

# **Avant Public School Student Handbook 2018-2019**



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## **Superintendent**

**Cindi Hemm**

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## **STUDENT HANDBOOK**

Contained in this handbook is a set of rules and regulations concerning student progress and conduct that have been formulated by the local school administration and approved by the local Board of Education. The nature of these rules has resulted from requirements set forth by Oklahoma Statute and Oklahoma State Board of Education regulations, and where such laws and regulations permit, from local student and staff desires and needs.

Courts all over this nation have consistently upheld that local boards of education have broad discretionary power to formulate rules of conduct that they deem necessary to the orderly operation of an educational program in their school districts, and that local school officials have the power to administer those rules in a fair and judicious manner.

It is therefore very important that you become familiar with the rules set forth herein and quickly reconcile yourself to the compliance thereof for they will be administered fairly but firmly. A complete understanding of these rules of conduct will remove one giant obstacle from the more important pursuit of academic excellence.

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
  - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent 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 or eligible student believes are inaccurate or misleading.
  - a. Parents or eligible students may ask the Avant School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If Avant School decides not to amend the record as requested by the parent or eligible student, the District will notify the parent 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 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 with consent.
  - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. 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.
  - c. Upon request, Avant School discloses education records without consent of officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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  
600 Independence Avenue, SW  
Washington, D.C. 202024605

If there are any questions regarding FERPA policies, please contact Cindi Hemm, Superintendent, Avant School, (918) 263-2135.



## **Avant Public School**

1<sup>st</sup> & Cherokee Ave.

P.O. Box 9

Avant, OK 74001

918-263-2135

Cindi Hemm - Superintendent

### **ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management Plan documenting these inspections is on file for public review. Upon request and/or appointment, you may view the plan that is located at the superintendent's office.

## **SECTION A: REGULAR SCHOOL PROGRAM**

1. Effective for the 2011-2012 school year, Avant Public School will be operating on a 4-day week schedule. The extended hours will be 7:45 a.m. to 4:00 p.m. daily.
2. The school term will consist of 133 days of student attendance (1064 hrs) and 30 hours of professional development for a total of not less than 1080 hours annually
3. The Board has the authority to extend the school term beyond the minimum
4. All children between the ages of five (5) on or before September 1, and twenty-one (21) on or before September 1, shall be entitled to attend school free of charge in the district in which they reside. Others may attend by arrangement with the superintendent.
5. One-half day or more kindergarten shall be a prerequisite for attendance in the first grade.

## **SECTION B: SCHOOL DISMISSAL**

1. School will be dismissed for certain holidays and teachers' meetings. A calendar accompanies this handbook. The school calendar is also posted on the school's web site. (<http://www.avant.k12.ok.us>)
2. Bad Weather
  - a. In the event of bad weather during the school day, the superintendent will contact the bus drivers and dismiss school early when necessary. Announcements of the decision to end the school day early will be made through the normal media channels. See b-ii below
  - b. In the event of bad weather that will prohibit buses from picking up students in the morning the superintendent will cancel school for the day
    - i. Announcement of cancellation will be made via radio and TV as soon as possible after the decision is made
    - ii. We will use TV stations 2, 6, and 8. We will also notify radio stations KRMG, KFAQ & use "Social Media" to alert parents as well.

**SECTION C: ACCESS TO ANSWERS FOR YOUR QUESTIONS  
(918-263-2135 Voice, 918-263-2143 FAX)**

1. Contact the superintendent for:
  - a. Information on school policies
  - b. Permission to use school buildings or equipment
  - c. Letters of recommendation
  - d. Arranging special programs
  - e. General questions about the school
  - f. Daily schedules of school activities
  - g. Attendance records and information
  - h. Admit slips (secretary's office)
  - i. Reporting student absences
  
2. Contact the teacher for:
  - a. Assignments
  - b. Make-up work
  - c. Subject matter questions
  - d. Scheduling a parent – teacher conference.

**SECTION D: ACADEMIC REQUIREMENTS**

1. Grading Scale
  - a. The grading scale will be as follows
    - A= 90 to 100 %
    - B= 80 to 89 %
    - C= 70 to 79 %
    - D= 60 to 69 %
    - F= Below 60 %
  
2. Homework Expectations  
The amount, frequency and grading procedure of homework will be left to the discretion of each individual teacher.
  
3. Promotion or Retention  
The Board of Education establishes the following guidelines for teachers and administrators to follow in making a determination to retain or promote students in the School District:
  - a. The district discourages social promotion without the achievement of appropriate academic competencies
  - b. Classroom teachers will provide evidence of a need for retention based on:



- i) i. Test results on subject matter presented to the student
    - ii. Assignments directly related to the subject matter being taught
    - iii. Student's level of maturity (physical, mental, emotional, and social)
  - c. No student will be retained twice in grades K-8<sup>th</sup>
- 4. Honor Rolls
  - a. Two (2) honor rolls are available to students
    - i. Superintendent's (no grade below and A)
    - ii. Principal's (no grade below a B)
  - b. Honor rolls will be figured at quarter's end using permanent records
- 5. Valedictorian and Salutatorian Criteria
  - a. Eighth grade valedictorian will be the student with the highest grade point average for five (5) semesters beginning with the first semester of the sixth grade
  - b. Eighth grade salutatorian will be the student with the second highest grade point average for five (5) semesters beginning with the first semester of the sixth grade
- 6. Standardized Tests
  - a. All students may be tested each spring via standardized tests as determined by the administration; teachers will administer these tests
  - b. The principal will do interpretation of the test results
- 7. Credit by Testing:
  - a. A student at any grade level may earn promotion by passing a course comprehensive examination administered by MAP (Measured Academic Progress. Ninety percent (90%) will be considered passing, and will be recorded on the student's transcript as an "A." The student must apply for the examination within the time limits set by Avant School District. Any student may take each test only twice per year. The passing of an exam will not result in a free period for the student; i.e. the student will be enrolled in another class to take the place of the one tested
- 8. Marshals and Ushers for Graduation
  - a. Marshals shall be 7<sup>th</sup> grade boy and girl with the highest accumulated grade point average
  - b. Ushers shall be the 7<sup>th</sup> grade boy and girl with the second highest accumulated grade point average
  - c. GPA will be figured on the spring semester of 6th grade and first semester of 7th grade for Avant's 8<sup>th</sup> grade Graduation.

## SECTION E: ABSENCES

1. Excused Absences:
  - a. Excused absences are defined as those for which the student will be qualified to make up missed work for full credit, if the student follows certain reasonable procedures
    - i. Deaths in the immediate family, illness or accident of or to the student are accepted as excused absence without documentation. A doctor or dental appointment will be excused only if a note is presented to the administration from the doctor or dentist
2. Tardies
  - a. All tardies are unexcused
    - i. Exception a note from the teacher of the previous class if the student was detained by that previous teacher
  - b. Unexcused or chronic tardies may receive zeros and work may not be made up
  - c. Three (3) tardies will count as one (1) unexcused absence
3. Excessive Absence (80% Rule)
  - a. Students who are absent, excused or unexcused, more than twenty percent (20%) per semester will not receive credit for the class or semester. Exceptions can be made at the discretion of the superintendent.
4. Make-up Work Procedure
  - a. Make-up work for students missing extended time (3 or more days) should be requested
  - b. If make-up work is requested, the following rules will apply
    - i. Assignments will be turned in at the beginning of each class period the **first** day of the student's return
    - ii. No credit will be given for late assignments. The returning student must participate in the ongoing class work upon return
  - c. Students returning to school after a short-term absence or after a long-term absence for which make-up work was not requested will have three (3) days in which to submit missed work
5. Court appearances, driver's tests, and family trips
  - a. These are excused only if a pre-trip notification form has been submitted
  - b. Assignments will be turned in at the beginning of each class period the first day of the student's return
  - c. No credit will be given for late assignments and the returning student must participate in the ongoing class work upon return. (Exception; see section E, test make-up)
6. Unexcused Absences
  - a. Unexcused absences are defined as those for which the student is not qualified to make up the missed work
    - i. Absence from school without the knowledge of parents
    - ii. Leaving school without permission of the administration
    - iii. Any absence not mentioned as excused in part 1 of section D
  - b. Rules for teachers
    - i. Each teacher in grades K-8 will record and average in a zero (0) for each unexcused day missed even if there was no recordable grade given in the class on the day(s) missed
    - ii. Repeat offenders of the unexcused absence policy will be reported to the District Attorney of the student's residence, to the Osage County District Attorney, and to the State Department of Human Services

- iii. The superintendent may initiate suspension procedures (See O.S. 70-10-105 and O.S. 70-24-101)
7. Admission to Class
- a. A student returning from an absence of any length (one hour or more) must obtain an admit form from the office before attending class
  - b. Teachers will not admit those students to class without an admit form signed by the principal
8. Test Make-Ups
- a. Tests missed due to excused anticipated absences or school sponsored activities
    - i. The student shall be prepared to take the test upon the first day of return
    - ii. The test should not be administered after the third continuous day of the student's attendance upon return, unless, in the teacher's discretionary judgment, it is appropriate to wait
    - iii. The student is responsible for notifying the teacher of the need to take the test, if the student prior to the absence or activity knew the test schedule
9. Scheduled Tests
- a. Scheduled tests are to be given on the day that a student return
    - i. From **unexcused absences**: The test shall be taken at the regularly scheduled time
    - ii. From **school sponsored activities**: The test shall be taken at the regularly scheduled time, unless in the teacher's discretionary judgment it is determined to be appropriate to wait
    - iii. From **excused, unanticipated absences**:
      - 1. Shall be taken when the student is prepared within a reasonable time, but within three (3) days
      - 2. Should not be administered after the third continuous day of the student's attendance upon return, unless in the teacher's discretionary judgment it is appropriate to wait
      - 3. The student is responsible for notifying the teacher when he/she (the student) is prepared to take the test

