



# **Family Handbook**



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## School Mission

Building a foundation of knowledge, skills, and character, Aurora Collegiate Academy educates students in kindergarten through fifth grade for success in college preparatory middle and high schools, and sets them on the road to college beginning in kindergarten.

## School Vision

We focus **unrelentingly** on getting our scholars to and through **college**.

Aurora Collegiate Academy believes every student deserves access to an achievement-oriented learning environment, beginning in kindergarten. We will provide our students with the foundational skills necessary for entrance into high-performing secondary schools and put them on the path to college starting in kindergarten.

At Aurora Collegiate every child **will**:

- Work hard in academically rigorous courses that set them on the path to college starting in kindergarten.
- Achieve high behavioral standards that lead to respectful character and leadership.
- Learn from dedicated teachers in a safe and highly structured environment.
- Succeed on standardized tests including nationally normed assessments and state tests.
- Visit more than 6 colleges and civic or historical sites.
- Participate in a variety of teacher lead enrichment courses.



# Family Involvement

Aurora Collegiate believes parents/guardians are our partners in the education of children. The important task of educating a child calls for the school, the student, and the family to work together to ensure success. We reflect that commitment by choosing to sign Aurora Collegiate Academy Family-School Commitment. We encourage families to participate actively in their children's education. We strive to cultivate positive and productive relationships with all of our families.

Aurora Collegiate family-school relationships are maintained through:

- Conferences with students, families, and teachers (including three formal parent conferences per year and one family orientation per year)
- Community-wide events, celebrations, and performances
- Teacher-family calls
- Newsletters
- Homework, independent reading, and behavior logs

Aurora Collegiate families are asked to:

- Reinforce Aurora Collegiate's academic and behavioral standards at home
- Establish a daily routine for students
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Ensure that students complete all of their homework every night
- Chaperone field trips
- Provide links to summer enrichment opportunities
- Assist with student recruitment
- Support other Aurora Collegiate families



# Family-School Communication

In order to be effective partners, we must communicate. There are several ways that we can and will communicate with you throughout the year:

## **Report Card Conferences**

At the end of the first, second, and third quarter, a parent/guardian will be required to come to the school for Report Card conferences with their children's teachers.

## **Bi-Weekly progress reports (K-5)**

Every scholar will receive an academic progress report every two weeks in their homework folders. You must sign it and return it to school the next day in their homework folders.

## **Behavior Logs (K-1)**

Every day your child will bring home a behavior log in their homework folder that informs you of positive and/or negative behaviors they may have displayed that day. You must sign it and return it to school the next day in their homework folders.

## **Behavior Logs (2-5)**

Every Friday your child will bring home a behavior log in their homework folder that informs you of positive and/or negative behaviors they may have displayed that week. You must sign it and return it to school the next school day in their homework folders.

## **Phone Calls**

Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours.

## **Appointments**

To maximize instructional time during instructional hours, the teachers and head of school are available by appointment. If you need to meet with a teacher, they are available by appointment after 3:45 (end of dismissal). Teachers will not be permitted to meet during instruction.

## **Meetings**

If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly.



## **Parent/Family Concerns**

Building relationships with our families is essential to our continuous success. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then contact the school. We welcome the conversation. We promise to treat you and your concern with respect.

We need your support. As you know, Aurora Collegiate is a very demanding school, with high expectations for academics and behavior. All of us – parent/guardians, teachers, and administrators – are working hard to help your child climb the mountain to college. We are all part of your child's team. Let's work together.

## **Cell Phones**

At Aurora we aim to limit all unnecessary distractions. As a result, students are not allowed to use cell phones in school or on school field trips. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and only returned after a parent/guardian has come to the school to pick it up. Repeated violations of this policy may result in additional consequences.

## **Messages/Phone Use/Voicemail**

We understand the need for you to communicate with teachers and students. Students and teachers however may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Students are allowed to use the telephone only in the case of emergencies or unexpected events.

If you need to get a message to your child's teacher, please call the school and leave a message or e-mail the teacher. Our teachers check their messages once a day after school. They will make every effort to return your call within 24 hours. If they do not call you within 48 hours, please call the Head of School to ensure that your issue is addressed.



