



Avant Garde Academy

Parent/Student Handbook

2023-2024

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GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The School's comprehensive policy manual is available for public inspection in the Principal's office. In addition, everyone is bound to the Broward County Public Schools Code of Conduct.

ATTENDANCE

The parent or guardian that has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school, during the entire time school is in session.

1. Your children must be in school every day as mandated by state law. Students who have 15 or more absences within a 90 calendar day period risk the possibility of retention.
2. Parents will email the office to notify the school if the student is going to be absent. Parents only have two days to excuse the absence, failure to do so will result in the absence being unexcused.
3. When absences become a concern (5 or more absences in a calendar month/10 or more absences during 90 day period), the school will be notified by the district and the appropriate school personnel will contact the parent regarding excessive absences and student may be referred to administration. Please be advised that absences are accrued by the minute, therefore tardies and early dismissals accrue to absences.
4. If absences continue the case may be referred to the State Attorney's Office per Broward County School Board Policy. Consequences such as license suspensions and misdemeanor charges may be applied.

EXCUSED ABSENCES

Absences are designated in each student's attendance record as excused or unexcused. Students are required to provide a physician's note upon return from any medical absence that is three consecutive days or longer. Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

- Illness of student
- Illness of immediate family member
- Death in the family
- Religious holidays of the student's own faith
- Required court appearance or subpoena by a law enforcement agency.
- Special Event (public functions, competitions, exceptional cases of family need)
- Scheduled medical or dental appointments
- Students who have, or are suspected of having a communicable disease.

UNEXCUSED ABSENCES

An unexcused absence is defined as willful absence from school, with or without permission of the parents. Examples of unexcused absences may include but are not limited to:

- Babysitting

- Birthday
- Car trouble
- Hair appointments
- Late night
- Missing the bus
- Overslept **MAKE-UP WORK FOR ABSENCES**

Upon returning to class, students are expected to request make-up assignments from each class. One school day for each day of an absence will be allowed to make up and receive credit for missed work. In the upper school, it is the responsibility of the student to ask for and complete the work. In the lower school, the student's teacher will provide the make-up work to the student.

ARRIVAL/DISMISSAL FINES

Students who are on campus beyond their assigned arrival/dismissal time will be sent to After Care. Parents will need to pick up their child from after care and pay \$1 per minute for child care.

ABSENCES & TARDIES ON DAY OF EXTRACURRICULAR ACTIVITY

From time to time during the school year, special events are planned that require extra effort from all teachers. These events are in the best interest of students and are a part of their total educational experience. All teachers cooperate in preparing for special events.

A student who is late to school (arriving after 9 am for grades 6-11 or arriving after 10 am for grades K-5) or absent on the day of an activity is ineligible for any activity on that day unless approved by the principal.

EARLY DISMISSAL

Early dismissals are given for doctor's appointments with notes from the doctor and extreme emergencies. If you need to take your child out of school before the end of the school day, come to the front desk, sign him/her out, and a school employee will call for your child, as long as it is before 2:00 pm for upper school and 3:00 pm for lower school. We cannot dismiss children after these times due to our dismissal process beginning. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted. Only parent/guardian or persons listed on the school emergency form are permitted to sign out students. Please note, early dismissals and tardies accrue to absences in a student's record.

TARDY POLICY

A child is tardy when he/she is not in their classroom by 7:30 for the upper school and 8:30 for the lower school. Your children must be in school and ON TIME by state law. Please note, early dismissals and tardies accrue to absences in a student's record. **Any student tardy will have to be escorted and signed in by the parent.**

TRUANCY

The district recognizes patterns of non-attendance as 5 or more absences/tardies in 30 days or 10 days within 2 quarters. Habitual truancy is defined as 15 absences within 90 calendar days with or without the parent's

consent. Florida Statute 1003.1 states that all registered students are required to attend school regularly during the entire school year. Florida Statute 1003.24 states that parents are responsible for the school attendance of their children. School Board Policy 5.5 Attendance is calculated by minutes; therefore, non-attendance also includes tardiness, early sign-outs or absences for any part of the day.