## SECTION F: EXTRA CURRICULAR ACTIVITIES

1. Extra-Curricular Activities, Eligibility
  - a. Eligibility is required for participation in ALL extra-curricular activities
  - b. Eligibility will be determined on both weekly and semester bases
  - c. To be eligible, students must be making “D” or above in all core subjects
2. Activity Trips
  - a. An activity trip is one in which students participate in an event; as opposed to a field trip, one in which students do not participate, but observe
  - b. Students out of class for an activity are not absent, and nothing should be indicated in teacher’s grade books to the contrary
    - i. Students must ask their teachers for work that will be assigned during the activity trip
    - ii. Assignments are due at the beginning of each class period the first day of the student’s return to class unless in the teacher’s discretionary judgment it is appropriate to wait
    - iii. Generally, no credit will be given for late assignments, and the returning student must participate in the ongoing class work upon his/her return
  - c. When attending a school activity trip, all students must ride the bus to be allowed to participate
    - i. Under special circumstances the student’s parent(s) may arrange alternative transportation to and/or from the activity site with approval of the school administration
  - d. Student conduct on a trip is the direct responsibility of the student, governed by the teacher
    - i. Teachers will enforce behavior rules consistent with effective educational practice for the trip’s purpose
    - ii. Under the teacher’s authority, trip chaperons are expected to monitor student behavior and to notify the teacher in charge of misbehaving students
  - e. The sponsor or teacher leading the trip will cause the bus or van to be thoroughly cleaned following each trip. No food or drinks are allowed in vehicles
  - f. When more than one organization are gone on activities on the same day, only one sponsor per group may accompany them
3. Activity 10-Day Rule
  - a. Review of Activities
    - i. The superintendent shall annually review the schedule of activities so that minimal interruptions occur in the instructional program of each student. Each activity sponsor shall at the beginning of school submit the criteria each student must meet in order to participate in the school activity he/she sponsors.
  - b. Absences for Activities (10-Day Rule)
    - i. If students are on school-sponsored activities, they are NOT absent. They are officially present. However, a student shall not be absent from any one-class period more than ten times in any one school year
      1. Oklahoma State Board of Education policy that has two exceptions
        - a. School sponsored state and national contests are exempt from the 10 days
        - b. Any event for which the student earns the right to compete is exempt from the 10 days. Each organizational sponsor must file a

policy with the superintendent outlining the prerequisites for attending each event

2. A committee known as the Internal Activities review committee will be appointed by the Board in the regular September Board meeting
  - a. The committee will be composed of sponsors, teachers, administrators, and 1 Board member
  - b. The purpose of this committee shall be to
    - i. Approve or deny deviations from this policy
    - ii. Evaluate the policy at year's end and recommend changes to the Board
- c. Complaints
  - i. Any complaints that this policy has not been followed or has been misapplied must be in writing, signed and filed with the Board of Education. This complaint must include a list of names of the students, dates, and classes missed that exceed the ten days allowed. If the complaint is not resolved by the local Board of Education, the complaint should then be filed with the Accreditation Section of the Oklahoma State Department of Education
- d. Excessive Activity Absences
  - i. Any absence from a class for a school activity in excess of ten days and not approved by the Board of Education shall be treated as an absence. The superintendent shall determine whether the absence is excused or unexcused
- e. Recording Activity Absences
  - i. The administration shall be responsible for keeping a record of activity absences for inspection by outside, interested parties that have the authority to inspect the records
  - ii. Students will be kept apprised of their activity day status

## SECTION G: MEDICAL CONSIDERATIONS

1. Illness at School
  - a. Any student becoming ill at school should report immediately to their classroom teacher. The teacher should alert the principal who will notify parents to take proper action. Should a student become ill while outside the classroom, he should report to the office at once
2. Medical Records
  - a. Any medical problem or special condition should be on record. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches. Etc., should be noted on a child's school records when he is enrolled, and teachers should be made aware of potential problems
3. Allergies
  - a. Any allergies that could result in serious illness should be on record. Allergic reaction to bee or wasp stings, allergies to medications or allergies to food should be noted, and if medicine is prescribed, school personnel should be made aware of its location, dosage instructions, and emergency procedures
4. Maternity
  - a. Maternity policies are designed to protect the health and well being of the student(s) involved
    - i. The student shall obtain a written statement from her physician stating the approximate date of birth and any instructions or information relevant to protecting the student's health (i.e., medication, curtailment of activity, etc.) She shall present this information to the school administration
    - ii. Regular class attendance is permissible throughout the student's pregnancy. At this time the student may continue her education through homebound instruction
    - iii. When regular class attendance is terminated, out-of-class or extra-curricular activities cease
5. Communicable Diseases
  - a. Communicable disease policies are designed to protect the infected student and the non-infected students who might come into contact with the infected student
    - i. Students with highly contagious diseases including, but not limited to, measles, mumps, chicken pox, flu, head lice, body lice, and impetigo, shall be prohibited from attending school, until given a certificate of noncontamination by a doctor, and/or the principal is satisfied with the degree of progress
    - ii. Students will be checked for head lice by school officials at least by the beginning of each nine weeks
6. Administering Medication to Students
  - a. If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication, or if circumstances exist that indicate that it is in the best interest of the student that a nonprescribed medication be dispensed to that student, only the school nurse, an administrator, or administrators designee may administer the medication in compliance with the regulations that follow:
    - a. Prescription medication must be in a container that indicates the following: (1) Student's name. (2) Name and strength of medication. (3) Dosage and directions for administering (4) Name of physician. (5) Date and name of pharmacy
  - b. Such medication shall be accompanied by a written authorization from the parent/guardian, physician, or dentist that indicates the following (1) Purpose of

- medication. (2) Time to be administered. (3) Termination date for administering the medication
- c. Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive nonprescription medication to be given
  - d. A permission form will be sent to parents at the beginning of the school year. The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication
  - e. Avant School District retains the discretion to reject requests for administration of medicine
7. Acquired Immune Deficiency Syndrome (AIDS)
- a. Responsibility
    - i. The Board of Education believes that its primary responsibility is to provide the opportunity for an education to each school-age child who resides within the district and who is qualified under Oklahoma law to attend school
  - b. Educational Placement
    - i. It is the policy of this Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS within the school system will depend upon the student's needs and the student's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS will be placed in the schools handicapped program or will be enrolled according to procedures established by the superintendent
    - ii. The superintendent is directed to prepare regulations and/or procedures that support this policy
    - iii. AIDS prevention education will be taught to grades 5-8 each year. The general objective of the curricula includes being made aware of the (1) forms of the disease. (2) methods of transmission, and (3) prevention of AIDS. The district will use the curriculum developed by the Oklahoma State Department of Education and the "Life Van"
    - iv. In accordance with the policy of the Board of Education, this regulation shall govern the placement of students infected with the Human Immunodeficiency Virus (HTV), which can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses
    - v. The knowledge that a student of this school district is infected with AIDS may arise from different sources. If a student or the student's parents or guardian advise a member of the staff that the student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent
    - vi. If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent *will* meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardian have knowledge of the student's infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with AIDS, the superintendent will report the student's illness to the Oklahoma Department of Public Health

- vii. When a student is confirmed as being infected with AIDS, the superintendent will discuss the educational options of the student with a Health Review Committee composed of the parents, the student's physician, public health personnel and school personnel. School personnel may include the superintendent or the superintendent's designee, the counselor, and, for elementary students, the homeroom or grade teacher. The health review committee shall make recommendations for the educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting. If the Health Review committee determines that the condition of the student warrants the child being classified as a "handicapped child" in need of special education or related services under P.L. 94-142, then the district shall convene a Special Educational Placement team to devise and Individual Educational Placement for the Child
  - viii. If the Health Review Committee will determine if the student's health poses an immediate and present danger to the student, the school staff, to other students if the infected student is placed in a regular classroom environment. If the Health Review Committee determines that such a danger is present, the superintendent will offer homebound instruction to the student under the school's homebound instruction program. The school superintendent may temporarily remove a student with AIDS from the classroom if and when communicable diseases are occurring in the school population in order to protect the infected student from extraordinary risk
  - ix. If the Health Review Committee determines that the student's health does not pose an immediate danger to the student, staff: or to other students, the Health Review Committee will be requested to conduct a monthly evaluation as circumstances warrant
- c. Confidentiality Requirements
- i. Protection of the confidentiality of information regarding HIV infected students is of utmost importance. Only those employees who have an absolute need to know are to be made aware of the identity of AIDS students. The superintendent will identify by name those employees who are given this information. This list will be given to the principal who will be responsible for ensuring only authorized employees are made aware of the student's condition, and that they are informed of the potential legal consequences of revealing that information. When an HIV student is identified, the principal is to establish a separate file on that student to which only he and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student database or other record
- d. Cleanup of Body Fluids
- i. Since it is not always known whether a student is infected with the HIV virus, rubber gloves and a 1 to 10 solution of household bleach in water are to be used in cleaning up a spill of body fluid by any student. Insofar as possible paper towels or other disposable products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded Sanitary napkins are also to be sealed in plastic bag and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing are to be thoroughly rinsed in bleach and water solution or washed separately in hot water. Teachers should prevent continued practices which could cause either intentional



or accidental sharing of body fluids, such as: sharing band instruments, inserting drinking devices into one's mouth, finger sticking for blood analysis, and failure to wash hands thoroughly