# Attendance

Attendance is the first step in ensuring academic achievement. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. At Aurora Collegiate, daily attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parent/guardians/families are expected to ensure that their children are in school. PLEASE do not allow your child to miss a day of school except for serious illnesses. Excessive absences will be considered a violation of the family-school commitment, and students who miss an excessive number of days may be at risk of not being promoted to the next grade.

## **All Absences – “Excused” and “Unexcused” – Are Still Considered Absences**

Any day your child does not attend school is considered an absence. Student illness (with doctor’s note), a death in the family, religious holiday (with parent’s/guardian’s notes) are all considered excused absences at Aurora Collegiate. While we appreciate a call or note from a parent/guardian explaining the absence, the student is still considered (and marked) absent from school.

## **Never Miss School for Appointments**

Parents/guardians are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons (after 2:30 pm) or days when school is not in session. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day.

## **Suspensions Are Considered Absences**

If students are absent from school due to suspension, these days will be treated in the same way as absences.

## **Early Dismissal**

Students are expected to stay in school until the very end of the day (3:30 pm for regular dismissal; 2:00 pm Fridays). Early pickups are disruptive to the learning environment. In order to create a seamless transition after school, students will not be released an hour prior to dismissal. Students will not be released after 2:30 pm on M-Th. Students will not be released after 1pm on Fridays. Please make appropriate arrangements if a student needs to be picked up early.



## How the School Will Keep Track of and Follow Up on Student Absences

The school will keep records of all student absences. If a student misses school, Aurora Collegiate staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, and/or in person. Staff will explain the school's strict attendance policy and request the parent/guardian's strong support in enforcing this policy. The Head of School will follow up with parent/guardian about attendance issues.

Consequences for Absences	
<b>No Absences in a Quarter</b>	The child and family are congratulated and recognized for exceptional attendance and commitment to their education.
<b>Three Absences in a Quarter</b>	If a student is absent three times in a quarter, it is considered a serious issue. At this point, the parent/guardian may be called to the school to meet with the Head of School. At the meeting, the problem will be discussed and an attendance plan will be developed.
<b>Eight Absences in a Year</b>	If a student is absent eight times in a year, it is considered a serious issue. At this point, the parent/guardian may be called to the school to meet with the Head of School. At the meeting, the problem will be discussed and an attendance plan will be developed.
<b>More than Ten Absences in a Year</b>	If a student is absent ten times in a year, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Head of School. In addition, a report may be filed with the Department of Social Services.
<b>Twenty Absences in a Year</b>	If a student is absent twenty times in a year, the student will be considered a habitual truant. At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. Aurora Collegiate Academy Board or Board designee will submit an annual report to the State Department of Education that reports the number of habitual truants.



# Tardiness

Getting to school on time is a key to your child's success – at school and in life. At Aurora Collegiate, the learning begins from the moment students walk in the door. For instance, students who are on time read and complete challenging critical thinking problems during breakfast. Students who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. Late students miss academics, and tardiness in general is a bad habit.

## Definition of Tardiness

Our doors open at 7:00 am each morning. Students must arrive between 7:00 am and 7:30 am; they eat breakfast during this time. Students arriving after 7:30 am are considered tardy and a parent will be required to sign them in.

Consequences for Tardiness
<b>No Tardies in a Quarter</b> The child and family are congratulated and recognized for being “on time” and for their true commitment to education.
<b>Three Tardies in a Quarter</b> If a student is late three times in a quarter, it is considered a serious issue. At this point, the parent/guardian may be called by the Head of School. The problem will be discussed and an “On Time” plan will be developed.
<b>Three Tardies Equals One Absence</b> Every three tardies will equal one absence and be recorded as such in the student's file.
<b>Eight Tardies in a Year</b> If a student is late eight times in a year, it is considered a serious issue. At this point, the parent/guardian may be called to the school to meet with the Head of School. The problem will be discussed and an “On Time” plan will be developed.  Since every three tardies will be recorded as an absence, excessive tardiness is a truancy problem. If a student is absent ten or more times (and some or all of these absences may actually be due to excessive tardiness), the student may be at risk of not being promoted to the next grade.



# Arrival & Dismissal Policy

## Arrival

- The school officially opens to students at 7:00 am each day.
- Students must be at school by 7:30 am each day.
- Parent/ guardian must check in any student arriving after 7:30 am.