Parent's failure to remediate patterns of non-attendance will be reported to the appropriate state agency. Consequences can include loss of student driving privileges by the Division of Highway Safety and Motor Vehicles, referral to the State Attorney's Office with a charge of a second degree misdemeanor. Florida Statute 322.091 and 1003.27(2)(b) requires school districts to report to the **Division of Highway Safety and Motor Vehicles (DHSMV)** the names, dates of birth, sex and social security numbers of students ages 14–18 who accumulate 15 unexcused absences in any consecutive 90 calendar day period. Districts are also required to hold hardship hearings if requested by a student whose license has been suspended. The Board authorizes the Superintendent to develop administrative procedures to implement this legislation. a. The principal/designee will conduct the hardship hearing within 30 calendar days of receiving the request in accordance with the procedures established by the Superintendent. b. Students are eligible to have their driving privileges reinstated if they accumulate 30 consecutive days of attendance.

Juvenile Assessment Center- A child who is found to be truant may be taken to the Juvenile Assessment Center or other locations that are established by the school district to receive students who are absent from school. It is the responsibility of the Law Enforcement Officer to call the school to determine if the child is legitimately out of school.

Temporary Assistance for Needy Families (TANF)- Students who are habitually truant may lose their Temporary Assistance for Needy Families grants through the Learnfare Program. The grant will be restored only when conditions as provided by law are met (30 days of attendance with no unexcused absences).

The principal/designee can provide a **Hospital/Homebound** referral packet to the parent of a child who is expected to miss at least 15 or more consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the year for the same reasons. If the parent or guardian of a child who has been identified as exhibiting a pattern of non-attendance enrolls the child in a home education program, the Superintendent/designee shall refer the parent to a home education review committee composed of the district contact person for home education and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and have indicated a willingness to serve on the committee.

When a student transfers to another school district in an attempt to circumvent the applicable remedial truancy procedures, copies of all records pertaining to said procedures shall be forwarded to the new school district free of charge. (F.S.1003.28)

If the parent refuses to participate in the truancy interventions and exercises the right to appeal to the School Board because the parent believes the interventions are unnecessary or inappropriate, the school district will provide a hearing officer who shall make a recommendation for final action to the Board. If the Board determines that the interventions are appropriate and the parent still refuses to participate or cooperate, the Superintendent/designee will seek criminal prosecution for noncompliance with compulsory school attendance. (F.S.1003.26 (1) (e))

ACADEMICS

ACADEMIC PROMOTION/RETENTION/REMEDIATION

It is the policy of the School to strive to ensure that students meet goals and objectives and can perform at the expected levels for their grades and course work before being promoted and/or graduating, students that are found to be below the level of academic standards set by the school will be required to participate in a remediation process to improve their academic abilities and will not be permitted to participate in extracurricular activities. The academic standards that students are measured against include, but are not limited to:

- successful completion of curriculum (grade level and specific course work)
- performance on the State Assessment and or EOC
- performance on the school-based formative and summative assessments
- individual classroom work and performance

Failure to meet expectations in any one or a combination of these standards could require remediation. The form of the required remediation may include, but is not limited to:

- increased classroom time
- extended school day (after school)
- extended school week (Saturday)
- extended school year
- grade retention
- non-promotion

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the school to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

REPORT CARDS

Report cards are issued 4 times a year (grades K-12) after each 9-week period of school. Report cards are sent home or available through Virtual Counselor at the end of each quarter.

HONOR ROLL

There are two honor roll categories: "A/B" honor roll and "A" honor roll. Lower school students will be recognized quarterly and upper school students will be recognized semesterly.

PROGRESS REPORTS/INTERIMS

Mid-way through the grading period, parents are reminded to view grades on Pinnacle as an indication to parents of their child's progress. Failure notices/Academic Deficiencies will be sent home via the student in K5 and by email in 6-12.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PROMOTION CEREMONIES

Promotion ceremonies are a privilege not a requirement. Students that do not meet the academic or behavioral expectations of the school will not be permitted to attend promotion ceremonies. The following grades have annual promotion ceremonies: Kindergarten, 5th grade, 8th grade, and 12th grade.