8. Student Self-Administration of Inhaled Asthma Medication

a. Pursuant to 70 O.S. 1-116.3, the Board of Education of the Avant School District permits students to self-administer inhaled asthma medication with the following conditions and guidelines

i. Definitions

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms prescribed by a physician and having an individual label

2. "Self-administration" means a student's use of medication pursuant to a prescription or written direction from a physician

ii. Requirements for Parents and Students

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy

2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication. Such written permission shall include the following:

a. Permission statement authorizing the student to self-administer inhaled asthma medication

b. A written statement from the student's physician stating that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of the medication

c. Acknowledgment from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian

3. Prior to the District granting permission for the student to self-administer inhaled asthma medication the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of district policy

a. A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times

**PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION OF  
INHALED ASTHMA MEDICATION**

The undersigned, \_\_\_\_\_, (Parent or legal guardian) of  
\_\_\_\_\_, (Student, attending Avant School)

By signing below the parent/guardian indicates receipt of, agreement to and understanding of the policies published by the Avant Board of Education on student self-administration of inhaled asthma medication.

The parent/guardian, by signing below specifically agrees and understands the following:

1. Parent hereby authorizes the student to self-administer inhaled asthma medication pursuant to the guidelines of district policy
2. Parent has read, understands, and agrees to the provisions and regulations of the student Self-administration of inhaled asthma medication district policy. The parent further understands that violation of the terms and conditions set forth in the policy by either the student or the parent may result in the revocation of the student's permission to self-administer inhaled asthma medication at school
3. Parent has provided to the district a written statement from the student's physician indicating that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication
4. Parent has provided the school an emergency supply of the student's medication to be administered in accordance with the provisions of district policy if the student does not have his/her medication
5. The parent acknowledges the following statement
  - a. **The district, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of inhaled asthma medication by my student**
6. Parent has read, understands, and agrees to the provisions and regulations of the District's student self-administration of inhaled asthma medication policy, and understands that violation of the terms and conditions set forth in that policy by either the student or parent may result in revocation of the Student's permission to self administer inhaled asthma medication at school
7. Parent has been given a copy of the Student Self-Administration of Inhaled Asthma Medication, a copy of the district's policy of dispensing medication and any accompanying signed forms, along with a copy of this signed parental authorization form.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

## SECTION H: ARRIVING AND LEAVING

1. Students should not arrive before 7:20 a.m.
2. Daily Schedule

7:20 a.m.	Earliest arrival
7:20-7:45 a.m.	Breakfast
7:45	Rise & Shine Assembly in the Gym
4:00 p.m.	Daily Dismissal
3. School day will consist of 8 hours of instructional time

## SECTION I: PLAYGROUND RULES

1. Organized games may be played only under teacher supervision
  - a. Crack-the-whip and Red Rover are forbidden
2. No fighting or wrestling on the playground
3. No air pistols, BB guns, darts, slingshots, pocketknives, or any object that might cause harm or discomfort to another child are allowed. If there is any question about whether or not an item is allowed apply the following
  - a. Do not bring it, or
  - b. Check with a teacher **before** playing with the object
4. Do not pick up, or throw rocks, sticks, glass, etc.
5. Do not slide head first on the slide(s)
6. Tackle football is not allowed
7. No twisting on the swings
8. No baseball or bats on the playground
9. Do not climb to or walk on the tops of the catwalks or monkey bars
10. Students who bring teacher approved toys or items to play with, should not lend or trade the items at school. If toys or items are brought to school, they may be confiscated
11. The school is not responsible for loss or breakage of personal items such as watches, eyeglasses, or other personal property
12. The School Board understands that the playground also serves as a community resource. During non-school hours, the playground is available for the enjoyment of our Avant community's children. However, the playground is closed during daily dark hours. The playground lights will signal the opening and closing. When the lights are on, the playground is closed.

Our playground rules are made to protect our students by preventing injury and to insure safe fun. Staff charged with supervising the playground may enforce other rules not listed here.

## **SECTION J: WITHDRAWAL AND RE-ENTRY**

1. A student withdrawing from school must present a withdrawal sheet to each teacher. The teacher will sign the slip and indicate a grade after the student has paid all fees and fines. The principal reserves the right to contact parents before official withdrawal is complete.
2. Withdrawal Procedure: Proper Notification
  - a. Notify teachers twenty-four (24) hours in advance so grades may be prepared
  - b. Get a withdrawal sheet from the principal
  - c. Take the withdrawal sheet to all teachers, librarian, and secretary. Pay any fines or fees that may be due
  - d. Take the withdrawal sheet to the office for the principal's signature. One copy of the sheet will be filed by the principal; one copy will go with the student to the new school
  - e. After the withdrawal sheet is completed and turned in to the principal, the student's transcript may be sent to the new school
  - f. No student who has made an apparent permanent withdrawal by completion of a waiver of attendance form shall be allowed to reenter Avant Public School without the execution of a re-entry form
  - g. Re-entry forms are available in the school office

## **SECTION K: TELEPHONES / CELL PHONES/PAGERS**

### **Avant Cell Phone/Tablet Policy**

The use of cell phones and/or tablet devices of any kind will not be allowed during the school day without the approval of the principal/superintendent. Teachers may request a "device day" if approved by the principal. Students are required to have their device off and away during the school day. Violations of electronic procedures will result in students turning in the device to the office. Parent/Guardian will be notified and will be responsible for picking up the device during school hours. Avant Public School is not responsible for lost or stolen electronic devices.

- 1st Offense: Verbal Warning; device confiscated and given back to the student at the end of the day.
- 2nd Offense: Parent contact and parent must pick up the device at the end of the day.
- 3rd Offense: Parent contact & No device is allowed at school for a month.
- 4th Offense: Referral to the principal/superintendent - action to be determined by the administrator and may include suspension and/or in house suspension
- 5<sup>th</sup> Offense: Suspension

Approval by Avant School Board 8-6-18

## SECTION L: PROPER DRESS

1. Personal Grooming
  - a. Hair shall be well groomed and clean
  - b. Neither sex shall wear hair so long that it hinders vision or is a potential hazard
  - c. Students who have body odor will be discreetly counseled by the principal
  
2. Dress and Appearance
  - a. Proper dress is a mark of good school citizenship. Students are expected to be clean and dressed in good taste. Hats and caps are not to be worn inside. Shirts must be buttoned and side buttons on overalls must be buttoned. Clothes must not sag unnecessarily. Sleeveless shirts should fit snug at the shoulder, under the arm and be hemmed. Walking shorts and skirts may be worn. These must be in good taste and of sufficient length such that the student's fingertips cannot touch the bare skin of their legs with arms held at their side
  - b. Unacceptable appearance: muscle shirts, see-through tops, halter-tops, tops that do not touch the lower garment at all times (thus exposing the bare midriff skin), tops with excessively low necklines or sunglasses. Clothing with writing or pictures that are suggestive or symbolic of drugs, alcohol, sex or anything illegal or immoral are prohibited. Any article of clothing or manner of dress that causes a disturbance or negatively affects the orderly conduct of the school may be banned. The building principal will make all final decisions concerning school dress. Pants must be worn
  - c. Shorts, when worn, must be long enough that the wearer's fingertips touch cloth, not skin when the wearer's hand and arm are held straight down at their side
  - d. Skirts and dresses must meet the length requirements for shorts as described in "a" and "d" above
  - e. Students will not be allowed to wear "Heelies" at school. (shoes with wheels for skating)
  - f. Students will not be allowed to bring skateboards to school

## SECTION M: MISCELLANEOUS

1. Bulletin
  - a. A school bulletin will be periodically published giving news of what has happened, what is happening, and what will be happening will be read to the students during their 1<sup>st</sup> hour class.
  - b. The school bulletin, when published, will be posted on the school's web site <http://www.avant.k12.ok.us>
2. Bus Evacuation
  - a. Bus evacuation drills will be held during the first two (2) weeks of both semesters
3. Fire and Tornado Drills
  - a. Fire drills will be conducted once each nine-week period. Tornado drills will be conducted once each semester. A fire alarm is a continuous bell. Students are not to re-enter the building until the alarm is silenced and their teacher announces an "all clear."
  - b. A tornado drill is sounded by a series of 3 short bells. Students will move to safe areas of the building and stay in the safety position until toll "all clear."
4. Class Sponsors
  - a. Only certified personnel will be assigned class sponsorships. Parents are encouraged to volunteer to help

## SECTION N: DISCIPLINE OPTIONS AND ACTIONS

The Avant School District will conduct the business of educating our students with the following expectations:

- All individuals in the school will treat all others with respect, concern, caring, and fairness
- All individuals in the school will display good citizenship and acknowledge responsibility for their behavior
- Students are expected to attend all classes, arrive on time, and actively engage in tasks
- Teachers will present a meaningful curriculum in a captivating manner
- Faculty has the right and duty to model and teach the principles of respect for others and responsibility for one's actions
- The faculty will establish and use behavioral consequences in an educational manner, helping students to appreciate the purpose of rules, the importance of making amends, and the taking of responsibility for improving behavior
- Students have the right to be treated with respect, to expect fair and consistent treatment from faculty, and to be able to voice and have their opinions tested in a respectable forum
- Students have the responsibility to be aware of and abide by school rules, regulations, and procedures

The administration, faculty, and staff will continue to hold in high regard the cooperation of the student body in maintaining an orderly, disciplined learning atmosphere at Avant School. Student conduct should reflect the highest standards of our community and school. Students are expected to conduct themselves in a manner that exemplifies respect for one's self, other people, and the property of others. At all times students will be cooperative and display class and dignity.