## Dismissal

- Monday – Thursday, the school day officially ends at 3:30 pm.
- Friday the school day officially ends at 2:00 pm.
- Families are responsible for picking up students at the entrance to the school.
- No student will be allowed to leave the school without an adult escort.
- Families MUST submit a written release form listing the names and information for any individuals, besides parent/guardian, who regularly are authorized to pick up their children.



# School Uniforms

All students must come to school in the Aurora Collegiate uniform every day. If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the student is sent to class. We have a required school uniform for several very important reasons:

## **Uniforms unite us as a community**

When you look at a group of students in the Aurora Collegiate uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the Aurora Collegiate uniform; they are agreeing to live up to the school's high expectations.

## **Uniforms reduce distractions and clothing competition.**

Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

## **Uniforms make us all equal**

Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don't have.

## **Uniforms look professional**

Students look neat when they arrive to school with shirts tucked into their pants. The students come mentally prepared for school and "dressed for work."

Students may not change out of the Aurora Collegiate uniform at any point during the school day. Students must wear the Aurora Collegiate uniform during physical education.

**Please note: All uniform purchases are made through a third-party, and all sales, exchanges, and reimbursements are handled exclusively by the uniform company.**



# School Visitor Policy

Visitors, especially parents/guardians, are a vital part of the Aurora Collegiate community. We welcome them as volunteers, observers, and partners in the education of our students. Unannounced visits, however, can be disruptive to our educational program. Upon arrival, all visitors must sign in within the Main Office. For the sake of student safety, we cannot have anyone unannounced in the building.

If you want to visit your child's classroom, please contact the Dean of Students to arrange a time.

## Transitions

We want every hour, every minute, and every second to be focused on instructional time for scholars. Transitions at Aurora require all staff members to participate and even a quick conversation can cause a disruption in cleanup of breakfast, unpacking of Life's Work binders, delivery of breakfast or lunch, filling out behavior logs, or observation and feedback for teachers.

**Because we want our transitions to be as efficient as possible for scholars, we cannot accept visitors during the following transition times:**

<b>Arrival and Breakfast</b>	7:00-8:30
<b>Lunch/Recess</b>	11:00-12:30
<b>Dismissal</b>	after 3:00

## Classroom Visits

We welcome classroom visits at any time other than the transitional times listed above. To ensure that we are maximizing instructional time we have outlined a set of Visitor Expectations below:

### Visitor Expectations

1. Notify the Dean of Students 48 hours in advance.
2. Enter classrooms silently. In an effort to minimize distractions, please do not speak to scholars or the teacher during class.
3. Do not engage with scholars. This includes talking to, frowning at, waving to, smiling at, or engaging in any other way with scholars.
4. No more than three visitors are allowed in the classroom at once.
5. Sit at the designated observation station. Each classroom will have clearly marked observation stations for visitors.

**Please Note:** While we encourage visitors in the classrooms, our primary goal is ensuring scholars receive instruction. If at any point visitors are causing a distraction to scholar learning we will ask them to leave.



# Homework

Homework is an essential part of Aurora Collegiate's educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. Homework will be assigned EVERY night at Aurora Collegiate. This means that families must help students with their homework in ways that include creating routines at home for students to follow each day, providing a quiet, organized place to work, and signing off on homework completion.

Homework includes required reading every night (including weekends and holidays), for which a parent/guardian signature is required on the reading log. Homework must be completed in full and in accordance with Aurora Collegiate's high standards for hard work and professional presentation.

All students are provided with Homework Folders that include a nightly Reading Log. Homework Folders are designed to teach students essential organizational skills. The Reading Logs must be filled out properly with a parent/guardian signature, and all assigned homework must be completed and in the folder. There are high standards for homework; all homework must be neat, clean, and thorough. Homework folders are turned in to teachers each morning as soon as students arrive at school.

If the homework is late, missing, incomplete, or of poor quality, or if the Reading Log is not completed properly, then the student may face in-school consequences. Moreover, since bringing all necessary books and supplies is part of homework, students may also face consequences if they do not bring all necessary books and supplies. The parent/guardian will receive a phone call if their child has missed several assignments. We expect and need family support to make sure all the homework gets done according to high standards of quality.

# Independent Reading

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. The students who read frequently outside of school are the students who are the best readers and who are most successful in school. Supporting your child's independent reading at home is the best way to help him or her build vocabulary and improve the speed, accuracy, fluency, and comprehension of his or her reading.