ACADEMIC PROBATION

Upper school students failing to put forth acceptable effort toward their studies, as evidenced by report cards, progress reports and teacher reports will be placed on Academic Probation. While on Academic Probation, the student's work will be closely monitored by the teacher, Assistant Principal and Principal. Students may also be denied participation in educational enhancement activities such as assemblies, field trips and extracurricular events.

ATHLETICS

ATHLETIC RULES AND CODES OF CONDUCT

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district.

Eligibility – Students must have a minimum of a 2.0 GPA in order to be considered eligible. Any student found ineligible shall not be able to participate in extra-curricular activities.

Requirements for Participation - An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Florida to practice medicine in all its branches which finds the athlete is physically able to participate;
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance.

Travel – All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation when school transportation is used. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school's athletic discipline policies, rules and regulations as provided herein.

Behavioral Conduct - Misconduct by student- athletes will not be tolerated. Coaches and school officials will impose disciplinary measures appropriate to the offenses committed.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine.

DISCIPLINE

Avant Garde Academy follows the Broward Code of Conduct.

ANTI-HAZING

Hazing is defined as: an intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any student organization. Students who commit the following acts violate District policy and, therefore, are subject to District discipline and possible criminal prosecution.

BULLYING/CYBERBULLYING

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Generally, there are three distinguishing features of bullying; it is deliberate/intentional, it happens more than once, and there is marked imbalance of power, which may be physical, intellectual, emotional, or social between the individuals involved. A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Bullying is NOT a single act of teasing. In addition, it is distinct from the normal conflicts of childhood. It is NOT bullying when two students choose to engage each

other physically or verbally. Thus, while all acts of bullying are aggressive, not all aggressive acts are bullying.

Accusations of bullying and cyberbullying that **affect the educational environment** will be investigated, and based upon the findings disciplinary actions may be issued. Any act or involvement/knowledge that creates a disruption to the learning environment may also be disciplined.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the school counselors/social worker. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as per the Broward Code of Conduct. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

CORPORAL PUNISHMENT

Corporal punishment will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

DRUGS, ALCOHOL AND TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

FIREARMS, KNIVES, BRASS KNUCKLES and OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled: 1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. 2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

HARASSMENT

The AGA Board Policies make provisions prohibiting sexual harassment of students and/or employees of the school. Incidences of sexual harassment and/or evidence must be reported to the building administrators. Students and/or employees of the school in violation of this policy are subject to discipline and possible criminal prosecution.

DAMAGE TO SCHOOL PROPERTY

Students are required to pay for any damage or loss caused by their actions along with disciplinary actions per the Broward Code of Conduct.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School Property and Equipment as well as Personal Effects Left Behind by Students- School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of

privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students - School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Seizure of Property - If a search produces evidence that the student has violated or is violating either the law or the school or school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SUBSTANCE SNIFFING DOGS

Avant Garde Academy firmly believes in providing a positive school culture and a safe learning environment. It is our policy to enforce Broward County Code of Conduct with respect to any violations of the anti-drug provisions. It is unlawful for any person to possess illegal drugs or any other controlled substance in school buildings, transportation vehicles or anywhere on the school premises. One method used to detect violations is for drug-sniffing dogs to conduct periodic searches of vehicles, hallways, classrooms, backpacks, and other common areas on a routine basis. The K9s utilized are all certified narcotic detection K9s.

STUDENT DISCIPLINARY RECORD

A disciplinary record of all students who are referred to the office is maintained by the administration. Students who are guilty of minor and/or frequent offenses which interrupt normal classroom activities, as well as students who are guilty of serious offenses, are subject to any of the following measures: oral reprimand, detention, and no privilege list, written report to parents by teacher and/or administration, program change, in-school suspension, out-of-school suspension, and expulsion from school as per the Broward Code of Conduct.

NOTIFICATION OF INVOLUNTARY EXAMINATIONS OF STUDENTS

The school principal or the principal's designee shall make a reasonable attempt to notify the parent of a student before the student is removed from the school, school transportation, or school-sponsored activity to be taken to a receiving facility for an involuntary examination.

A reasonable attempt can be defined as exercising reasonable diligence and care by the principal or the principal's designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal or principal's designee must take the following actions:

- Use available methods of communication to contact the student's parents, guardian or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the decision to initiate an involuntary examination of the student.