Depending on the seriousness of any wrongdoing committed by a student, discipline may consist of a verbal warning, afterhours supervised time, in-school suspension or suspension (if in compliance with state law), removal of privileges, parent contact, apologies or personal restitution for items or equipment stolen or destroyed. The teacher or the administrator in charge, in compliance with this and other board policies, will determine disciplinary action.

Any student involved in a severe disruption will be sent to the office immediately. Severe disruptions include, but are not limited to, smoking, chewing or dipping tobacco, drinking alcoholic beverages, possession at school of alcohol, drugs, tobacco in any form, lighters, matches, fighting, blatant disrespect, assault, battery, gang-related activities, refusal to obey a reasonable request, bullying, and sexual harassment. Students who display these behaviors will be sent immediately to the principal's office.

The following is a list of administrative responses intended as a guide only. If a student is in violation, past conduct records will be considered in the resolution of the infraction. Responses include, but are not limited to

1. Written or verbal warning
2. Parental disclosure, i.e., phone and/or written notice or conference with parents
3. Alternative school placement
4. Work details during or after school
5. Cleaning, straightening, repairing of damaged items or facilities
6. Corporal punishment with parental consent
7. Short-term suspension
8. Review committee with written recommendation
9. Financial restitution
10. Refer to social agencies for counseling and resolution
11. Probationary periods
12. Long-term suspensions
13. Arrest
14. Any disciplinary action deemed appropriate

#### Classroom

Teachers may use various methods to control the activities of students in their classrooms so as to provide the best possible learning atmosphere for their students. Classroom rules should be discussed and posted by each individual teacher. Undesirable behavior of a serious nature or continuation of undesirable behavior will be referred to the principal's office.

#### Detention

Detention may be assigned by teachers in order to correct undesirable behavioral patterns or when a student fails to complete assigned work. Detention will consist of time spent with certified personnel outside of the regular school hours.

#### Corporal Punishment

Avant Public School reserves the right to invoke corporal punishment upon a student whenever it is deemed necessary in to correct undesirable behaviors. Corporal punishment may be used after all other alternative means of discipline have failed, providing a parent has signed a Consent Form to

approve corporal punishment. Corporal punishment should never be inflicted in the presence of other pupils, nor without a witness. Classroom teachers will submit a report to the principal outlining other steps of discipline used prior to corporal punishment. The principal will notify parents of any student who receives corporal punishment and explain steps taken prior to corporal punishment being administered. Parents who disagree with corporal punishment may opt out of this discipline technique by submitting their request in writing to the office.

## Suspension

Students who are continually experiencing behavioral problems, or who commit serious offenses which threaten or violate the rights of others, or who show a tendency to be uncooperative may be suspended from school. At the end of the suspension period, a parent or guardian must accompany the student to the principal's office for reinstatement. The suspension will become a part of the permanent record of the student.

1. Short term suspension  
One to ten days
2. Long term suspension  
Up to the remainder of the current school semester and/or the following semester
3. Suspension for Firearms
  - Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, except for instances where such possession is allowed pursuant to the provisions set forth in 21 O.S. 2001, Section 1280.1. The superintendent may modify the term of the suspension on a case-by-case basis. The student may request a review of the suspension with the administration
4. Due Process/Right to Appeal
  - Nothing in this discipline policy shall be construed to deny the student's right to a fair and orderly hearing, appeal, counsel and due process in cases where suspension is invoked. If the evidence is inconclusive, the student may request a hearing before the board of education in order to determine guilt or innocence. The board of education may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the board or board-appointed hearing officer shall be final
5. Interpretation
  - The principal and his/her designees in a manner that they deem just given the circumstances of the individual case shall interpret this policy. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered by the disciplinary action policy guidelines
6. Notification
  - Parents and guardians of every child residing in the school district shall be notified at the beginning of each school year that this policy and regulations are in effect. A copy of the information will be made available to parents or guardians upon request during normal school business hours during the school year



## SECTION N.1: DISCIPLINE CODE—STANDARDS OF CONDUCT

1. Care of School Property
  - a. Students are informed that care of school property is a responsibility to be taken seriously. Students are encouraged to keep classrooms, halls, restrooms, and grounds clean. Food and drinks are allowed in the classroom by permission of the classroom teacher only
2. Cheating
  - a. Any student who is caught cheating or is aiding another student to cheat will be liable to immediate disciplinary action as determined by the teacher and/or administration. If the teacher and/or the administration deem it necessary, the student may lose credit for the assignment or class in which the incident occurred
3. Classroom Conduct
  - a. Any student who becomes such a distraction in class that he/she interferes with the learning process of the other students may be sent to the sensory room for “time in” or ultimately the office. Any action taken shall be at the discretion of the teacher or administrator within board adopted guidelines
4. Cursing
  - a. The use of obscenities or vulgarities is not permitted and will warrant strong disciplinary action
5. Fighting
  - a. Fighting is not permitted on school property or at any school activity. Students will be held responsible for their actions and both parties may be subject to severe disciplinary action. The administrator in charge shall discipline accordingly
6. Hallway Manners
  - a. Students shall be given sufficient time to move from one room to another. They shall do so in a quiet, orderly manner
7. Stealing
  - a. An act of stealing or aiding another to steal is cause for immediate disciplinary action. The student’s parents shall be notified in writing of the punishment. Students should carry watches, money and other valuables with them rather than leaving these items unattended. Unless these items are needed at school, they should be left at home
8. Public Display of Affection
  - a. Public displays of affection between students are discouraged. Appropriate discipline may be used to end the behavior
9. Drugs, Tobacco and Alcoholic Beverages
  - a. The use of tobacco products or the possession or consumption of alcoholic beverages is prohibited at any time during the school day, at any time while on school grounds, and at any time while on school sponsored events or school activities. All drugs prescribed by a physician shall be left with the school principal or his/her designee. Students may carry prescribed asthma inhalers only when the proper forms are completed and filed with the school administration
10. Weapons
  - a. No weapons of any type (knives, guns, or martial arts items) or other items that may be used or construed as a weapon shall be in the possession of any student while on school grounds or any time while on school-sponsored events or school activities, except where permitted by 21 O.S. 2001, Section 1280.1. No weapons of any type may be in the

possession of any student on a school bus or other vehicle used by the district for student or teacher transportation, except where permitted by 21 O.S. 2001, Section 1280.1. In accordance with state and federal law, possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended for a period of not less than one year, to be determined by the board of education. The superintendent on a case-by-case basis may modify the term of suspension

Reference:

70 O.S. 24-101.2 (Section 489, School Law Book)

70 O.S. 24-101.3 (Section 488.3, School Law Book)

21 O.S. 2001 Section 1280.1 (amended by Enr. S.B. No 834, 2003 Legislative session)

## **SECTION O: DRUG-FREE SCHOOLS AND COMMUNITIES POLICY**

Conduct:

1. The unlawful use, possession, dispensing, distribution, manufacture, or possession with intent to distribute, of an illicit drug, including alcoholic beverage, in any of the Avant School District property (including vehicles), or at any school district sponsored function or event, is strictly prohibited
2. Reporting to school, or to any Avant School District sponsored function, under the influence of an illicit drug, including alcohol is strictly prohibited
  - a. Definition: A school sponsored function or event is any activity, business or social, which has been called for, or in the name of any group of students and/or employees representing the Avant School or any collection of schools where there are students and/or employees representing the Avant School District, regardless of its location
  - b. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion

Consequences:

1. Any student suspected of violation of this policy will be immediately suspended from school by the principal until an evidentiary hearing is conducted before the Board of Education, for the purpose of establishing the guilt or innocence of the student
2. If the student is found innocent, he/she will be immediately reinstated with full benefits and shall be assisted in making up any missed work.
3. If the student is found guilty of violating this policy, the board will use its discretion in either:
  - a. Initiating due process to suspend the student for a period of time (up to the maximum allowable by Oklahoma law), with promise of reentry upon completion of a counseling and/or rehabilitation program.
  - b. Initiating due process to require the student to complete a counseling and/or rehabilitation program while continuing to attend school: (in either of the two cases above, the student will not be allowed to attend school until an appropriate counseling agency has notified the school principal or counselor that counseling arrangements have been initiated by the students parents)
  - c. Referring the student to the proper agency for prosecution

- d. Initiating due process to do any of, all of, none of, any combination of, or anything not mentioned in the three preceding paragraphs.