Although Aurora Collegiate students have high-quality reading time during school, they must READ, READ, READ at home every night and weekend and during any vacations from school.

Parents/guardians should make sure to supervise their child reading at least 20 minutes every night and every day on the weekends. It would be especially helpful if you asked the child to read out loud and stopped occasionally to have the child summarize what he or she has just read and to answer simple comprehension questions.

Please do not sign your child's independent reading log if you have not actually seen him or her read. Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.



# Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Aurora Collegiate, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, and recognizes and celebrates student successes at every opportunity.

We also use consequences and a problem-solving approach to help students fix behavior problems. Students may lose privileges (choice time, field trips, etc.) when they violate the rules.

Our Dean of Students is the point person on discipline issues. The Dean of Students works closely with teachers, families, and students to help them learn and grow. The Dean of Students has the authority to decide on the appropriate consequences for student behavior. The Dean of Students may solicit parent/guardian input in certain situations, and will communicate proactively and consistently with parents regarding positive and negative behavior issues.



# Behavioral Expectations

To help students learn professional habits, Aurora Collegiate institutes the STAR behavior code:

## STAR

- S**     **Stand/Sit up straight:** Students are expected to demonstrate good posture at all times. Students may not put their heads down on their desk unless they have been given permission to do so. When sitting on a chair, students must have their bottoms on the chair. When standing, students must have equal weight on both feet and their hands by their sides. When sitting on the rug, students must sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.
- T**     **Track the speaker with your eyes:** Students are expected to track the speaker at all times. When the teacher is talking, scholars need to track the teacher with their eyes. Scholars should also track any student who has been given permission to speak by the teacher. Tracking the speaker helps all scholars to stay on task and concentrate on instruction. It is also the polite thing to do.
- A**     **Always do your best:** Aurora Collegiate scholars are expected to try their best every single day. Our goal is to improve and get better every day.
- R**     **Respect at all times:** There are no excuses for disrespectful behavior at Aurora Collegiate. A student who has a disagreement with another student is expected to follow a three-step procedure in order to address the problem: (1) Ignore the offending student, (2) ask the offending student to stop, and (3) tell the teacher. Students who have been corrected by a teacher may not respond to that correction in a way other than following directions given by the teacher. If a student feels that a consequence has been unfairly applied, the students may speak to the teacher after the lesson has ended. The teacher has the right to disagree with the student. The decisions made by the teacher will be final.



# Our Core Values

Five core values - personal responsibility, respect, integrity, determination, and excellence - are at the heart of Aurora Collegiate's community and in combination with our STAR behaviors described above represent the cornerstones of the school's Code of Conduct. All students are proactively and explicitly taught these values, all teachers model and support these values, and all students are expected to conduct themselves according to these values.

## Personal Responsibility

- I accept consequences for my own actions.
- I keep my hands to myself.
- I will ask my teacher for help when I have a question.
- I will keep my personal space and desk clean.
- I will come to school prepared.

## Respect

- I will track the speaker.
- I will tell myself and others that differences are okay.
- I will sit silently when others are speaking.
- I will take deep breaths before I tell my teacher how I am feeling.
- I will not take anything that is not mine.

## Integrity

- I will always tell the truth even when unprompted.
- I will follow school expectations regardless of who is or is not watching.
- I will own up to my actions whether they are good or bad.

## Determination

- I will work to find answers and not focus on problems.
- I will say "I can" and keep my head up.
- I will not stop trying even when I get a consequence.

## Excellence

- I can follow directions the first time.
- The assignments I hand in to my teacher will be nice and organized.
- I speak loud and proud.
- I contribute in class by answering questions, asking questions and sharing my thoughts.



# Scholar Rewards

## **Positive Consequences for following our Code of Conduct (PRIDE values and STAR)**

At Aurora Collegiate Academy, students have the opportunity to earn rewards for demonstrating excellent behavior, academic growth, and good citizenship.

### **Daily Praise/Stickers/Notes**

Teachers recognize students who follow the code of conduct and STAR behavior by giving praise and sometimes providing students with stickers or notes.

### **Community Shout Outs**

Teachers recognize students who have shown growth or improvement, done well on an activity, project, or assignment.

