



# **STUDENT HANDBOOK**

**2018-2019**

**Aurora Academy  
824 Sixth Street  
Toledo, Ohio 43605**

# NOTICE

Pursuant to the Ohio Revised code Section §3314.041, the governing authority of each community school and any operator of such school shall distribute to parents of students of the school upon their enrollment in the school the following statement in writing:

**Aurora Academy is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administrator or Ohio Department of Education.**

## **Board of Directors**

Denise LaFleur, President  
Denise Martin, Vice President  
Rick Hartley, Treasurer  
Nancy Rice, Secretary  
Brad Steingraber, Trustee  
John Alexander, Trustee

*Board meetings are open to the public and meeting dates and times are posted at the school. Meeting dates will also be posted on Aurora Academy's Facebook page and website.*

## **Aurora Student Creed**

I am an exceptional student at Aurora Academy. I will make today the best day it can be. I have high expectations for myself. I am a capable and dependable student. I will prepare for my future by seizing every opportunity to learn. I will work hard and use my time wisely. As a student of Aurora Academy, I say yes to education. I will raise my standards and determination.

I know that preparation is the key to success. I am the boss of my behavior. I will respect others and seek their respect. I believe that the choices I make will affect what I will have, what I will be and what I will do in the future. Success begins with me!

## Our Purpose

### Mission

The mission of Aurora Academy is “We educate all students, one child at a time”. Our staff, parents, and community partners are committed to providing social, emotional, and academic growth. Together we will guide children to become productive life-long learners who are college or career ready.

### Vision

Aurora Academy students will be prepared to embrace the challenges of the 21<sup>st</sup> century and will succeed in high school and post-secondary educational programs.

At Aurora Academy, we believe.....

- ❖ All students can and will **learn**.
- ❖ All students are entitled to a high **quality, rigorous** education.
- ❖ We are responsible for making a **positive** impact on each student we encounter.
- ❖ Holding **high expectations** for our school and community lead to success for all school stakeholders.
- ❖ Providing emotional, social, and **academics support** to students and families is critical.
- ❖ Building **relationships** with all stakeholders is vital to our success.
- ❖ All student and families are **valuable**.

*“No significant learning occurs without a significant relationship.”—Dr. James Comer*

## **Letter from the Head of School ~ Kristy Sprague**

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August 2018

Dear Families:

Welcome to Aurora Academy! We are excited that you have chosen to embark on this journey with us for an amazing school year. The leadership team, faculty and staff look forward to partnering with you and your family to ensure that your child is successful. We hope that you will take part in the opportunities at Aurora Academy, and help to make our school an outstanding place to learn and grow.

The Aurora Academy Family Handbook is designed to guide you and your child through this exciting time. We encourage you to read all sections of this handbook and thoroughly discuss them with your student. As you read through it, should any questions, thoughts or concerns arise, please do not hesitate to give us a call at (419) 693-6841.

At Aurora Academy, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Once again, we thank you for choosing Aurora Academy!

Sincerely,

Kristy Sprague  
**Head of School/Principal**

### **Access to Equal Educational Opportunity**

It is the policy of Aurora Academy to admit students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Aurora Academy does not discriminate on the basis of race, color, or national and ethnic origin, disability, limited English, social or economic background in administration of its educational policies, admission policies, and other school-administered programs. The Title IX and 504 compliance officer is Donn Tignanelli. He can be reached by contacting the school office at 419-693-6841.

### **Title IX – Sexual Harassment**

Sexual harassment is sex discrimination under Title IX. It is our goal to maintain a learning and working environment that is free from sex discrimination, including sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definition: Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when: submission to such conduct is made, either explicitly or implicitly, a tremor condition of an individual's education; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic / school environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., inappropriate patting or pinching, intentional brushing against a student's or an employee's body, any sexually motivated unwelcome touching. Any person who alleges sex discrimination or sexual harassment by any staff member or student may complain directly to the building principal or to the Title IX coordinator, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment of sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Upon receipt of a report of sexual harassment, the building principal or other staff member shall immediately notify the Title IX coordinator without screening or investigation the report. An investigation conducted under the supervision of the Title IX coordinator will take within ten school days. It is the responsibility of the school's Title IX coordinator to provide a written response to the individual filing the complaint. The Title IX compliance officer is Donn Tignanelli. He can be reached by contacting the school office at 419-693-6841.

### **School Hours**

Normal school hours begin at 8:30 am to 3:30 pm daily. **Car riders and walkers are not allowed in the building before 8:00 am.** Students are to report to the cafeteria located in the K-2 building of the school. All students, parents and visitors must use the main entrance, closest to Sixth Street.

Student dismissal is at 3:30 pm, parent/guardians who are picking up walkers or riders should wait for their student outside the gymnasium area door. **Parents or visitors are not permitted in the classroom unescorted.**

### **Attendance**

The attendance policy will follow the policies set forth by the Ohio Department of Education. **See page 9 for truancy policy.**

### **Tardiness**

Instruction at **Aurora Academy** begins promptly at 8:30am, and it is critical that all students be prepared to begin instruction on time. Therefore, students must arrive at school before 8:30 a.m. A student who is late misses valuable instructional time, and conveys an unacceptable lack of regard for the school. Breakfast will not be served after 8:20am with the exception of late buses.

**Any student who arrives after 8:30 a.m. The parent must accompany and sign in student before they proceed to the classroom.** The student will be considered tardy and the incident will be recorded. Every fourth tardy will lead to one unexcused absence, the problem will be regarded as chronic, and it will be reported to the Head of School. In addition, **no child will be dismissed early**, unless for special circumstances. Being at school on time in the morning and staying in school until the end of the school day is essential to receiving a good education. If a child is picked up early more than four times, this will be regarded as chronic and will be handled in the same manner as chronic tardiness.

**NOTE:** A legal document is required to support any questions of custody between divorced or separated parents. Unless the Head of School is informed otherwise, either natural parent is considered to have access to or request dismissal of a student.

### **Morning Arrival Procedure**

Upon arrival at school students are to go to the cafeteria and be seated according to grade level. Once students enter the cafeteria, they will not be allowed to leave the cafeteria without permission from staff. Students are to remain in the cafeteria until the classroom teacher picks them up.