Rehabilitation:

1. If a student of the Avant School is found guilty of violating this policy, the Board of Education will assist the guilty student in seeking out competent counseling and/or rehabilitation, upon the request of the student and/or the student's parent/guardian
2. If a student of the Avant School has not violated the police, but is aware of a need for counseling or rehabilitation, he/she may receive information on where to get help, such as counseling, or for emergency situations where more immediate help is needed. The State's drug hotline telephone number is 1-888-522-9054
3. If the student mentioned in the preceding paragraph (not in violation, but in need of counseling, or rehabilitation) approaches the school counselor requesting assistance from the Board concerning his/her problem, the Board of Education will be lenient in arranging release time from school for counseling

Notification:

1. You are hereby notified that compliance with this policy is mandatory, and will be consistently enforced

Documentation:

1. Evidence of students and parents having read and having had this policy explained to them will be made manifest by the execution of a signoff sheet, date-signed, and specifying all school policies, including but not limited to this one

Review:

1. The Avant Board of Education will review this policy every two (2) years in its June regular session. Evidence of review will consist of written reports of an incidents pertaining to the violation or compliance with this policy commencing August 1 of each year. The principal is responsible for recording the incidents and maintaining the records

Education:

1. The Avant School will provide age-appropriate developmentally based drug and alcohol education for all students in grades K-8
2. Teachers will present information addressing the legal, social, and health consequences of drugs, including alcohol, from time to time, during selected/extended homeroom periods.

Extra-curricular Activity:

The following policy applies to violations by members of extra-curricular organizations and the resulting consequences will be assessed in addition to those specified in the Drug Free Schools and Communities policy specified in the Drug Free Schools and Communities policy.

1. Violations:
  - a. Whenever a coach or sponsor has reasonable suspicion, based upon what he or she believes to be reliable source(s), that an Avant student organizational member has been involved in the use, possession, or distribution of illicit drugs (including alcoholic beverages), whether at or away from school the coach or sponsor will inform the principal, and the principal will investigate the alleged incident

2. Consequences:
  - a. Following the investigation, a group comprised of all coaches and sponsors will convene, and discuss the principal's findings, if the findings lead to group to be reasonably assured of the students guilt, the following minimum penalties will be assessed
    - i. First Offense: Upon the first offense, the student will be suspended from the next two extracurricular activities, and will be required to attend counseling sessions with o arranged by the school counselor. (Refusal of counseling will result in suspension from all extracurricular activities for one year from the date of the assessment).
    - ii. Second Offense upon the second offense, the student will be suspended from all extra-curricular activities for one year from the date of the assessment.

## **SECTION P: CLOSED CAMPUS**

Avant Public School is a closed campus. Parents or guardians must sign students out in the office.

## **SECTION Q: TRANSFER POLICY**

It is the policy of Avant Public Schools to enforce district boundaries to insure the stability of this school for all children. Regular transfers, as well as emergency transfers, are not granted through the year. The Avant School directs the superintendent to protest any violation of school district boundaries. Exceptions may be granted for Special Education and disciplinary facilities.

### **Emergency Transfer Policy**

1. Any student that resides in a school district that does not offer the grade which the student is entitled to pursue, shall be allowed to transfer to a (receiving) school district inside or outside the transportation area in which the student resides which does offer the grade the student is entitled to pursue
2. A student is limited to one (1) transfer pursuant to this section. Thereafter, a student may apply for any other kind of transfer for which the student is eligible according to the Education Open Transfer Act.

## **SECTION R: SAFE AND HEALTHY SCHOOL COMMITTEES POLICY**

The Avant Board of Education hereby declares its concern for the safety and health of district employees and students. It is the intent of this policy that staff, students and parents must work together to provide a safe and secure and healthy learning environment. Therefore, no later than October 1 of each year, each school site shall establish a Safe School Committee to be composed of at least three (3) members. The committee shall be composed of an equal number of teachers, parents of children affected, and students. The Safe School Committee shall study and make recommendations to the principal regarding: Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime

prevention, school violence, and other issues which prohibit the maintenance of a safe school; and professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying. Each public school shall also establish a Healthy and Fit School Advisory Committee, to be composed of at least three members. The advisory committee may be composed of teachers, administrators, parents of students, health care professionals, students and business community representatives.

The Healthy and Fit Advisory Committee may be combined with Safe School Committee as determined by the site Principal.

Each Healthy and Fit advisory committee shall study and make recommendations to the school principal regarding

1. Health Education
2. Physical Education and physical activity; and
3. Nutrition and health services

Adopted by the Board of Education, March, 2005

## **SECTION S: PROFICIENCY BASED TESTING/PROMOTION**

The State Board of Education shall prescribe, adopt and approve a promotion system based on the attainment by students of specified levels of competencies in each area of the core curriculum.

Proficiency based testing for Avant School District can be requested anytime during the school year. Proficiency based promotion is a means for a student who can demonstrate mastery of State competencies on a written proficiency exam to be moved forward by subject, course, and/or grade. Students in grades 1-7 are eligible for testing in one or more of the content curriculum areas. A student must score at a level 90% or above on any test to be considered for proficiency-based promotion. Additional means of assessment will also be evaluated and an educational team will decide options for advancement. The team will consist of the student's parent or guardian, teacher, counselor, administrator, and other appropriate personnel appointed by the school.

## **SECTION T: MINUTE OF SILENCE**

The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

The Attorney General of the State of Oklahoma is hereby authorized to intervene in any legal proceeding to enforce the provisions of this act and shall represent any school district or employee named as a defendant therein. Any school district or employee named as a defendant in any proceeding to enforce the provisions of this act shall within five (5) days of receiving service of summons notify the Attorney General of the State of Oklahoma of the pendency of the action. **(7041101.2)**

Adopted by the Board of Education, March, 2005

## **SECTION U: EXTENDED SCHOOL YEAR PROGRAM**

The Avant Board of Education affirms the right of all disabled students to a free and appropriate public education that consists of special education and related services in the least restrictive environment.

The district does not construe current federal or state statutes or related court findings as requiring extended school year (ESY) services for all disabled students residing within the district's geographic boundary. Therefore, the determination of need for special education during the regular school year does not qualify a student for ESY services. An extended school year is available to those disabled students for whom ESY services have been determined to be a necessary component of the individualized education program based upon the multidisciplinary team recommendation.

In compliance with Section 504 of the Rehabilitation Act of 1973, the need for ESY will be determined on an individual basis and not as a result of the child's categorical class.

The purpose of ESY services is to prevent or reduce severe skill regression caused by an interruption of services during the summer months. It is not to enhance the level of performance exhibited by students at the end of the regular school year. The need for an ESY is based upon a determination of "severe skill regression and a student's limited capacity for recoupment." Such a decision is made on an individual basis by a multidisciplinary team with psychometric data and/or documented observation reports supportive of the decision.

If a student is determined to need ESY services one year, that student is not automatically in need of ESY services the subsequent year.

Traditional summer school programs offered by the Avant district are provided for the purpose of enrichment and/or remediation for which a fee may or may not be charged for participation, and no IEP is written for ESY participants. In view of the fact that portions of traditional summer programming are offered at no cost to students, the ESY program will be provided to students at no cost for the purpose as cited in the IEP.

The superintendent will provide guidelines for implementation of this policy that will include:

1. Standards for appropriate screening measures for ESY services which are applicable on a district-wide basis
2. Forms that are to be used as documentation of screening and /or observation reports
3. Procedures for inclusion of ESY recommendations at each IEP meeting held within the district for district resident students; and
4. Forms and other data reports to be submitted with multi-disciplinary team referral for ESY services for a student.

In accordance with the policy of the board of education, the following regulations shall govern the standards of determination of need for the Extended School Year (ESY) program and provide guidelines for its implementation.

#### Eligibility for ESY Services

The purpose of an ESY program is not to enhance the present levels of educational performance exhibited by children and youth with disabilities at the end of the regular school year. The purpose instead is to ensure that each child benefits from his or her education, and to prevent or slow regression and maintain skills that would otherwise be lost due to severe regression and inability to recoup within a reasonable length of time. When a student is considered for ESY services, the first step is to apply the above standard.

#### THE FOLLOWING FACTORS WILL BE CONSIDERED TO MAKE A DETERMINATION OF NEED:

1. Degree of disability
2. Degree of regression
3. Recovery time from this regression
4. Ability of parents to provide educational structure at home
5. Child's rate of progress
6. Child's behavioral problems
7. Child's physical problems
8. Availability of alternative resources
9. Ability of the child to interact with children and youth who are not disabled
10. Area(s) in curriculum which need continuous attention
11. Child's vocational needs
12. Whether the requested services are extraordinary for the child's disability, as opposed to an integral part of a program for those with the child's disability; and
13. Other relevant factors as determined by the IEP team.

#### Screening Procedures

Every disabled child, regardless of categorical class, has the opportunity to be considered for possible ESY services. Other special education students may be screened upon teacher, parent, or principal request.

Critical skill areas that should be assessed are: communication, self-help, motor, behavior, and/or educational achievement.

Students who have not recouped lost skills by the end of eight weeks of instruction should be considered for ESY services by the multidisciplinary team at the next IEP review meeting.

All data gathered during pre-and post-testing activities will be recorded on the Screening Form for use at the IEP meeting.

In the event that a student is enrolled subsequent to the pre-test period, records from previous schools or from other settings and/or data collected before and after the longer vacations (such as Christmas and spring break) can be used to determine need for ESY services.