- Document the method and number of attempts made to contact the student's parent, guardian or other known emergency contact, and the outcome of each attempt.

A principal or designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law.

The principals or the principal's designee may delay notification for not more than 24 hours after the student is removed if:

- The principal or the principal's designee deems the delay to be in the student's best interest and a report has been submitted to the central abuse hotline, based upon knowledge or suspicion of abuse, abandonment, or neglect.
- The principal or the principal's designee reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.
- The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the Health Services Manual.

Before the principal or the designee contacts a law enforcement officer, he or she must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believe that any delay in removing the student will increase the likelihood of harm to the student or others. This requirement does not supersede the authority of a law enforcement officer to act.

TECHNOLOGY

TECHNOLOGY REQUIREMENTS

It is school policy that a student must use an AGA device during school hours. This will require a parent/guardian signed Technology Use Agreement..

In accordance with AGA's Student Tech Use Agreement, parents/guardians assume total responsibility for the device from the time it is signed out until it is returned to the school. A replacement fee must be paid to the school within two weeks of the date of the damage. Once payment is received your student will be issued a new device. If payment is not received within the two weeks, a financial obligation will be placed on your student's record until the payment is made in full. This will affect your student's participation in school events such as field trips, dances, athletics, etc. and graduation for seniors. Please make prompt payment or contact technologysupport@agabroward.org to make payment arrangements.

ACCEPTABLE USE POLICY

The purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education that is consistent with the learning outcomes of Avant Garde Academy Broward. Transmission of any material in violation of any U.S. or State regulation is prohibited.

CELLULAR PHONES

Elementary and middle school students are not allowed to use their cellphones during school hours, they must be powered off and in the student's backpack. We strongly recommend leaving personal cellular devices at home. High school students will be permitted to use their cell phones during lunch, otherwise the phone must be powered off and in the student's backpack. Inappropriate use of a cell phone will result in the cell phone being confiscated. The cell phones can only be picked up by the parent with proof of ID between 7:00 am to 8:00 am in the front office. **Habitual offenses will result in the cell phone being confiscated for 7 days.**

PERSONAL ITEMS FROM HOME

Personal items from home (i.e. hand-held video games, radio/remote toys, collectibles/trading items, laser pointers, etc.) are not to be brought to school or taken on field trips unless approved by the administration or their designee. The school takes no responsibility for these types of items that may become lost, stolen, or broken.

SCHOOL AND STUDENT INFORMATION

STUDENT ACCIDENT INSURANCE

Each year a low cost accident insurance policy is offered to all students. This policy pays according to a fixed schedule and may not always cover the entire cost of treatment. There are some limits. Therefore, we encourage parents to read the policy statement for further explanation. A brochure explaining coverage of the policy will be given to each family at registration.

If your child is injured while going to or from school or while at school, the injury must be reported to the office within 24 hours. Payment cannot be guaranteed with reports that are made after this time. Claim forms are available in the school office. All athletes must have regular school insurance or their parents must sign a waiver taking complete responsibility for any injury incurred.

STUDENT DRESS CODE/UNIFORMS

For reasons of safety, the school logo must always be visible.

1. Uniform shirts with the school logo purchased from the uniform vendor are the only approved uniform shirts and outerwear.
2. Shorts and pants must be worn at the appropriate length. Shorts and pants must be navy, black or khaki in color only. Cargo pants, leggings, and joggers are not permitted. Shorts need to be at no shorter than 1 inch above the knee.
3. Socks can be any color and cannot have any representations of cannabis, alcohol, tobacco or any other contraband.
4. Student footwear must be black as well as closed toe and closed back.
5. Minimal jewelry is allowed; small stud earrings.
6. Upper school students must wear the school PE uniform for PE.
7. During cold weather days, students must layer beneath their school shirts or wear the school jacket. For safety reasons, the school logo must always be visible.

School dress-up days will be periodically announced and students will be able to wear non-ripped jeans, spirit

wear shirts, and/or basketball shorts. Parents or legal guardians may be notified when a student's appearance is judged to be detrimental and not appropriate for participation in school activities.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Parents/guardians of ESE students will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the ESE program.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the English Language Learners programs.