### **Dismissal**

All students are dismissed from Aurora Academy at 3:30 pm. Riders and walkers will be dismissed separately from bus riders. Car riders and walkers are expected to leave the premises immediately after being dismissed, or proper disciplinary action will take place. If students are riding the bus, they will not be allowed to change their route home without the parent notifying the school prior to **2:00pm**. Any student, who is signed up to ride the bus, will go home on the bus, unless previous arrangements have been made. To aid in the safety and efficiency of dismissal, your cooperation is appreciated.

### **Early Dismissal**

Leaving school early is called an **EARLY DISMISSAL on the report card it will show up as a Tardy**. Acceptable reasons for taking a student out of class during the day are the same as they would be for an excused absence (see Attendance & Tardiness). **It is recommended that a written note, signed by a parent or guardian, be given to the teacher BEFORE the start of the school**

**on the day the early dismissal is required.** The student will be called from class when the parent/guardian arrives at the office to sign them out of the building. No student will be released without being signed out of the building by a parent/guardian or designee. **PLEASE REMEMBER:** students should never leave school for any reason during the day without checking out through the office. This policy is for your child's protection.

**NOTE:** A legal document is required to support any questions of custody between divorced or separated parents. Unless the Head of School is informed otherwise, either natural parent is considered to have access to or request dismissal of a student.

### **Absence**

Regular and punctual attendance is extremely important to your child's success in school. Students enrolled in the school must attend school regularly in accordance with the laws of the State. The educational program offered by the school is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. School hours are from 8:00 am to 3:30 pm Monday through Friday. It is imperative that all students enrolled at Aurora Academy be at school on time every day. Early dismissal is discouraged unless it is an extreme emergency.

If it is necessary for a child to be absent, the following procedure should be followed:

1. In compliance with the Missing Child Law of Ohio and board policy, we ask that all parents notify the school's office each day of the student's absence by calling 419-693-6841. If a parent does not call, the school will call the parent/guardian regarding the student's absence.
2. A note explaining the absence and dates of the absence, should accompany the student. This note should be given to the homeroom teacher. Failure to send this note, will result in the absence being recorded as unexcused.

Students who miss **3 consecutive days of schools**, must have a note from a medical doctor. Failure to follow this policy will result in the days being recorded as unexcused absences. However, a period of extended illness (i.e. chicken pox) may be considered a single absence for this requirement.

Absences shall be excused only for necessary and important reasons.

Absences due to the following will be excused:

- Physical illness
- Under a doctor's care
- Death of an immediate family member (i.e. parent/guardian, grandparent, aunt/uncle, sibling)
- Court appearance
- Religious observance
- Other as deemed by the building administrator

Unexcused Absences:

- Lack of proper immunizations after the first day of school
- Absences due to lack of transportation
- Acquiring 3 or more absences without a doctor's note
- Vacations during instructional time
- Truancy
- Other unexcused absence defined by the School Administrator



## Withdrawal

In accordance with Ohio law, a student will be withdrawn from school if the student fails to participate in 105 consecutive hours of learning opportunity without a legitimate excuse. The school will act in accordance with all applicable truancy laws, including but not limited to referring parents to Juvenile Court or other appropriate authorities.

*Regular attendance shall be required of all students enrolled at the school during the days and hours that the school is in session.*

## Truancy

A student is habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month or twelve (12) or more days in one (1) school year.

A student is chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month or fifteen (15) or more school days in one (1) school year.

If a student is found to be truant, the following process will be employed:

<b># of unexcused absences</b>	<b>Documented Intervention</b>	<b>Person Responsible</b>
<b>3 days (consecutive)</b>	Warning letter sent home	School Administrator or designee
<b>5 days (accumulative)</b>	Warning letter sent home	School Administrator or designee
<b>7 days (accumulative)</b>	Warning letter sent home Phone conference with parent Home visit, if applicable	School Administrator or designee
<b>10 days (accumulative)</b>	Warning letter sent home Schedule parent conference Attendance contract	School Administrator or designee
<b>12 days (accumulative)</b>	Student referred to Truancy Officer	School Administrator or designee Court Liaison

## Visitors

Aurora Academy welcomes parents and visitors. However, for the safety of staff and students, all visitors must report directly to the office. Parents and visitors are prohibited from going directly to any classroom. **NO EXCEPTIONS.** Violators of this policy are subject to prosecution under the Safe School Ordinance. Teachers are instructed to enforce this policy.

### **Visitor Identification**

To help ensure a safe and secure learning environment for your children, all visitors to Aurora Academy are welcome during active business hours, required to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

### **School Closing and Delays**

If it becomes necessary for school to close or delay, Aurora Academy will use television channels (WTOL 11, WTVG 13 and WNWO 24) to notify you of the school delay or closure. We will also post the closure or delay on Aurora Academy's Facebook page.

All families will receive a call through our School Reach Telecommunications system in the event of closure or delay. Please make sure the Main Office has current and updated contact information to ensure that you are receiving information in a timely manner.

In the event of a two hour delay, breakfast will not be served.

Please be advised that we do not follow other schools' determination to delay or close the school.

### **Admission, Re-enrollment, Transfers**

#### **Admission**

Aurora Academy is open to all children, on a space-available basis within each grade. The school does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. Once all available slots are filled, applicants will be placed on a wait list. Students will be admitted from the wait list as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

#### **Re-Enrollment**

To secure your child's place at Aurora Academy for the next school year, you must officially re-enroll him or her. In January/February, re-enrollment codes will be sent home along with the spring deadline for re-enrollment.

#### **Transfers**

The school asks that, whenever possible, parents provide at least two weeks' notice if a student must transfer from Aurora Academy for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the school to fill the vacant seat with another student from the wait list.

#### **Transportation**

Aurora Academy is pleased to have the opportunity to provide transportation to students. Arrangements for transportation are made by contacting the main office. Busses will arrive prior to the start of the instructional day and students will proceed to the cafeteria where breakfast will be served. Students will be dismissed at 3:30 pm to be transported home. Any changes regarding

transportation must be made in advance in accordance with directions from the transportation company.