### **PRIDE Value Star Awards**

Scholars that have earned the most PRIDE points in the PRIDE value category for the week will be recognized from each homeroom during community meeting

### **SWAG Bag/Pirate**

Scholars in K-1st that earn blue or green every day, turn in their homework and arrive on time daily will be eligible for Pirate.

Scholars in 2nd-5th that earn 20 PRIDE points, turn in their homework and arrive on time daily will be eligible for SWAG Bag.

Scholars that earn SWAG Bag/Pirate each week in a month will be eligible for participate in the VIP party at the end of each month.

### **Birthday Celebrations**

Parents may choose to bring in store-bought treats on Friday of the student/s birthday week. The birthday treat will shared after lunch. Please be sure to include enough treats for the students' entire class.



# Scholar Consequences

## Consequences for Failure to Meet Behavioral Expectations

Every minute matters. As a result, we actively work to prevent disruptions to learning. While we take all proactive steps possible to prevent misbehaviors by teaching and modeling expectations, we also teach our expectations by responding to negative choices with immediate consequences. Teachers are taught to deliver consequences with minimal disruption to the class and in a consistent manner across the school. At Aurora Collegiate our teachers use redirections as a **pause**, an **acknowledgment** of digression, a **redirection** and a **starting point** for positive choices. These consequences will be consistently enforced across the entire school.

Within the classroom staff members will use their professional judgment to respond to minor and moderate behavioral infractions. The committing of a disciplinary offense by a student on school grounds before, during, and after school hours; while traveling for a school activity; and during field trips or other school functions will result in a consequence.

**K-1** In kindergarten through first grade, students have the opportunity to end the day on one of four colors:

**Blue**—exceptional “all star” behavior

**Green**- good “star” behavior

**Yellow**-“needs improvement” behavior

**Red**- “fix it” behavior.

Each of these colors is placed in a student’s class behavior tracker. Every student has a section on the behavior tracker and colors are changed as a direct consequence of the students following or failing to follow the school expectations. Using this system allows consistency and lets students to see how their actions are tied to the color changes.

Every student begins the day on green and changes colors throughout the day. Scholars who are moved down to red or yellow can still end the day on green. We believe that it is important for our students to have a growth mindset and see that persisting through challenges, either academic or behavioral, results in positive consequences. Where a student has been given a correction and color change and shows improvement for a sustained period of time, they will have a positive color change. Once students have been given a warning, they are subject to a color change. For more serious infractions, students can move immediately to red or to a more serious consequence

**3-5** Student’s behavior will be tracked individually. Students will earn or lose points based on student behaviors. Throughout the day, students will lose one point for behavior infractions and gain a point for displaying PRIDE behaviors. This system will be reinforced with classroom incentives and consequences. A weekly total will be sent home on Fridays to assist parents in reinforcing scholarly behaviors.

Every student will start each day with one point for homework and one point for on-time attendance.

Value ranges for scholar incentives



<b>Blue</b> —exceptional “all star” behavior	25+ points
<b>Green</b> - good “star” behavior	20-24 points
<b>Yellow</b> -“needs improvement” behavior	15-19 points
<b>Red</b> - “fix it” behavior.	0-14 points

### **Level One Offenses**

#### **(Mild Student Misbehavior)**

- Failure to comply with school expectations
- Dress code violation
- Unexcused absences/unexcused or excessive tardiness
- Having unauthorized food, gum, or distracting items such as toys
- Littering

### **Level One Consequences**

- Verbal reminder/student conference
- Parent contact
- Time out/loss of privileges/loss of recess
- Reflection of offense on PRIDE rubric

### **Level Two Offenses**

#### **(Moderate Student Misbehavior)**

- Minor threatening of peers (for students in kindergarten through second grade)
- False accusations
- Cheating/plagiarism/forgery
- Offensive behavior/use of profanity or obscene language toward peers (for students in kindergarten and first grade)
- Minor physical aggression and/or horseplay
- Possession of obscene materials
- Unauthorized or inappropriate use of the Internet, computers, or software
- Gambling
- Theft (for students in kindergarten through second grade)
- Damaging or destroying school supplies/property (for students in kindergarten through second grade)
- Disrespectful/defiant language/behavior towards peers or school personnel

### **Level Two Consequences**

- Student conference and parent contact



- Time out/loss of privileges/loss of recess and parent contact
- Parent-student conference
- Lowering of grade/assignment or failing grade and parent contact (for cheating/ plagiarism/forgery)
- Reflection of offense on PRIDE rubric