CHILD CUSTODY

Court documents should be on file in the office of the school the child attends pertaining to custody, orders of protection, restraining orders, temporary guardianship, or other parenting arrangements of children attending school.

DIRECTORY INFORMATION CHANGES

Changes in information necessary for record keeping must be reported to the office. Examples of such necessary information are home telephone number and address, emergency phone numbers of parents and their place of employment.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should first contact their school principal.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the school

receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by AGA Broward in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); or a person serving on the AGA Board. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities.
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 is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, S.W., Washington DC 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

SCHOOL LUNCH PROGRAM

The school lunch program is available to all K-12 students. A monthly lunch menu will be posted online, and can be subject to change at the discretion of the food service provider.

All students receive free breakfast and lunch. Families do not need to complete a Free/Reduced Lunch Application.

The cafeteria offers additional items such as juice, snacks, ice cream, etc. Students must have funds in their school lunch account in order to purchase these items.

LOST AND FOUND

Any textbook or other article in the building, on school bus, or on school grounds should be taken to Lost & Found. Articles not claimed by the end of each quarter will be donated. We RECOMMEND that names be placed on ALL ARTICLES brought to school to aid in returning them to their owners.

PARENT TEACHER CONFERENCES/COMMUNICATION

Communication between parents and school personnel is highly encouraged. Parent teacher conferences are held throughout the school year and all parents are encouraged to attend their child's conference. Conferences can be scheduled through e-mail with the proper staff member. Classes should not be interrupted to schedule or hold these conferences.

PICTURE RELEASE

At various times photographs will be taken of students while they are in instructional settings at the school. These pictures may be used in district publications including electronic formats and may also be released to the local news media. **Parents must complete the annual Media Release form. Although you have completed the form, please be aware that due to group settings and extracurricular activities that are common in a school setting, your child's picture may be used. Should this occur, and you wish to have the picture removed, please contact admissions@agabroward.org**

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and Ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

SURVEYS BY THIRD PARTIES

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions

can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the school principal.

TEACHER QUALIFICATIONS

Parents/guardians may view information about the qualifications of their child's teachers and paraprofessionals in the school website, under staff directory.

OFFICE PROTOCOLS (TELEPHONES AND FORGOTTEN ITEMS)

The phones in the office are for business purposes only. The office will not interrupt classes to give students a message unless it is an emergency. Students are only to use the phone for emergency situations. The administration will make the decision on what is an emergency situation.

Front office staff will not accept forgotten items such as lunch boxes, cell phones, jackets, assignments etc. Classroom interruptions are a detriment to the learning environment.

EMERGENCY SCHOOL CLOSINGS

In the event of weather or other conditions that result in the closing of school, we follow the decisions made by Broward County Public Schools. Various methods of communication will be used to inform and update the public including email and texts. The media used by Broward County Public Schools will also provide information on school closings. It is extremely important to have a plan for your child in the event of a mid-day emergency school closing.

WITHDRAWAL FROM SCHOOL

Any student moving out of the school must report this information to the office and request a withdrawal appointment.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law. The school routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the school registrar.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page.

2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington, D.C. 20202-4605

BUS TRANSPORTATION

The school provides bus transportation to and from school for qualifying students. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administrator. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.

16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended and/or lose their right to ride a school bus for engaging in disobedience or misconduct. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

HEALTH

STUDENT MEDICATION POLICY

The school recognized that the administration of medication to students during the school day is necessary in some instances to enable students to attend school during normal school hours. The school further recognized that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school sponsored activities. The school hereby states its intention to comply with the laws of Florida concerning the administration of student medication and treatment of student medical emergencies. The Administration may promulgate regulations consistent with this policy to facilitate its implementation.