Students are expected to comply with the rules of the school and transportation company when riding the bus. Failure to follow the directions of the bus driver, school and/or transportation company poses risk for everyone's safety and may result in the student's bus riding privileges being revoked. Please keep in mind that riding the bus is a privilege not a right. The rules for the bus can be found in the ***Code of Conduct*** section in this handbook. (See pages 23 & 24)

### **Field Trips**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. The permission slip for all field trips is signed at the beginning of the school year and is good for the entire school year. **Students without signed permission slips will remain at the school in another class. All permission MUST be in writing. NO verbal permission will be accepted. All Chaperones must be over 21 years of age.**

**All Field trips begin and end at the school. Students will need to be dropped off and picked up from school property.**

Occasionally, parents will be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision of students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. **Babies and children who are not enrolled in the class may not accompany the chaperones. If students have siblings in the building they may not attend another grade levels field trip.**

Field trips are considered a privilege. If a student is unable to follow school or class rules and maintain appropriate behavior, the student may be excluded from participating in school field trips. **Final decision is at the discretion of school administration.**

### **Academic Expectations**

At the heart of Aurora Academy is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Aurora Academy provides a strong academic foundation for students that will prepare them for demanding academic studies of senior high school and college.

At Aurora Academy we:

- Arrive to school on time and ready to learn.
- Come prepared with learning resources including supplies, completed assignments, and the requirements designated by the teacher.
- Set high expectations for ourselves and work to our highest potential.
- Use time learning in a productive manner, following the directions of the teacher.
- Give our best effort on all assignments, projects, and classroom activities.

- Show respect for education by following the directions of the teacher and taking pride in our school and classroom.

Aurora Academy expects all students to adhere to the highest academic standards. Every student is to produce their own academic work and will neither receive nor give assistance without prior permission from the teacher.

The purpose of grades and report cards is to inform children and their parent/guardian about the progress they are making. It is the policy of the school to provide an equal opportunity for all children to reach their maximum potential regardless of race, color, disability, religion, gender or socioeconomic status.

The school will utilize a variety of assessment methods to judge student performance. The school's progress based grading system ensures that each student's grades accurately reflect their degree of accomplishment. Progress reports will be sent home every 4-5 weeks. Report cards will be sent home quarterly.

### **Grading Policy**

The grading system for the report cards is as follows (May be subject to change):

Academic Scale		
A+	97-100	4.00
A	96-93	4.00
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.00
D-	62-60	.67
F	59-0	0

Kindergarten Grading Scale		
S	Satisfactory	100-90%
IP	In Progress	89-80%
U	Unsatisfactory	79-70%
ND	Needs Development	69-0%

**Principal's List:** All A's

**Honor Roll:** All A's and B's, no C's

**Merit Roll:** All A's, B's and only 1 C.

In order to receive Principal List, Honor Roll or Merit Roll student must have at least a 90% attendance average.

## **Assessments**

Aurora Academy uses a variety of assessment tools to measure student progress. Students at Aurora Academy will participate in all of the standardized test required by the state of Ohio. In addition to these assessments, students will be given NWEA, short cycle assessments and classroom assessments throughout the year to measure students' academic growth.

## **Promotion, Retention or Assigned**

The principal is authorized to make grade placement and to promote, or retain a student. After initial grade placement, a student is expected to progress through the grades one year in each grade.

Students shall be promoted to the next grade level for the following school year when he or she:

- Satisfactorily completes the course and any State-mandated requirements at the current grade.
- Upon the recommendation of the school's professional staff, achieved the instructional objectives set for the current grade.
- Demonstrates sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.
- Demonstrates the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

A student is prohibited from being promoted to the next grade if the student has been absent without excuse (truant) for more than **10% the required attendance** days for the current school year and has failed two or more required curriculum subject areas in the current grade. A student may only be promoted under these circumstances if the Principal and student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.

While it is the school's practice to involve parents/guardians in the retention determination process, the Principal shall have the final authority to retain a student.

## **Students with Disabilities**

This school is an inclusionary school which is committed to educating students with disabilities in the least restrictive environment, (LRE) in order to meet their educational needs as determined by the student's Special Education Team. This means that to the maximum extent appropriate, children who are disabled are educated with children who are nondisabled and special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

In an effort to meet with the LRE requirements, the school must ensure that a continuum of placement options is available to students with disabilities, including: services provided within the general education classroom; pull-out services and home instruction per our special education policy and procedures. Placement decision are to be determined by the special education department per state of Ohio guidelines.

Parents are an important member of the school community and have the right to participate and be involved in all meetings involving the evaluation, identification and educational placement of their student. Parents will be invited to participate and share information about their student prior to and during the IEP meeting. Parents are encouraged to read the *Procedural Safeguards* so that they are fully aware of their rights.

### **Homework**

The school staff believes that homework is an important component of the educational process. Homework provides additional practice for skills taught in the classroom and prepares students for assessments. Through regular and thoughtful homework assignments, the following objectives will be accomplished:

- The learning process will be expanded through extensions not accomplished in the school setting.
- Students will learn to pace themselves and develop independent study skills.
- Students will become more responsible and organized.

Homework will be assigned on a weekly basis. Homework may also be assigned over vacation periods (Thanksgiving, Christmas and Spring Break). Students are responsible for making sure that the homework is turned in on time. If you have any questions, regarding the homework assignment, please contact your child's teacher.

### **Guidelines**

- Parents and students should expect homework on a regular basis. Homework may also be assigned to be completed during the weekend.
- Homework will be scored on a point system.
- Homework is planned and assigned for specific instructional purposes relating to classroom objectives.

The quantity of homework will be within reason. As the school year progresses, the amount of homework and the number of days homework is assigned may increase depending on the maturity and ability of the students.

### **Make-Up Work**

Students who are absent will be provided the opportunity to complete assignments missed during illness or unexpected absence from school. The time frame for completing missed assignments shall be the total number of days absent plus one. Students are responsible for seeing their teacher and obtaining the make-up upon their return to school. Parents are encouraged to assist their student in this responsibility.

In cases of prolonged documented absences due to illness, the student's teachers should be called so necessary arrangements can be made to have assignments picked up. At the request of the parents, the teachers will provide assignments for a student who is absent two or more days. Parents must call before 8:00 am on the day the homework is needed in order to allow the teachers adequate time to assemble the assignments.

Suspended students' homework may be picked up in the main office after noon on the first day of suspension. Suspended students are required to turn in their late assignments.

### ***How can parents help at home?***

- ❑ Make Academic enrichment rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- ❑ Provide a quiet place for your child to do academic practice, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- ❑ Show an interest in your child's academic practice and ask him or her about it each night.
- ❑ Give your child a healthy snack before he or she begins academic practice. This should help with concentration.
- ❑ Give your child a short break from his or her work if needed.
- ❑ Encourage your child to work independently. Assist him or her if needed.
- ❑ Give your child positive words of encouragement, such as "I'm proud of you!"