### IEP Team Procedures

When the IEP team undertakes a determination of a disabled child's need for ESY services, it must collect and analyze all pertinent data regarding the child's physical and/or mental impairment, educational history, and present educational functioning. Such an analysis could necessitate a review of the following:

1. Criterion referenced and standardized tests, including pre-and post-test data of a student's progress
2. Functional assessments used in natural environments (home, community, work and school)
3. An analysis of data collected on a regular basis
4. Evaluations and progress records for related services
5. Parent, student and/or service provider information
6. Attendance records
7. Behavior and disciplinary records
8. Health/medical information
9. Interviews with teachers, parents and students; and
10. Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time.

If the IEP team determines that a disabled student must be provided with ESY services in order to receive an appropriate education, the IEP team must specify which long term goals and short term instructional objectives are to be implemented in the ESY program. Parents must receive prior notice from the district if such a determination dictates the proposal of a new IEP. Appropriate procedures for developing the IEP are contained in the Policies and Procedures Manual for Special Education in Oklahoma.

ESY service delivery arrangements other than those provided by the district are acceptable. ESY



services which have been judged to meet various federal and state regulations have included extension of related services (e.g., language, physical, or occupational therapy); instruction provided in community settings and facilities; home training which focuses on training the primary caretaker/parent to work with the child; summer camp and other recreational programs; contracting for a program in conjunction with another agency's ESY services; and support strategies combining respite care and related services.

If the IEP team determines that a disabled child does not require ESY services in order to receive an appropriate education, then the district is under no obligation to provide such services or to include them in the IEP. Such a decision should be determined and documented at the IEP meeting and noted on the IEP form. Parents of a disabled child who disagree with the determination may initiate a due process hearing to challenge the decision and must be informed of this right.

The ultimate responsibility for determining the nature, frequency, and duration of ESY services rests with the IEP team. The question of the child's need for such services may be raised by an IEP team member on an ad hoc basis at any time (including during a regularly scheduled IEP meeting) or may be incorporated into the agenda of the annual IEP review. For a child whose current IEP provides for ESY services, the question of a continuing need for such services should be included in any subsequent meeting held to review and revise the IEP.

If the student is to be referred for ESY services, copies of the IEP, the Screening Form, and IEP Review Form 8 are to be sent to the Special Services Director by May 1, of the school year. The referral will be analyzed to determine district policy compliance and to determine district-programming needs for the summer months.

#### EXTENDED SCHOOL YEAR SERVICE DELIVERY FACTORS

DURATION	Extended school year will not exceed eight weeks (Oklahoma State Law). The amount of time per day and/or week will be based on the critical skill needs of each individual student.
TRANSPORTATION	The IEP team will decide provision of transportation.
IEP	The ESY objectives may contain only the service(s) for which the student has met the Extended School Year eligibility criteria
SERVICES	Services will be made available when critical skill regression criteria are met. Extended School Year services may be provided through a variety of service delivery models.

STUDENT RATIO	Service Provider-student ratios will not exceed Oklahoma State guidelines. If needed, a modified program will be requested from the Oklahoma State Department of Education
SALARIES	Salaries for direct service providers will be prorated based on the previous year's contract. Salary amounts will be based on actual hours of service rendered.
SITES	While disabled children are to be served in the least restrictive environment, opportunities for interaction with less disabled or non-disabled peers during Extended School Year services will be limited.

Board Approved, May 9, 2005

**EXTENDED SCHOOL YEAR RECORD OF MULTIDISCIPLINARY TEAM ACTION**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Disability category, Condition(s) \_\_\_\_\_

1. List special education and related services provided during the regular school year.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Record the profile of the student indicated on the ESY screening form(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Record any additional data pertinent to determining eligibility or lack of eligibility for ESY services.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. List and discuss the factors in the ESY policy that are relevant to this student's ESY eligibility.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Record the data that demonstrates that the student does or does not meet the standard for eligibility for ESY programming.

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6. Recommended for Extended School Year?  Yes  No

7. If the child is eligible for an ESY, please recommend and record the nature, duration, and frequency of services needed to prevent or slow regression and maintain skills.

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Multidisciplinary Team Members:

Date \_\_\_\_\_

---

Signature \_\_\_\_\_ Title \_\_\_\_\_

---

Signature \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Title \_\_\_\_\_

I have discussed and been made aware of my child's eligibility for Extended School Year services, as described above, and \_\_\_\_\_ accept, \_\_\_\_\_ reject the placement of my child in the Extended School Year program.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION W: INTERNET ACCEPTABLE USE POLICY/AGREEMENT

### ***Student Use of the Internet (Acceptable Use Agreement)***

1. In order to provide for the appropriate use of the Internet in accordance with district policy, the following “Acceptable Use Agreement” has been developed. (A copy of this agreement will be distributed to students in their student handbook and must be completed and signed by the student and the student’s parent/legal guardian before a student will be allowed to have Internet access.)
2. Acceptable Use Agreement for Students
  - a. All school computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges, restitution for costs associated with damages, and may result in disciplinary action as indicated in paragraph #i below, and/or legal action
    - i. Abusing Internet access using school equipment may be Grounds for Suspension or Expulsion. Misuses of district computers and technology, including but not limited to the unauthorized reproduction of school or legal documents, copyright violations, attempts to harm or destroy data of another user, improper use of the Internet or electronic mail, vandalism, solicitation, uploading, downloading or creation of computer viruses, and tampering with operating systems or data
3. Acceptable use: The use of the Internet must be consistent with the educational objectives of the Avant School District, Thus, use of school computers to access the Internet is only authorized for school-related academic purposes. Use that involves violation of governing law, and/or district policy or regulations, will result in appropriate actions by the school administration. Such prohibited use includes, but is not limited to:
  - a. Searching, viewing, editing or retrieving materials that are not related to educational purposes (therefore, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted)
  - b. Accessing, viewing, or altering any official record or file of the school or district
  - c. Sending or displaying offensive messages or pictures
  - d. Using obscene language
  - e. Harassing, insulting or attacking others
  - f. Damaging computers, computer systems, computer networks and furniture/fixtures in the computer lab or classroom
  - g. Violating copyright laws
  - h. Using the usernames/passwords of other users
  - i. Trespassing in the folders, work or files of other users
  - j. Intentionally wasting computer system resources
  - k. Using the network for commercial purposes
  - l. Sharing of student or district staff home addresses, phone numbers, or other private information
  - m. Any activity that violates a school policy, district policy, or local, state or federal law is forbidden
  - n. Allowing others who have not filed a proper agreement with the district access to Avant School’s technology through your user name/password or allowing others who have not filed a proper agreement with the district access to computer equipment under your control

- o. Accessing game and chat sites without explicit teacher permission for curriculum purposes is banned. Games on Yahoo and other similar online communities that enable or allow real-time interaction with other individuals are specifically forbidden at all times
- 4. Privilege: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts
- 5. Right to inspect/monitor:
  - a. The district's network administrators may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly. Students shall have no expectation of privacy in any information stored on the district's servers, or in their use of school computers
- 6. Agreement Statement
  - a. I have read and understand this Acceptable Use Agreement and agree to abide by its terms. I further understand that violation of this Acceptable Use Agreement may result in my loss of Internet access and/or computer use privileges, and school discipline (including suspension or expulsion) being taking against me, legal action being taken against me, and/or restitution by me for costs associated with any damages caused by such violations
- 7. Internet Issues
  - a. Avant School uses a highly effective web filter on all computers with Internet access. Although no device of this kind is foolproof, the filter greatly diminishes the possibility of a student intentionally or inadvertently accessing objectionable materials on the Internet
  - b. Periodically, student work will be published our web site. Please be assured that no last names or personal information will be made available, and that work will only be published with a parent's signature on the permission slip enclosed in the Student Handbook.

## STUDENT COMPUTER/INTERNET USE PERMISSION FORM

Student's Name (PLEASE PRINT): \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

First Hour Teacher: \_\_\_\_\_

Parent or Guardian

Please indicate your preference for BOTH Internet Usage & Internet Publishing

Internet Usage - As the parent or legal guardian of the above student, (Please check one on the following two statements)

I \_\_\_\_\_ do / \_\_\_\_\_ do not give my consent to his/her use of school computers to access the Internet for school-related academic purposes while at school under the terms and conditions set forth above. All students regardless of age must have this contract signed by a parent/guardian in order to access the Internet at school. The student's and parent's signatures above and below indicate agreement with the Avant Public School's Internet Use Policy and User Agreement found on pages 37 and 38 of the Student Handbook

Internet Publishing Issues – (Parent/Guardian please check one)

I \_\_\_\_\_ do / \_\_\_\_\_ do not give Avant School permission to publish my child's work on the school's web site provided that only first names/aliases shall be used.