### **Level Three Offenses**

#### **(Severe Student Misbehavior)**

- Continued Level One or Level Two misbehavior
- Fighting/violent behavior (resulting in minor injury)
- Threatening peers (for students in third through fifth grade)
- Bullying and harassment of peers
- Bus related misbehavior/disruptive behavior in a motorized vehicle
- Theft (for students in third through fifth grade)
- Damaging or destroying school supplies/property (for students in third through fifth grade)
- Offensive behavior/use of profanity or obscene language toward peers (for students in second through fifth grade)

### **Level Three Consequences**

Could include but are not limited to:

- Disciplinary office referral and administrative parent contact
- Reflection of offense on PRIDE rubric
- Administrative consequences include, but will not be limited to:
  - Parent/student conference
  - Behavior contracting
  - In-school suspension
  - Short term out-of-school suspension

### **Level Four Offenses**

#### **(Zero Tolerance Behavior)**

- Fighting/violent behavior resulting in serious injury or with the use of a weapon
- Assault and battery against a school community member
- Possession of a weapon or explosive device of any kind
- Possession, use, or distribution of illegal or unauthorized prescription drugs



## **Level Four Consequences**

Could include but are not limited to:

- Disciplinary office referral and administrative parent contact
- Reflection of offense on PRIDE rubric
- Administrative consequence:
  - School expulsion (for a maximum of one year)

At the discretion of the staff of Aurora Collegiate, students may be required to issue a verbal or written apology to the community as a consequence for their behavior. School leadership will contact a student's guardian immediately when a student commits a moderate infraction or any more serious infraction. Guardians will be fully informed at all stages of any disciplinary decision.

### **Short-term Suspension**

If a student commits an infraction that calls for short-term suspension (ten or fewer days), such action will be taken at the discretion of the Head of School. In such cases, the school will adhere to the following procedure, consistent with applicable federal case law and providing students with their full due process rights (see *Goss v. Lopez* (419 U.S. 565)):

- The student shall be informed of the cause for the suspension and evidence for those causes; where applicable, the student will have the opportunity to explain his or her side of the events.
- The Head of School or his or her designee(s) will immediately notify a guardian of the child, in person or on the phone, and will send written confirmation by personal delivery or express mail within 24 hours of the decision to suspend a student.
- The guardians of the student will have the opportunity to have a meeting with the Head of School or his or her designee(s) to discuss the suspension.
- The Head of School or his or her designee(s) may require the guardians to meet with representatives of the school before the student may return to classes.
- Alternative instruction will be provided
- Where the suspension is for more than five (5) days, the Head of School shall develop and implement a plan for improving the behavior.

### **Long-term Suspension or Expulsion**

Long-term suspension refers to the removal of a student from the school building for disciplinary reasons for more than ten days. Expulsion refers to the permanent removal of a student for disciplinary reasons. The following procedure is followed:

- The student is immediately removed from the class or the school, as needed.



- The student shall be informed of the cause for the suspension or expulsion and the evidence for those causes; where applicable, the student will have the opportunity to explain his or her side of the events.
- The Head of School or his or her designee(s) will immediately notify a guardian of the child, in person or on the phone, and will send written confirmation by personal delivery or express mail within 24 hours of the decision to suspend or expel.
- The Head of School or his or her designee(s) will set a date for a formal meeting and notify guardians in writing of the date, time, and place of the meeting, as well as:
  - The cause(s) for the suspension or expulsion;
  - A summary of the supporting evidence; and
  - Their right to be represented at the meeting (at their own expense) by an attorney, present evidence, and question witnesses.
- After the meeting, the Head of School or his or her designee(s) presiding at the meeting will issue a written decision, which will be sent to the student's guardians and the Board of Directors and placed in the student's permanent file.
- If the Head of School or his or her designee(s) find that long-term suspension or expulsion is indicated, the guardians of the student may appeal this decision to the Board of Directors within ten days of the decision to suspend or expel.
- Such appeal will be heard at the discretion of the Chair of the Board by a Director sub-committee (one or more Directors designated by the Chair), but no later than ten (10) days after the beginning of the suspension; in such cases, the guardians will be again notified in writing of the date, time, and place of the meeting, as well as:
  - The cause(s) for the suspension or expulsion;
  - A summary of the supporting evidence; and
  - Their right to be represented at the meeting (at their own expense) by an attorney, present evidence, and question witnesses.