***Practice doesn't make perfect. Perfect practice makes perfect.***

### **Telephone Use**

Students will not be permitted to use the telephone unless it is an emergency. Forgetting homework or needing supplies is not considered an emergency. Please help your child develop responsibility and be adequately prepared before coming to school. **Messages left for students will be given to them at the last hour of the day. If it is an emergency the parent should indicate this when calling.** If a parent/guardian needs to make pick-up changes, please be sure to call the office no later than 2:00 pm. This will allow time to get the message to the student before they leave the classroom for the day.

### **Parent Involvement and Communications**

Aurora Academy recognizes that the involvement of parents and families in their children's education is critical to the success of the students. We, therefore, expect parents to become partners with the school and be actively involved in their student's education. In order to accomplish this goal, parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction.

### **Volunteering**

Parents are welcome to become volunteers at the school. Volunteer opportunities may include monitoring recess or lunchroom, assisting with school events/extracurricular activities, community outreach projects and field trips, working within the classrooms. Parents/guardians volunteering at Aurora Academy must complete the required documentation for volunteering at the school and in classrooms.

Volunteers receive structured training, and must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the School policies, the Head of School reserves the right to relieve the volunteer of his or her responsibilities.

### **Parent Teacher Organization (P.T.O.)**

The school encourages parents and teachers to work together to provide the best educational environment possible. P.T.O will meet to discuss fundraising and other school events. Please contact your child's teacher or the Main Office if you are interested in joining the P.T.O.

### **Textbooks and Supplies**

Aurora Academy furnishes textbooks and instructional materials that remain school property. Parents may be required to reimburse the school for lost or damaged books, before new books are issued. Supplies may be required and teachers will send home a list of such supplies.

### **Communication**

Effective communication between the school and home is vital to the student's success. To keep parents informed of school events and student growth, the school will communicate often with the parent through newsletters, telephone calls, and individual and group meetings.

### **Parent Newsletters**

Monthly newsletters will be sent home from the Head of School. These newsletters will have important announcements and dates as well as upcoming events and school-wide activities. Newsletters are typically sent home with students. They will also be posted on our website at [www.auroraacademy-ohio.com](http://www.auroraacademy-ohio.com).

### **Parent Conferences**

Attending parent-teacher conferences is a great way to be involved and help your child succeed. A parent-teacher conference is a great opportunity to:

- Start or continue ongoing conversations with your child's teacher.
- Learn how to help your child do their best in school.
- Form a school-home collaboration.

Formal parent/teacher conferences are scheduled throughout the school year. We have scheduled multiple opportunities this year to provide parents with more opportunities to be involved. Informal conferences or conversations are encouraged and may also be scheduled with teachers or school leaders at any time throughout the year.

**Conferences will be held:**  
*October 25<sup>th</sup> 4:00pm.-6:00p.m.*  
*March 21<sup>st</sup> 4:00p.m...- 6:00p.m.*  
*March 22<sup>nd</sup> 9a.m.-12:00p.m.*

**Please note that teachers may not be interrupted during instructional time for any reason.**

**Parents that plan on coming during instructional hours are to confirm a date and time with the teacher. We do ask that parents stop in the office upon arriving to the school for a visit to a**



classroom, so as to keep disruptions to a minimum. You will be required to sign in and wear a visitor badge.

**Progress Reports and Report Cards**

Progress reports will be sent to parents one time during the quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive report cards with cumulative data on their children’s performance and progress.

**Dress Code Policy**

To help create an environment conducive to learning, students at Aurora Academy are required to wear appropriate uniform each day, Monday-Friday. The purpose of the school’s dress code policy is designed to permit students to focus their attentions on academics and help to create a positive learning environment. If a student is not dressed in the appropriate uniform each day, the parent will first receive a phone call from the teacher or Dean as well as a written notice that their child was out of uniform that day. The next time that the child is out of uniform, the parent will be called to bring in the correct uniform attire. The student will also miss out on the next “out of uniform” opportunity. Additional consequences will apply to those students who are consistently out of uniform.

The following clothes are acceptable for Aurora Academy Students:

<b>Tops</b>	Aurora Academy polo and/or cardigan. (purchased from the school) Gathering of the shirts at the side or in the back are prohibited.
<b>Bottoms</b>	Navy, black or khaki pants, slacks, skirts or jumpers. <b>Jeans or jean-like material, leggings, jeggings, spandex, yoga or sweatpants/jogging pants are <u>NOT</u> permitted.</b> Shorts may be worn 75 degrees or above. Shorts and skirts must be knee length. Pants/shorts must be size appropriate for the student and worn at the waist (no sagging or crotch-hanging pants/shorts allowed.)
<b>Sweaters</b>	May be a cardigan. (Black only) <b>No hoodies or jackets unless it is Aurora spirit wear.</b>
<b>Shoes</b>	Black, white, brown or athletic shoes. <b>No platform, slippers, wheelies, flip-flops or slip-on shoes may be worn.</b>
<b>Belts</b>	Belts must be worn with pants that have belt loops. Pants must be worn at the waist; sagging of pants is not permitted.
<b>Jewelry</b>	Modest jewelry is allowed. Excessively large jewelry (earrings, necklaces, bracelets, rings, colored bead necklaces) is prohibited. It has the potential to become a distraction from learning. <b>Piercings other than ear piercings are not permitted.</b>
<b>Head coverings</b>	Head coverings (hoods), including but not limited to hats, caps, do-rags, scarves, bandanas and/or sunglasses may not be worn inside the school building or during school day, unless given permission by the school administrator.

Coats, hats, gloves, jackets and non-Aurora Academy sweatshirts/sweaters are not to be worn during the school day.

In colder weather, long sleeve shirt may be worn underneath an Aurora Academy polo, but the under garment must be tucked in and not hanging out of the bottom of the Aurora Academy polo.

**Gang attire and/or articles that can be construed as gang attire are strictly prohibited to be worn or carried at school or at school events.**

**Penalty for Dress Code Violations:**

1 violation: Warning and parent contact

3 violations: Letter home and a lunch detention

6 violations: Letter home and 1 day in school suspension

9 violations: letter home and 1 day out of school suspension and meeting with parent/guardian

Repeated dress code violations will result in progressive disciplinary action up to and possibly including additional out of school suspension days, hearing with parent/guardian or additional actions.