Parent/guardian name (PLEASE PRINT):

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## SECTION X: ATTENDANCE POLICY

1. Regular attendance is a contributing factor to success in school. Irregular attendance is a chief cause for failure and subsequent withdrawal from school
2. Excessive absences may be dealt with by the school administration as a disciplinary matter, an academic matter, and when necessary as a legal matter. At Avant Public School excessive absences shall be defined as more than 5 days per semester
3. Absence Procedures
  - a. All absences must be authorized by the student's parent or guardian
    - i. In the case of illness parents should call the school between 8:00 and 8:30 AM on the day of the illness
    - ii. All other absences should be scheduled with the school's office prior to the day that school is missed
  - b. Excused absences
    - i. Personal illness or serious illness in the immediate family
    - ii. Deaths and/or funerals
    - iii. Doctor's and dental appointments
    - iv. Court cases involving the student
    - v. Major religious holidays observed by the student and his/her family
  - c. Explained absences (count as absences)
    - i. Absence considered necessary by the parent
      1. Must be approved by the administration prior to the absence
      2. All class work must be completed **prior** to the day(s) missed
      3. Will not be approved during state testing periods
  - d. Unexcused absences
    - i. Leaving the school without checking out
    - ii. Car problems, missing bus, over slept, etc.
    - iii. Any reason other than those on the absence lists (b & c) above
  - e. Unrecorded absences
    - i. All absences cleared through the school's administration for school-sponsored activities such as: field trips, sports events or when representing the school
    - ii. The maximum number of days permissible is 10 per year for activity absences
  - f. Students having excused or unrecorded absences may have approximately the same number of days to make up their missed class work as the days missed
  - g. **Students with excessive absences as defined in "2" above may be required to repeat their current school year**
  - h. The superintendent is authorized to modify sections of this policy on a case-by-case basis (except for section e-ii) in the case of very serious illness to the student or the student's immediate family.



## **STUDENT PHOTOGRAPH RELEASE FORM**

### School Use of Photos and Works Form

Explanation of Form: There were questions by many parents for an explanation of the form. The form allows compositions or other school work and photos to be posted for others to view in the newspaper, on TV, and including works or photos on the school website. Signing the form does not guarantee that photos or works of your child will be posted.... it simply gives permission to use works and photos if needed. The school Webmaster has spent a lot of time and personal resources to produce a quality website for the school. Most of the recent pictures / posters placed on the school website will be reduced in size and quality, and also 'sliced' in sections so that if students or others try to right click and copy a picture to their computer, it will only save a small corner of the picture. Also, names of students are not placed by pictures, and full names or other personal information (full name, age, address, etc.) about students will never be posted. Most pictures posted on the Internet are group shots of students at work or of programs in the Gym. Other examples of picture protection include 'erasing' tag numbers on cars of pictures posted, 'erasing' names off of student papers and name tags, etc. The majority of the viewers of our website are the students at our school and the employees of the Board of Education. The main goal of the site is to provide information to our parents, family and friends of our students

Avant Public School  
P.O. Box 9  
Avant, Ok 74001

### **INSTRUCTIONS - Use of Photographs and/or Academic Works**

A signed release is required for any photograph and or academic work used on the Avant Public School World Wide Web site or in the school's yearbook. Please complete the Photograph Release Form in the Student Handbook and return it to the office.

## PHOTOGRAPH RELEASE FORM

Parents, please select the appropriate release by placing a check on the line adjacent to the applicable statement.

\_\_\_\_\_ I, hereby authorize the Avant School District or its representatives, to photograph, digitize, or otherwise preserve in permanent form my child's likeness and/or image as well as an example of my child's academic works.

I agree that any such likeness may be used and reused in whole or in part for multimedia productions, Internet distribution, illustration, promotional purposes, and/or educational distribution as deemed fit by Avant School District, in perpetuity, throughout the world.

I also understand that once my/my child's image is posted on Avant School District's Web Site, any computer user internal or external to the school system can download the image. Therefore, I agree to indemnify and hold harmless from any claims. I also release Avant School District, and its officers, agents, faculty, and employees from any and all claims based on the below named minor's likeness or use of likeness of such and agree to hold Avant School District harmless from any and all claims by third parties, including any claim based on allegation of copyright infringement from his/her likeness.

\_\_\_\_\_ I, do not want my child photographed nor his/her academic work published in any form.

**Except allowing my child's photograph to be placed in the school's yearbook.**

\_\_\_\_\_  
Parent Name – Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

*If completing this form for a minor, please read and sign the following: I hereby warrant that I am of full age and have every right to contract for the minor in the above regard. I state further that I have read the above authorization, release and agreement, prior to its execution, and that I am fully familiar with the contents thereof.*

\_\_\_\_\_  
Minor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Parent Signature

## SECTION Y: ANTI-BULLYING POLICY

1. Statement of Intent
  - a. We, the Board of Education, students, faculty, parents, staff and supporters of Avant School, are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We have a “zero-tolerance” policy against bullying, meaning that bullying of any sort is deemed completely unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality if desired.
2. Definition of Bullying
  - a. Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically or emotionally. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never “responsible” for being a target of bullying.
  - b. Specific types of bullying may include, but are not limited to:
    - i. EMOTIONAL: Being deliberately unkind, shunning, excluding, or tormenting
      1. Examples: Forcing another student to be “left out” of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures)
    - ii. HOMOPHOBIC: Any harmful speech or conduct focusing on the issue of a victim’s alleged or actual sexual orientation
      1. Examples may include calling students names such as “faggot” or “dyke”
    - iii. PHYSICAL: Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim
      1. Examples: Shoving a victim into lockers while changing classes in the hallway, throwing objects at a victim
    - iv. RACIST/INTOLERANT: Taunts, slurs and/or physical threats directed around a victim’s race, religion or ethnicity
      1. Examples: Spreading graffiti with racial slurs, making unkind remarks about a student’s religious practice
    - v. SEXUAL: Initiating and/or executing unwanted physical contact, sexually threatening and/or abusive comments
      1. Examples: Grabbing a victim’s body, using derogatory labels such as “slut”
    - vi. VERBAL: Name-calling, ridiculing, using words to attack, threaten or insult
      1. Examples: Spreading rumors, making fun of a student’s appearance, mannerisms or intelligence

Please note that an instance of bullying may fall into more than one “category” listed above.

3. Why Are Bullying Awareness and Prevention So Important?
  - a. As recent high-profile cases have unfortunately shown, bullying plays a major role in many occurrences of school violence. Students who bully have been proven to have a

- much greater chance of becoming violent criminals later in life, and some victims of bullying turn to violent outbursts as a “last resort” to escape their torment
- b. Bullying has also been linked to a large percentage of teen suicides, and can leave victims with emotional and physical scars well into adulthood. Besides that – put simply – bullying hurts, and no one deserves to be bullied. Respect, tolerance and safety are rights we expect and take for granted in our personal lives and workplaces. Schools should be no different
  - c. Students come to school to learn and grow. Bullying seriously damages and can even destroy that process. Adults have a responsibility to ensure that children are protected, and schools have an obligation to respond promptly and thoroughly to issues of bullying
4. Policy Objectives
- a. All principals and administrators, teaching and non-teaching staff, students and parents should have a full understanding of what bullying is and encompasses;
  - b. All school faculty and staff should be thoroughly familiar with the bullying policy, and should follow it accordingly when bullying is reported or observed;
  - c. All students and parents should be thoroughly familiar with the bullying policy, and should know what steps to take when bullying occurs;
  - d. Students and parents should be reassured that the school takes bullying utterly seriously, and will support victims and their families when bullying is reported;
  - e. Bullying will not be excused, permitted or tolerated under any circumstances.
5. Warning Signs and Symptoms of Bullying
- a. Not all victims of bullying will let on that they are suffering at school. Many feel that admitting how bad things have gotten will increase their torment at the hands of the perpetrators if they risk “snitching,” are afraid no one will believe or support them or are too embarrassed to admit what is happening. Parents and faculty should openly encourage students to report all incidents of bullying that are observed or experienced firsthand
  - b. Even in the event that a student is not forthcoming about being bullied, there may be signs or symptoms that suggest a problem. Adults should be aware of these symptoms and what they signify, and should investigate immediately
  - c. A child may be a victim of bullying if he or she:
    - i. Is noticeably frightened or evasive when asked “what’s wrong”;
    - ii. Suddenly loses appetite;
    - iii. Begins bullying or showing unusual aggression with siblings, playmates or other children;
    - iv. Comes home unusually hungry (may indicate lunch money or lunch itself has been stolen);
    - v. Repeatedly “loses” lunch, money or possessions;
    - vi. Has unexplained cuts, scrapes or bruises;
    - vii. Comes home with clothes dirty or torn, or books/other possessions damaged;
    - viii. Begins to perform poorly in schoolwork;
    - ix. Repeatedly claims to feel ill before going to school;
    - x. Cries him/herself to sleep at night or suffers from chronic nightmares;
    - xi. Threatens or actually attempts suicide or other forms of self-harm;
    - xii. Attempts to or actually runs away from home;
    - xiii. Begins stammering, appearing nervous and/or afraid to look people in the eye;
    - xiv. Seems withdrawn, anxious or suddenly suffering from low self-esteem;

- xv. Begins to skip school or begs to change schools or not to have to go to school;
- xvi. Makes significant changes to his/her usual routine;
- xvii. Begs to be driven to school so as not to have to walk or take the bus;
- xviii. Demonstrates marked fear or unwillingness to go to school or take the bus;
- xix. Gives unlikely/unconvincing excuses for any of the above behaviors

It should be noted that the above signs may indicate other problems, but bullying should promptly be considered a possibility and looked into.