## **Expulsion**

There will be zero tolerance for bringing a gun or deadly weapon to school or for any assault on school employees or students. A student may also be liable for expulsion for possession, use of, or selling of alcohol or controlled dangerous substances while on school property. Expulsion might also be used when a student is so repeatedly disruptive that a teacher and classroom cannot function. Expulsion would also be considered in the case of a student who has been suspended repeatedly and shows no evidence of an effort to change the problem behavior. In each case, expulsion would only be considered for a child who has not responded to other forms of discipline and support, such as behavior modification plans, detention, suspension, and advisor support.

## **Discipline of Students with Special Needs**

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to appropriately and effectively address disruptive behavior. In the case of a special education student, or a student who receives 504 accommodations, Aurora Collegiate will ensure that it makes the necessary adjustments to comply with state and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973, regarding the discipline of students with disabilities. Prior to recommending



expulsion for a student with accommodations under Section 504 or a student with special needs, the Head of School will convene a review committee to determine whether the student's misconduct was a manifestation of his or her disability, whether the student was appropriately placed and receiving the appropriate services at the time of the misconduct, and/or whether behavior intervention strategies were in effect and consistent with the student's IEP or 504 Plan. If it is determined that the student's misconduct was not a manifestation of his or her disability, that the student was appropriately placed and was receiving appropriate services at the time of the misconduct, and that the behavior intervention strategies were in effect and consistent with the students IEP, the student may be expelled.



# Student Grades

Aurora Collegiate is committed to setting students up for success, so we have rigorous standards for promotion. It is not automatically assumed that students will pass from one grade to the next. Each student must earn promotion by demonstrating mastery of essential grade-level knowledge and skills. Students may not be promoted if they are performing significantly below grade-level standards. Promotion decisions will be based on a student's grades, standardized test scores, attendance, homework completion record, and other measures. We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures to make these decisions.

A student may be a candidate for retention if he or she misses more than 10 days in a school year. We will track daily attendance closely and communicate promptly and directly with families to minimize the impact of absences on any child's academic progress.

Students who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP in alignment with the school's promotion policy.

## Grading Categories/Percentages

Classwork..... 40%

Participation.....30%

Assessments.....30%

## Missing and Failing Assignments

Students will be given an opportunity to make up missing assignments and should be given multiple opportunities to demonstrate mastery on a skill, standard or objective. This can be done in-class tutoring time. Teachers may also create packets with the skills for the quarter and have students complete those assignments if the assignments students miss require materials such as videos, power point, etc. that cannot be provided to them.

## Parent Contact About Grades

Parents will be informed as soon as students are failing each quarter, even if it falls before the progress report period.

## Retention/Promotion Policy

An "F" in any subject for the final grade will require a student to fail. If a student has more than one "F" they are retained. If a student has one "F," they are required to attend summer school for promotion. If student refuses or does not pass summer school, they will be retained.



## Dean's List

Summa Cum Laude: All As

Magna Cum Laude: All As and 1 B

Cum Laude: As and Bs

## \*Grade Scale

93-100= A

92-85 = B

84 -75 = C

74-70 = D

69 and below = F

## Report Card Conference Dates

Quarter	Conference Dates
1	Oct. 20-21
2	Jan. 12-13
3	March 23-24
4	Report Cards Mailed

## Student Records

The school administration is in charge of student records. If a parent/guardian would like to examine a child's record, the parent/guardian should submit a form in writing to the Head of School (available at school). Within five business days of receipt of a written request, the school, depending on the requested information, responds by:



- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

There are two different types of student records, which will be treated differently:

### 1. Directory Information

Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If a parent/guardian would not like such information released, he or she should submit a request to the Head of School.

### 2. Confidential Records

Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

## School Food Program

Both breakfast and lunch will be available at Aurora Collegiate. Breakfast is served from 7:00-7:30. Lunch is served in three shifts. All families will need to complete a form that enables the student to participate in the free or reduced-price meal program. Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. **Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or sugary or hot snacks to school. Candy, gum, hot chips and soda are not allowed at school.** If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it. There is an allotted snack during the day. No snacks will be provided by the school. Families may send a small, non-sharable nutritious snack for this time.