**Administration has the final determination in all dress code situations and discipline.**

**Student Records and Confidentiality**

All student information is protected by the Family Educational Rights to Privacy Act (FERPA) for the purpose of protecting student confidentiality.

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- Application for Enrollment
  - Admissions Profile
  - Birth Certificate
  - Copy of Immunization Records
  - Proof of Residency
  - Parent Request for Transfer of Records
  - Education Testing
  - IEP (If applicable)
  - Transportation Information (If applicable)
  - Free and Reduced Lunch Form
  - Permission to Photograph
  - Volunteer Form (for parents)
- ❖ Medication Permission Forms, that will permit the school to dispense specified medication to the student, are filled out during the school year on an as needed basis.
- ❖ For children entering kindergarten, evidence of current immunizations must be provided before students can attend school. All children should be current in their immunization schedule, specifically DTP, polio, HIB, Hepatitis B, Measles, Mumps, Rubella, and Varicella vaccines. If you have questions, please contact your physician.

It is critical that the school be notified immediately of any changes in a student's name (legal documentation must be provided for name changes), address (proof of address change must be provided), phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Administrative Assistant.

Aurora Academy is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents and guardians, appropriate members of the school's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality.

The school may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at Aurora Academy. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of parent groups.

### **Breakfast and Lunch**

Aurora Academy's commitment to offering children a superior education extends to the meals that we provide for students. The school aspires to the highest possible quality in its breakfast and lunch programs, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery. Aurora Academy is a Community Eligibility Provision school which means all students receive a free breakfast and lunch. **Breakfast will be served beginning at 8:00 am and ends at 8:20.**

Students are prohibited from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction. **Candy, pop/carbonated beverages and glass containers are prohibited during lunch in the cafeteria.** Menus will be sent home on a monthly basis and will be posted on the school website.

### **Food Allergies**

Aurora Academy requests to be notified when a student has been diagnosed as having a severe food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions by ingestion. It is important to disclose the food that the student is allergic to as well as the nature of the allergic reaction.

### **Student Birthdays**

Students are permitted to celebrate their birthdays at school, **with prior notification, coordination with and approval from the teacher.** These celebrations will only be allowed immediately following lunch or during the last 20 minutes of the instructional day. Families may bring in items such as cookies and cupcakes, however, items that require serving will not be permitted, unless the parent/guardian will be serving them. Goodies bags are permitted, but may not be consumed at school.

Parents should be aware that many students may have food allergies and this should be addressed with the teacher when coordinating the birthday celebration.

## **Health and Safety**

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Aurora Academy is regulated by the State Department of Health Services. All facility inspection reports are available upon request.

## **Medication**

The Administrative Assistant and the student's teacher must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the school office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.

**Non-prescription medications:** If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the school Administrative Assistant in writing if your child has a chronic illness that may affect his or her performance at school. The Administrative Assistant will in turn notify the Head of School.

## **Accidents**

The School Administrative Assistant or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. **In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent / guardian is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.**

## **Emergency Drills**

The school will have regular fire drills, weather related drills, lockdown and safety drills throughout the school year. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

During these drills students are expected to obey all school rules. Students will not talk, run or horseplay in any way during these drills. Students are to follow the rules of the classroom teacher, staff and principal or designee. Students are to remain with the classroom teacher or designated adult until the signal is given to return to their classroom. This is a safety issue and the procedures are to ensure the safety of all individuals in the building. If a student fails to follow directives, they will be subject to disciplinary action.

## **Electronic Devices**

Electronic devices, including cell phones, iPods, MP3 players and other electronic devices are not allowed in class or on school grounds. We understand, that there may be a need for students to bring their electronic devices to school, however the device may not be seen, heard, used or in student's possession during instructional hours. This includes, breakfast, lunch, passing of classes, during class or restroom breaks. **Aurora Academy is not responsible or liable for the items lost, damaged or stolen. All cell phones will be collected in during homeroom.**

Students who fail to comply with this policy will have their personal electronic device confiscated by their teacher, staff member or Head of School.

The following progressive discipline will take place if a student fails to comply with this policy:

- First Offense – electronic device will be confiscated, parent contact made and device will be given back at the end of the school day.
- Second Offense- electronic device will be confiscated, parent contact made and device will be returned to a parent/guardian only.
- Third Offense-electronic device, parent contact made, device returned to parent/guardian pending parent conference.

Additional offenses will result in further disciplinary action, up to and including In-School Suspension (ISS) and Out of School Suspension (OSS).

## **Solicitation**

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the Head of School is strictly prohibited.

## **Money and Other Valuable Property**

Students are encouraged to leave all money and other valuable property at home. **The School assumes no responsibility for the loss or theft of such articles.**

## **Candy, Gum, and Toys**

Students may not bring candy, toys, or other non-school related items to school unless approved by the Head of School. The student assumes responsibility for any items brought from home. **Toy weapons are strictly prohibited and will result in more severe consequences**, and no headphones, radios, games, virtual pets, Game Boys, etc., are allowed and will be confiscated and only returned to a parent. Gum is allowed in school only if given as a reward. Students caught with gum any other time will be referred to the office on an office referral. Please help us keep our school beautiful.

## **Lost and Found**

It is important that all of your child's belongings are marked with their name. All unmarked lost and found items are located in the gymnasium area where students and parents can look through them. Unclaimed items will be donated to a charitable organization.

## **Child Abuse**

All school personnel are considered mandated reporters and are therefore required to report suspected abuse or neglect to the appropriate law enforcement personnel.

## **McKinney-Vento Homeless Act**

According to the McKinney-Vento Homeless Act, children who are homeless have a right to attend school, have access to comparable service and be treated with respect. Assistance for families in homeless situations is available from the school office and by calling the National Center for Homeless Education 1-800-308-2145.

## **Child Find**

It is the School's policy to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive Free and Appropriate Public Education (FAPE). The School is committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have.

The School encourages parents, guardians, relatives, public and private agency employees, and concerned citizens to help schools find any child, birth through age 21, who may have a disability and need special education and related services. The School will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

## **Search and Seizure**

The school recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.

## **Student Conduct**

Aurora Academy is committed to providing a quality educational program for its students. In order for this to happen, students need a positive, safe, orderly and secure learning environment in which teaching and learning can take place without disruption. Students who fail to conduct themselves accordingly decrease the learning opportunities and pose safety issues for themselves and others.

The school's *Code of Conduct* has been designed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce the primary mission of the school. Our school wide rules and our approach to teaching and re-teaching expected behaviors is based on a comprehensive system of **School-Wide Positive Behavior Intervention and Support**.