6. Proper Bullying Report/Response Procedures
  - a. All bullying incidents will be reported immediately to a staff member
  - b. Staff member will record all reported bullying incidents and share them with the principal
  - c. Parents of both victim and perpetrator will be informed and summoned to the school for a meeting about the problem
  - d. In severe instances, local police will be contacted. Bullying victim and his/her family will be informed of their legal options and right to press charges if applicable
  - e. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately
  - f. The bullying perpetrator will meet with school counselors, a designated staff member and (if they are willing to cooperate) his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim's shoes to appreciate the undesirable effects of the behavior), and to learn appropriate means of changing behavior
7. Further Options and Outcomes
  - a. The bully will be asked to genuinely apologize to the victim and/or, if the victim prefers, will sign a letter promising to avoid all future contact with the victim
  - b. In serious cases, suspension, expulsion or criminal charges will be considered, with the victim fully informed of all options and actions
  - c. If feasible and if agreeable to the victim, both victim and bully will meet with a school counselor to discuss the problem and brainstorm ideas for reconciliation
  - d. After the incident has been thoroughly investigated and dealt with, faculty and counselors will monitor both students (including regular "check-ins") to ensure that bullying does not resume or reoccur
8. Tools for Prevention and Education
  - a. The school will adopt any/all of the following tools to prevent and educate students about bullying:
    - i. Writing, posting/otherwise making very visible a set of descriptive school rules
    - ii. Supplying all students, faculty, staff and parents with copies of the bullying policy
    - iii. Asking students to sign and adhere to a behavior contract
    - iv. Engage students in role-playing, creative writing exercises and/or open discussions about bullying
    - v. Emphasizing the importance of reporting incidents of bullying, both observed and experienced, and including confidentiality as an option in making such reports
    - vi. Distributing current literature about bullying to students, parents, faculty and staff
    - vii. Developing an anti-bullying liaison in local law enforcement
    - viii. Emphasizing repeatedly that bullying will not be tolerated at Avant School.

## **SECTION Z: GRADE LEVEL READING REQUIRED POLICY**

Students in grades kindergarten through third grade will have their reading progress monitored with grade level measurements taken at least three times during each school year. Parents will be notified of potential problems as soon as is practical. Students reading below grade level at the end of the school year will not advance to the next grade. Whenever possible, students will be retained in the lower grades in order to correct reading difficulty as early as possible. However, retention may be recommended in the upper grades if needed.

Oklahoma's Reading Sufficiency Act mandates that as of the 2006-2007 school year all third grade students in Oklahoma schools will be reading on grade level. State law also requires identification of students reading below grade level. Parents will be notified if their child is reading below level and will be asked to come to school for a conference to develop a Reading Improvement Plan (RIP). The RIP will identify strategies for school and home to assist the student with improving the student's reading skills. Options include but are not limited to before or after school tutoring, summer school, home reading, etc.

Third grade students who are not reading on level at the end of the school year will be required to attend a summer reading academy for the purpose of attaining grade-level reading skill. The reading academy will be held at the school unless otherwise scheduled and the parents notified of the change. The reading academy will be held for a minimum of four weeks, a minimum of four days per week, and a minimum of three hours per day. Parents wishing to enroll their third grade student in an alternative program to the school-offered program may do so provided the alternative program is pre-approved by the district. The district will provide an end of summer instruction progress examination at no cost to the student's family. At the end of any summer reading academy the students' reading progress will be measured and a retention or promotion decision will be made at that time. A parent choosing an alternative program is responsible for the cost if any of that program.

Third grade students who were found to be below grade level at the end of the regular school year who do not participate in an approved summer reading program will be retained in third grade.

The final decision to retain students will be determined by the certified personnel of the school. Retention will be recommended if it is believed to be beneficial to the student. The primary consideration in evaluating a student's progress will be the reading level attained. Secondary consideration may be given to other factors such as previous retention, age, family recommendation and/or other factors as they may be identified.

Special Education students' reading progress will be monitored in accordance with the requirements of their Individualized Education Program (IEP).

**Adopted March 5, 2007**

**SECTION AA: CAFETERIA VISITORS POLICY**

It is the intent of Avant Public School to welcome our students’ families into our cafeteria should they choose to share the students’ lunchtime. However, our cafeteria is small and our recourses are limited. Students and staff who are expecting visitors should:

1. Inform the kitchen staff of any visitors expected at the earliest possible time
2. Allow the kitchen staff to designate where the visitors and the students they are visiting will be seated
3. Employees should assist in any reorganization of seating as directed by the kitchen staff
4. Visitor meals must be paid in full

**Adopted October 15, 2007**

**SECTION BB: Release of Liability (8<sup>th</sup> grade trip)**

**Avant Public Schools**  
**Must Be Completed by Parent(s)/Guardian(s) of Students in 8<sup>th</sup> Grade**  
**Before Participation in School-Sponsored Extracurricular Activities.**  
**RELEASE OF LIABILITY/INFORMED CONSENT/ASSUMPTION OF RISK**  
**WAIVER**

\_\_\_\_\_ (Student's Name) desires to participate In The Annual 8<sup>th</sup> Grade Trip, sponsored by Avant Public Schools & the 8<sup>th</sup> Grade Class Sponsor.

I am fully aware of the fact that there may be special dangers and risks associated with participation in this activity, including but not limited to the potential for accidents while traveling or at the event itself. The Avant Public Schools, its administrators, teachers and activity sponsors and all others involved in the administration of this program have pledged to utilize every reasonable precaution.

Being fully informed as to these risks and in consideration for being allowed to participate in this activity, I hereby assume all risk of injury, damage and liability arising from participation in this activity. I have read this Release of Liability and Assumption of Risk Agreement. I fully understand this agreement and that I have given up substantial legal rights by signing it.

I sign it freely and voluntarily.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Your Name Here: \_\_\_\_\_

I certify that I am the parent/legal guardian of the above-named student; that I have read and understand this Release of Liability and Assumption of Risk Agreement. I certify that I have explained the risks and dangers to my child. I hereby release and hold harmless Avant Public Schools and The Avant Board of Education, including the individual Board Members, its Partners in Education, coaches, volunteers, medical personnel, security officers, administrative officials, other employees, volunteers and agents from any liability, actions, causes of action, claims, judgments cost or expense, including attorney fees, known or unknown at this time, arising out of or in any way related to any injury or illness incurred by my child while participating in, or travelling to and from this special event.

I have voluntarily chosen to allow my child to participate and assume all such dangers and risks. I request that my son/daughter be permitted to participate in the annual 8<sup>th</sup> grade Trip sponsored by the Avant Public Schools.

Parent/Guardian Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Is this student covered by a medical insurance policy? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, provide the name of your insurance company \_\_\_\_\_

And policy number: \_\_\_\_\_

**Emergency Contact Information:**

If I cannot be contacted and a reasonable effort has been made to do so, I authorize the teacher/administrator/coach/sponsor and his or her designee to act on my behalf. I further authorize my son/daughter to be transferred and admitted to any hospital or medical facility for diagnosis and treatment if deemed necessary. I request and authorize any duly licensed Doctors of Medicine, Doctors of Dentistry or other such licensed technicians or nurses to perform any diagnostic, treatment or operative procedures including x-ray diagnosis of my child. I assume the responsibility for the payment of any such transfer and treatment to the nearest hospital:

Person to be contacted if I am not available: \_\_\_\_\_

Telephone: \_\_\_\_\_

Work: \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

—

Avant School Board approved: 4-3-17



**PARENTAL AUTHORIZATION FOR STUDENT SELF-ADMINISTRATION OF  
INHALED ASTHMA MEDICATION**

The undersigned, \_\_\_\_\_, (Parent or legal guardian) of  
\_\_\_\_\_, (Student, attending Avant School)

By signing below the parent/guardian indicates receipt of, agreement to and understanding of the policies published by the Avant Board of Education on student self-administration of inhaled asthma medication.

The parent/guardian, by signing below specifically agrees and understands the following:

1. Parent hereby authorizes the student to self-administer inhaled asthma medication pursuant to the guidelines of district policy
2. Parent has read, understands, and agrees to the provisions and regulations of the student Self-administration of inhaled asthma medication district policy. The parent further understands that violation of the terms and conditions set forth in the policy by either the student or the parent may result in the revocation of the student's permission to self-administer inhaled asthma medication at school
3. Parent has provided to the district a written statement from the student's physician indicating that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of inhaled asthma medication
4. Parent has provided the school an emergency supply of the student's medication to be administered in accordance with the provisions of district policy if the student does not have his/her medication
5. The parent acknowledges the following statement
  - a. **The district, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of inhaled asthma medication by my student**
6. Parent has read, understands, and agrees to the provisions and regulations of the District's student self-administration of inhaled asthma medication policy, and understands that violation of the terms and conditions set forth in that policy by either the student or parent may result in revocation of the Student's permission to self administer inhaled asthma medication at school
7. Parent has been given a copy of the Student Self-Administration of Inhaled Asthma Medication, a copy of the district's policy of dispensing medication and any accompanying signed forms, along with a copy of this signed parental authorization form

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

**COMPLETE THIS FORM ONLY IF YOUR STUDENT USES AN INHALER**

**STUDENT & PARENT ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK**

I have read the Avant student handbook. I have discussed its contents with my student. I understand the rules as stated in the handbook and expect my student and the school to abide by them.

---

Please print **parent's** name

---

**Parent's** signature

---

Please print **student's** name

---

**Student's** signature

---

Date

**Please note: Pages 39, 42, and 48 must also be signed and returned by all students.**

**Students who self-administer asthma inhalers are required to abide by Section G, pages 14-17 and Page 18 must be signed and returned**

Printed Fall 2018 (approval by the Avant School Board 9-10-18)