## Assessments

Aurora Collegiate employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff work to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. The assessments, the Developmental Reading Assessment (assessments of literacy development), NWEA MAP Test (nationally normed quarterly assessments), internally developed assessments, and Tennessee State assessments (beginning in third grade), are administered throughout the year. Teachers analyze the results to inform their instruction, identify students in need of extra help, and to assess the overall



effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed four times each year.

## **Medication**

If your child requires medication during school hours, we will assist by administering medication. However, medication may not be given without the completion of the "Administration of Medication" form which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines.

All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

## **Student Belongings**

The school is not responsible for personal belongings that students bring to school. Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions as well items including, but not limited to, game cards, trading cards (baseball cards, football cards, etc.), portable electronic games, toys, portable electronic devices, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until they are picked up by a parent/guardian and will be subject to consequences. Repeated violations of this policy may result in behavior consequences.

## **School Supplies**

You may bring the following supplies on the first day of school. All supplies will be put in a community chest for distribution:

- 24 pack of pencils
- 24 pack of crayons
- 1 pack of notebook paper
- 1 wooden ruler
- 1 Box of Tissue
- Pack of lined paper
- Hand sanitizer (15 oz)
- 2 Folders in every color (green, red, yellow, blue, orange, purple)



We provide your child's backpack. The school backpack is a part of the uniform; please do not purchase a backpack.

### **Acknowledgement of Receipt**

#### **Aurora Collegiate Family Handbook 2016-2017**

Students and their parent(s)/ guardian(s) must read and sign this sheet. A student must have this sheet returned to the office before they are eligible to participate in any school activity.

We have received a copy of, read and agree to abide by and support the Aurora Collegiate Family Handbook for the 2016-2017 academic year,

Grade	Print student name	Student signature
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Grade	Print parent/ guardian name	Parent/guardian signature
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## Title 1 Home-School Compact 2016-2017

This compact outlines how parents, the entire school staff, and students will share the responsibility for improving student academic achievement and how parents will help develop a partnership to help children achieve the State's high standards.

### Student's Agreement

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Attend school on time, ask questions and participate and listen in class.
- Wear the school uniform every day.
- Take home written notices, signed papers and report cards promptly and return as requested.
- Complete and return homework assignments on time and in a neat fashion.
- Read independently or to an adult 20 minutes a day.

**Signature:** \_\_\_\_\_

### Parent's Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Make sure that my child is punctual and attends school regularly.
- Dress my child in the appropriate uniform daily.
- Support the school in its efforts to maintain proper discipline by teaching my child to respect authority and the property of others.
- Establish a time and place for homework and review it daily.
- Develop a partnership with the school to help my child achieve the State's high standards.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning by communicating in an on-going manner with the teacher and my child.
- Listen to my child read for 20 minutes every day.
- Ensure that my child remains in school for the entire day.
- Volunteer hours to my child's school.
- Support my child's learning by ensuring proper nutrition and sleep daily.

**Signature:** \_\_\_\_\_

### Teacher's Agreement

It is important that students achieve. Therefore, I will strive to do the following:

- Provide relevant, interactive homework assignments Monday-Friday, to enrich student learning.



- Provide all parents opportunities to be involved in the school and their child's education.
- Provide necessary assistance to parents so that they can help with the assignments.
- Provide frequent student progress to the parents.
- Use special activities and projects in the classroom to help make learning enjoyable.
- Provide quality teaching and leadership to students and their families.
- Establish weekly communication for my students and their families. (Ex. folders, e-mail, newsletters and/ or telephone calls)

**Signature:** \_\_\_\_\_

#### School's Agreement

I support this form of parental involvement. Therefore I will strive to do the following:

- Hold parent-teacher conferences at least three times annually.
- Develop partnerships with parents and provide an environment that allows for positive communication between the parent and the school.
- Ensure teachers regularly provide homework assignments that will reinforce classroom instruction.
- Provide high-quality curriculum, instruction and learning opportunities in a supportive and effective learning environment that enable the children to meet and exceed the State's academic achievement standards.
- Allocate resources to ensure high standards can be met.
- Establish a strong discipline policy to reinforce the student code of conduct.
- Encourage respect among the students, faculty, and parents.

**Signature:** \_\_\_\_\_