Aurora Academy school discipline policy is divided into four levels.

### **Level 1 – Annoying Behaviors**

Level 1 behaviors are the responsibility of the classroom teachers and are part of their classroom management plan. These behavior problems although impact the climate of the classroom and the learning environment are minor. These behaviors are intended to be handled in the classroom through redirection, close proximity, corrective responses, color change or point loss, etc.

### **Level 2 – Disruptive or Interfering Behaviors**

Level 2 behaviors are still the responsibility of the classroom teacher and are part of their classroom management plan. These behavior problems are still minor and impact the climate of the class and/or instruction, but can be handled by redirection, parent contact, loss of student privileges, time-outs etc. Level 2 behaviors may require administrative intervention and will be dealt with on a case by case basis.

### **Level 3 – Persistent Disruptive, Interfering or Antisocial Behaviors**

Level 3 behaviors are problems in the classroom that are so significant or persistent that they severely impact the climate of the classroom and the teaching and learning process. These behaviors require some type of out-of-classroom intervention and/or disciplinary action. These types of behaviors usually result in a referral to the office.

### **Level 4 – Severe or dangerous behaviors**

Level 4 behaviors are behaviors that may be criminal/dangerous in nature and/or are so severe that they require immediate administrative intervention, notification of law enforcement authorities, removal from school for up to 10 days, and when appropriate an expulsion hearing.

Teachers will manage behavior and implement appropriate disciplinary consequences for classroom offenses. General classroom rules and consequences will be prominently posted in each classroom and discussed with students. When a teacher or other adult in the classroom feels that a student's behavior is distracting enough to prevent others from learning, they will provide the student with a verbal redirection. Students will be reminded of the expected behavior and provided an opportunity to correct their behavior. Further violations may result in a parent contact, possibly requesting a meeting to discuss the student's behavior. Teachers also reserve the right to assign a disciplinary consequence. When the behavior is persistent or severe, the student will be referred to the Dean of Students.

Students are expected to follow the code of conduct when:

- On school property;
- On a motor vehicle or bus being used for a school related purpose;
- At a school function/event or a school-related activity;
- In route to and from school;
- At any time or place when the student's behavior has direct and immediate effect on maintaining order, safety, health and discipline in the school

Acts of misconduct include, but are not limited to, the following:

- Failing to cooperate with or persistently disobeying staff members or volunteers
- Improperly communicating with staff members, volunteers, or students  
Use of profane and/or inappropriate language
- Behaving or dressing indecently (including public displays of affection having sexual connotations) Disrupting school or violating building rules and regulations
- Fighting with, assaulting, verbally assaulting, harassing, or cyber-bullying others
- Violating the Technology Use and Internet Safety Practices and Procedures

- Violations of rules or policies as set forth in the Parent and Student Handbook
- Committing arson
- Committing criminal sexual conduct
- Acts committed while enrolled at another school\*
- Performing coercion, extortion, or blackmail
- Trespassing or loitering
- Visiting school property or attending school activities while suspended or expelled
- Making false alarms
- Making false allegations against staff, volunteers, or students  
Falsifying records, being dishonest, cheating, and plagiarizing
- Misusing copyrighted material
- Being excessively tardy or absent
- Smoking or using tobacco products
- Damaging or stealing property or possessing stolen property
- Possessing electronic communication devices, laser pointers, fireworks, explosives, chemical substances, alcohol, drugs, narcotic drugs, counterfeit substances, weapons, dangerous instruments, look-a-like weapons, and personal protection devices (e.g., tasers, mace, and pepper-spray)
- Committing other criminal acts not included here
- Harassment, intimidation, or bullying including behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student.
- Gang activity: means any conduct engaged in by a student on behalf of a gang, to perpetuate the existence of a gang, to affect the common purpose or design of a gang, or to represent gang affiliation, loyalty or membership (also see the school's Dress Code). These activities include recruiting, threatening or intimidating other students or staff in furtherance of a gang's purpose or activities. Gang means any organization, association, or group of three or more persons who one of its activities being the commission of criminal acts and which has an identifying name or sign or symbol.
- Improper dress in violation of the Dress Code

## **Disciplinary Procedures**

A Behavior Referral Report will be completed for each violation of the Code of Conduct and copies are made for the parent and kept in the student's file. Discipline records will be included in any student file properly requested by the parent to be transferred to a subsequent school.

## **Suspension or Expulsion**

\* If your child has been suspended or expelled from another Ohio school, your child will be offered an opportunity for an informal hearing before the Principal to determine whether the school will honor the suspension or expulsion as initially imposed by the other Ohio school. If the school chooses to honor the disciplinary removal imposed by the other school then your child will be temporarily denied admittance to the school until after the suspension or expulsion expires.

If your child has been expelled or otherwise removed for disciplinary purposes from a public school in another state, your child will be offered an opportunity for an informal hearing before the Principal.



Based on the outcome of the hearing, your child may be denied admittance to the school for the shorter of the period of the removal or the period of removal which would have been applied had the student committed the same offense in the school.

A student shall be expelled for one (1) year for bringing a firearm, or other destructive device on school property, in a school vehicle, or to any school sponsored activity and will be referred to the criminal justice system. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device

A student may be expelled for one (1) year for bringing a knife on school property, in a school vehicle, or to any school-sponsored activity, or for making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat. A knife is defined as any cutting instrument consisting of at least one sharp blade.

A student may be expelled for a one (1) year for possessing a firearm or knife at school or during a school event which firearm or knife was initially brought onto school property by another person.

A student may be expelled for one (1) year for making a bomb threat to a school building or to any premises which a school activity is occurring at the time of the threat.

A student may be expelled for up to eighty (80) days for serious misconduct or rules violations or for other just cause.

A student may be expelled for one (1) year for committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.

The principal may modify a one (1) year expulsion, pursuant to state law requirements, if the student establishes in a clear and convincing manner at least one (1) of the following:

- A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Individuals with Disabilities in Education Act.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a weapon.
- The student may be eligible for participation in an alternative program.

During the period of suspension, removal, or expulsion the student may not be on school grounds, attend or participate in any school functions without permission from the principal and only, if accompanied by a parent who accepts responsibility for the student's actions and/or behavior at the facility.

