confiscated and turned into the principal's office and a parent or guardian must pick it up; it will not be given back to the student.

Examples of improper use include, but are not limited, to the following: interference, disruption or obstruction of the educational environment, academic dishonesty, plagiarism, or violation of intellectual property laws, accessing files or sites not relevant to the curriculum, sending or displaying offensive messages, pictures, or language (e.g. sexting or use in a manner that is profane, indecent, obscene, or vulgar), cyber bullying, harassing, intimidating, coercing, threatening, or attacking others, making public private information without consent, engaging in commercial activities, damaging computers, networks, or other electronic devices, intentionally wasting network resources.

## **Dress Code**

Students are expected to dress appropriately and neatly and to conduct themselves in a manner that will reflect credit to themselves, their families, and their school.

Any pupil coming to school without proper attention having been given to the cleanliness of their person or dress, or who may not be properly clad, will be sent home until meeting dress code.

Students participating in activities, which represent the school, are required to meet dress and hair regulations as directed by the sponsor and administration. Students will not participate in the trip or activity if they come improperly dressed. The uniforms worn at an extracurricular activity will be determined by the coach/sponsor and administration.

Any clothing which is revealing, excessively large arm openings and designer cut (holes) jeans/attire above the knee, sagging or bagging clothing, pajamas (such as flannel, etc.) will not be permitted.

Any clothing considered to be form fitting must be accompanied by a cover up garment.

Students may wear shorts or sweat suits, which are appropriate in that the shorts are not too short or tight and the sweat suit is not too tight or full of holes. For grades 4-

12 the rule for garment length is it must be 6" from the floor, while in a kneeling position.

No clothing bearing suggestive or unpatriotic works or symbols, drug, tobacco, or alcohol advertising is to be worn.

Undershirts and white thermal underwear are not to be worn as an outer garment.

Loosely woven (see through garments) are not to be worn without appropriate undergarments.

Bare midriffs, backless, halter tops, visible undergarments, and tube tops are not permitted. The shirt or top worn must cover the midriff when the arms are raised to shoulder height. For grades 4-12 the shirt/top must be at least 3 inches wide at the shoulder.

No hats, caps, headgear or sunglasses of any kind is to be worn in the building by girls or boys.

Shoes must be worn by students at all times. No cleats will be worn by students in the building. No house shoes will be permitted.

Excessive length/size or earrings or any chains, that are not conducive to proper student safety, are not permissible.

Any visible body piercing except for the ears must be clear studs. No tongue jewelry.

No unusual hair cuts/styles or hair coloring will be allowed. (The administration will determine if it is distracting and counter productive to the educational process). The sponsor of any extra-curricular activity may determine if the hair cut/style/color will be allowable. If hair does not meet the dress code by the next day, the student may be suspended out of school until the hair color meets the dress code requirement.

No cross-dressing will be allowed at any school related activity.

The decision on appropriate dress will be up to the discretion of the principal.

Violation of the dress code may result in the following actions: 1<sup>st</sup> violation – student is asked to change clothes, call parent for clothes, or to wear clothing provided through the office; 2<sup>nd</sup> violation – student will receive detention; 3<sup>rd</sup> violation – student will be placed on general office discipline procedure.

## **Deliveries**

There will be no deliveries of any kind allowed at school.

## **Family Education Rights And Privacy Act**

In accordance with the policy of the board of education, the FERPA regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian. For the entire FERPA policy, refer to the Afton Public School Policy FL-R.

## 2022-23 School Calendar

Enrollment	Aug 8-9
Teachers Report – Professional Day	Aug 15
Professional Day/Open House	Aug 16
First Day of Class	Aug 17
Labor Day Holiday	Sept 5
Professional Day @ Miami	Sept 19
Parent/Teacher Conf (3:30/6:30 pm)	Sept 22
No School	Oct 13
First Quarter Ends	Oct 14
Fall Break	Oct 14
Begin Second Quarter	Oct 17
Parent/Teacher Conf (3:30/6:30 pm)	Nov 10
Thanksgiving Holiday	Nov 21-25
Second Quarter Ends	Dec 16
Christmas Holiday	Dec 19-30
Professional Day	Jan 2
Begin Third Quarter	Jan 3
Martin Luther King Jr Day	Jan 16
Parent/Teacher Conf (3:30/6:30 pm)	Feb 2
No School	Feb 3
President’s Day	Feb 20
Third Quarter Ends	Mar 10
Spring Break	Mar 13-17
Begin Fourth Quarter	Mar 20
Good Friday	Apr 7
Parent/Teacher Conf (3:30/6:30 pm)	Apr 13
No School	Apr 14
No School	Apr 21
No School	Apr 28
HS Graduation	May 19
Last Day of School	May 19
Professional Day	May 22