When a child requires daily or regular medication such as insulin shots or medication for diseases that are kept under control by such medication, the responsibility for administering such medication rests solely upon the parents. Asthma inhalers may be carried by the student during the day provided the student's physician has indicated on the Medical Consent Form that the student is capable of self-administering the medication. School employees should not undertake to administer such medication as a matter of policy. Because of the increased demands upon the school and the primary responsibility of parents in this matter, the school will administer medication for less serious medical situations on a very limited basis according to the guidelines listed below:

1. Medications prescribed to be taken 3 or 4 times a day can be given to students by their parents outside of school if the parent carefully plans a schedule such as before school, after school, meal time and bed time. Written orders are to be provided to the school on the MEDICATION CONSENT FORM. The physician will fill out and sign the lower portion of the form detailing the following:
 - a. type of illness or disease
 - b. dosage
 - c. necessity for the medication
 - d. name of the medication
 - e. benefits of the medication
 - f. physician's phone number (office hours and emergency)
 - g. side effects
 - h. time interval in which medication is to be taken
 - i. The parents must complete and sign the upper portion of the MEDICATION CONSENT FORM and submit it to the school.
2. The completed and signed MEDICATION CONSENT FORM as completed by the physician and the parent/guardian shall be placed in the pupil's file. These orders are to be renewed periodically. Copies of the MEDICATION CONSENT FORM can be obtained by students and/or parents from each school building office.
3. Medication must be brought to school by the parent or guardian of the child. Medication must be in a container appropriately labeled by the pharmacy or physician. **DO NOT SEND MEDICATION TO THE SCHOOL WITH YOUR CHILD.**

4. A locked cabinet in the office will be provided for storage of the medication.
5. Opportunities should be provided for communication with the pupil, parent and physician regarding the efficacy of the medication administered during school hours
6. The school retains the discretion to reject requests for administration of medicine

NOTE: THE ABOVE INFORMATION MUST ACCOMPANY ANY MEDICATION BROUGHT TO SCHOOL. The school has no alternative but to reject requests for administering medication until the information is provided to the school.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

IMMUNIZATIONS

In compliance with the law and the rules and regulations, all children in Florida who are first entering school (Kindergarten or First Grade) and Seventh Grade are required to present proof of having received immunizations against preventable communicable diseases. If the child does not comply with the requirements by presenting proof of having received these necessary immunizations, school authorities shall exclude that child from school until such time as he or she submits proof of having received these required immunizations which are medically possible to receive immediately.

MEDICAL EXAMINATIONS

In compliance with the law and the rules and regulations, all children in Florida who are first entering school (Kindergarten or First Grade) and Seventh Grade are required to present proof to the school of having had a Health Examination within one year prior to entrance. This examination must be performed by a physician licensed to practice medicine in all of its branches. Additional health examinations of pupils will be required for students who participate in the school athletic program.

Any child who does not present proof on Registration Day having had the required Health Examination must obtain a physical examination by a physician and present the completed Health Examination Certificate to the school before he or she will be allowed to enter school. Any transfer student will have 30 calendar days to submit proof to the school authorities of completed health examination.

STUDENT BLOOD INCIDENTS

All employees have received training in dealing with blood borne pathogen incidents. Employees will utilize precautions in cases involving blood borne pathogens.

STUDENTS WITH FOOD ALLERGIES

The School annually informs parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school may be able to appropriately meet a student's needs through other means.

PARENT INVOLVEMENT

The school annually has a meeting for all Parents/Guardians, which takes place in the fall of each school year. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. Parent/Guardians are required to accumulate 10 volunteer hours annually per child per school year for the student(s) to remain in good standing with the school. Volunteer hours are done through the selected Leader In Me Academy or by joining PALS.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. Description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of school hours their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians.

REFUND REQUEST

Parents must fill out a refund request form located on our [website](#). Proof of purchase must also be attached to the form for the refund to be processed. Refunds can take up to 2 weeks to process.

Please note: Refunds will not be given for activities and field trips if the student loses the privilege.

VISITORS

Parents are welcome to visit the school. It is expected for parents to make arrangements in advance with appropriate school personnel to avoid any unnecessary disruption to instruction. Students enrolled in the school are not permitted to bring school age guests to class with them (shadowing). During school hours, children under the age of 5 are not permitted in the building unless attending ceremonies. (E.G. Honor Roll, Leader in Me, and promotion ceremonies.) All visitors must access the building through the secured entry and report directly to the school office.

PARENT LIAISON

K-5th: Selinda Washington
Email: swashington@agabroward.org
Phone: 305-458-6847

6th-12th: Lillian Afre
Email: afreaga@gmail.com

Phone: 754-816-6153