### **Law Violations**

If the student violates the law, the police department may be involved depending on the severity of the offense. Parents/guardians will also be contacted, if possible. **If we are unable to contact you parents/guardians will be responsible fee that the school is charged for the officer visit.**

Students who are served under the Individuals with Disabilities in Education Act (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for services under federal laws.

## **Classroom Interventions**

### **PBIS**

Aurora Academy implements a Positive Behavior Intervention Support (PBIS) program designed to recognize students for making good choices and following classroom/school rules. PBIS provides a framework for positive discipline so that all students know and understand the expected behaviors in the classroom, school common areas, on busses, field trips, etc. Students will be allowed to earn "Eagle bucks." Eagle bucks can be spent at Aurora Academy's Eagle store, where students can purchase items such as school supplies, coloring books, toys, snacks, etc. Students are allowed to shop at the store during their assigned classroom time.

### **ClassDojo**

Aurora Academy teachers use the DOJO system to assign points to students making good choices and following directions and reduce points if students are not making good choices.

Class Dojo is a digital classroom management tool that helps teachers to improve student behavior and communicate more effectively with parents. Based on student's compliance with classroom rules, they will earn or lose points. Teachers will provide specific information on how ClassDojo is implemented in their classroom.

### **Color/Point System**

There is now a universal color code system for K-6 regarding the daily behavior of students. All grades and classrooms will utilize Class DOJO as well for behavior management.

### **Disciplinary Interventions, K – 6<sup>th</sup>**

Purple-Excellent behavior  
Blue-Meeting expectations, making good choices  
Green-Ready to Learn  
Yellow- Verbal warning, re-direction  
Orange-Loss of privileges  
Red- Office Referral

### **Harassment, Intimidation and Bullying**

Aurora Academy believes that all students have the right to a safe and nurturing environment and therefore takes the issues of bullying, intimidation and harassment very seriously.

Aurora Academy considers intimidation and bullying a deliberate and/or intentional gesture, or any deliberate or intentional written, verbal or physical act or threat that one individual exhibits towards another individual at Aurora Academy. These acts may not occur at any school activity.

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. Bullying is, but not limited to:

- Physical violence such as hitting, pushing or spitting at another student.
- Interfering with another student property by stealing, hiding or damaging it.
- Using offensive names when addressing another student.
- Teasing, negatively talking about or spreading rumors about another student or his/her family.
- Belittling another student's abilities and achievements.
- Writing offensive notes or graffiti about another student.
- Excluding another student from a group activity with the intention to belittle, isolate or embarrass them.
- Ridiculing another student's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

Aurora Academy will not tolerate any forms of bullying or intimidation from any student. Students who bully are in violation of this policy and are subject to disciplinary action up to and including suspension and/or expulsion.

At Aurora Academy the following rules will apply in every classroom and throughout the school with the following theme:

**Be Safe** – Students are safe at all times

**Be Responsible** – Students take every opportunity to learn

**Be Respectful** – Students show respect to self and others

Helping your child meet these expectations will facilitate the creation of a safe and orderly learning environment.

Specific discipline violations and consequences are outlined in the disciplinary action plan to inform parents and students of expectations.

### **Student Bill of Rights**

The school recognize that students possess not only the right to an education but the right of citizenship as well. The school also recognizes that students shall not disrupt the educational environment or deny others of their rights.

As a member of the school community, students have rights and responsibilities, which are described below:

### **Student Responsibilities:**

- Respect for the rights of others
- Obedience to properly constituted school authority
- Compliance with rules and regulations of the school
- Respectful behavior in their speech and actions
- Individuals must not threaten or harass others
- Not to cause or encourage threatening or harassment of others
- Individuals must maintain behavior, including dress, vocalization and other actions, which allows others to learn
- Individuals must obtain permission before taking and/or utilizing the property of others

## **Student Rights**

- All individuals are deserving of respect and acceptance
- Students have a right to a learning environment free from physical and verbal threats and harassment
- Students have a right to learn free from excessive distractions
- Students have a right to the ownership, possession and respect of their property
- Students have a right and are encouraged to ask questions when they do not understand as long as the question are presented respectfully and are appropriate for the setting
- Students have a right to disagree with statements and policies affecting them as long as the students' positions are stated respectfully and in way which does not disrupt the functioning of the class
- Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules

## **Student Expectations**

- Attendance – Children are expected by law to attend school. Good attendance is essential if students are to achieve and reach their potential.
- Dress Code – Students are required to wear their uniform every day, Monday through Friday. Failure to do so will result in the parent being called and asked to bring the uniform and/or disciplinary action.
- Personal Property – Students will refrain from bringing or possessing any object that lacks educational purpose and distracts from teaching and learning process. These objects include, but are not limited to toys, games, electronic devices, etc. These items will be confiscated and returned at the end of the day or to a parent/guardian depending on administration's discretion.
- Inappropriate Language – Students will not use profane or obscene language or make obscene or inappropriate gestures.
- Insubordination – Students will follow the directions of the school staff, while on school property or participating in a school activity. Insubordination includes, but is not limited to disrespect, walking away while the staff member is talking to the student, talking back, refusal to comply with a directive, leaving area without permission, etc.
- Disruption – Students may not disrupt class, school or school-sponsored events. Excessive talking rough playing, pranks, harassing, teasing, rude noises, leaving the classroom or assigned area without permission are examples of disruptive behavior.
- Bullying or harmful behavior – Aurora Academy is a “No Bully Zone.” Students will not threaten, bully or display bullying behavior to other students and/or staff members. All students are expected to keep their hands, feet and objects to themselves. This includes threatening to physically strike, verbal attacks, cyber-bullying or causing harm to others.
- Destruction of Property – Students will respect all property and will not damage, deface or destroy property belonging to the school, staff or other students. Parents are held financially responsible for any damages.

The tables on the following pages outline the specific procedures that will be applied in response to severe misbehavior. Each of the consequences listed for the various offenses will be imposed.

## **Crisis Management**

The school is committed to maintaining a safe learning environment for all students, staff, and visitors. It is the policy of our school to only utilize approved physical restraint in response to emergency or crisis situations. Use of restraint procedures should not be viewed as a behavior

change or intervention strategy and will only be implemented under extreme situations and as a matter of last resort. This restraint will be implemented only by trained personnel, and will be accompanied by school wide pro-active positive behavior supports to prevent the need for their use. When such activities are utilized, documentation procedures are required in addition to timely communication with parents and other key members of the educational system. This documentation must remain on file at the school and is considered part of the student's educational record.

### **Technology and Internet Acceptable Use**

Students are given access to the school's computer network for intended educational use only. The use of technology and computer resources at the school is a privilege and may be revoked if abused. All users are expected to use the technology available at the school in a manner that is appropriate to the school's academic goals. The user is personally responsible for his/her actions in accessing and using the computer network and technological resources. Failure to abide by the school's policy may make you ineligible to use the school's computer and bring additional disciplinary action. The school educates students about appropriate online behavior, including interacting with other individuals on social networking, chat rooms and cyber bullying awareness.

#### Guidelines for Internet Usage:

- All students must have a signed permission slip from their parent/guardian that authorizes them access to the Internet.
- Respect for the computer/technology equipment and its network is a condition for the use of the computers.
- Students are to notify the teacher immediately of any disturbing material they may encounter on the internet or in the e-mail.
- For safety reasons, students are not to give out personal information such as telephone number, full name, address, etc. to anyone on the Internet.
- Students must never give anyone their password or allow another student to use their account to access the Internet or the school's network.
- Students may not access social networking sites using school computers/technology.
- Students may not use school computers/technology for any activity related to cyber-bullying.
- Students may not download any programs from the Internet.
- If a student wants to use a flash drive to save data, it must be scanned for viruses by the teacher or IT department before being used.
- Students may not stream music, play games or access audio/visual streaming unless under the direct supervision of the teacher.

Violation of any of these rules may result in revocation of Internet and school network/computers/technology and will result in disciplinary action.

<b><u>Problem</u></b>	<b><u>1<sup>st</sup> Offense</u></b> (All of the consequences listed will be imposed.)	<b><u>2<sup>nd</sup> Offense</u></b> (All of the consequences listed will be imposed.)	<b><u>3<sup>rd</sup> Offense</u></b> (All of the consequences listed will be imposed.)
<b>Insubordinate Behavior Level 1-3</b>  (e.g., disrespect toward staff members and peers, refusal to follow directions, chewing or possessing gum)	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified</li> <li>▪ Mandatory meeting among student, staff member involved, and HOS, prior to student re-entering situation or classroom</li> <li>▪ Intervention Planning Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ 1-3 day suspension (or longer depending on the severity of the offense), and mandatory meeting among parent, student, staff member involved, and HOS, prior to student re-entering School</li> <li>▪ Intervention Planning Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan</li> <li>▪ Parent may be asked to accompany child to School to assist with teaching appropriate behavior</li> <li>▪ Failure to comply with the specifics of the instructional discipline action plan may result in expulsion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ Long-term suspension up to 10 days or expulsion, and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Board of Directors and Accel Schools, (School's education management provider) are notified regarding possible expulsion</li> </ul>

<u>Problem</u>	<u>1<sup>st</sup> Offense</u> (All of the consequences listed will be imposed.)	<u>2<sup>nd</sup> Offense</u> (All of the consequences listed will be imposed.)	<u>3<sup>rd</sup> Offense</u> (All of the consequences listed will be imposed.)
<p><b>Physically Dangerous Behavior level 4</b> (e.g., fighting, assault, verbal assault, physical or sexual intimidation)</p> <p>The HOS may contact the appropriate authorities, depending on the severity of the dangerous behavior and the age of the student involved.</p>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ 1-3 day suspension (or longer depending on the severity of the offense), and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Intervention Planning Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ 3-5 day suspension (or longer depending on the severity of the offense), and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Intervention Planning Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan</li> <li>▪ Parent may be asked to accompany student to school to assist with teaching appropriate behavior</li> <li>▪ Failure to comply with the specifics of the instructional discipline action plan may result in expulsion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ Long-term suspension up to 10 days or expulsion, and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Board of Directors and Accel Learning (School's education management provider) are notified regarding possible expulsion</li> </ul>

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<u><b>Problem</b></u>	<u><b>1<sup>st</sup> Offense</b></u> (All of the consequences listed will be imposed.)	<u><b>2<sup>nd</sup> Offense</b></u> (All of the consequences listed will be imposed.)	<u><b>3<sup>rd</sup> Offense</b></u> (All of the consequences listed will be imposed.)
<p><b>Illegal Acts</b></p> <p><b>Level 4</b></p> <p>(e.g., theft, vandalism, use of illegal substances, use or possession of dangerous items or weapons)</p> <p>The HOS may contact the appropriate authorities, depending on the nature of the offense and the age of the student involved.</p>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ 1-3 day suspension (or longer depending on the severity of the offense), and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Intervention Planning Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ 3-5 day suspension (or longer depending on the severity of the offense), and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Intervention Planning Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student sent to the Office</li> <li>▪ Parent notified to pick-up student immediately</li> <li>▪ Long-term suspension up to 10 days or expulsion, and mandatory meeting between parent and HOS, prior to student re-entering School</li> <li>▪ Board of Directors and Accel Schools (School's education management provider) are notified regarding possible expulsion</li> </ul>



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## Responsibilities in Common Areas

The school's common areas include the playground, hallways, rest rooms, and the multipurpose room. Because students from every grade and class will be using these areas under the supervision of various faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among students rather than correcting misbehavior.

Staff will continuously encourage appropriate behavior in the school's common areas through positive and friendly interactions with students. Verbal praise will be used to recognize students who exercise courtesy, safety, and respect. The Head of School will visit classrooms or use the intercom to compliment good behavior in the school's common areas. In addition, small rewards will be granted for especially good conduct.

### Procedures

Procedures are a set way of doing things (often related to a transition). Defining and utilizing these procedures throughout the entire community:

- ❖ Students know the expected behavior in most situations and are able to succeed at a higher rate than without the procedures in place.
- ❖ Knowing the expectation also increases the "climate of competence," increasing students' sense of safety and acceptance.
- ❖ Having consistency in classrooms and throughout the school is critical so that students and staff are able to focus on learning.
- ❖ The *Code of Civility* will be implemented throughout the school in classrooms, common areas, and when using school transportation.
- ❖ The Head of School and teachers will meet with students on a regular basis to review the *Code of Civility* and school expectations.

Please complete and return the section below to the teacher of your oldest child at the school:

\_\_\_\_\_

I have received the Parent and Student Handbook / Code of Conduct for the 2016 – 2017 school year and reviewed it with my child (ren). If I have question or concerns regarding school expectations, I will contact teachers or the Head of School.

Printed Name of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent / Guardian \_\_\_\_\_

Name(s) of Child(ren)

Grade

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