



2017- 2018

**Aurora Academy Charter School
Parent/Student Handbook**

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AURORA ACADEMY PARENT / STUDENT HANDBOOK 2017-2018

Mission Statement

Aurora Academy Charter School's mission is to provide a well-rounded, rigorous curriculum with high academic standards for Kindergarten through 8th grade students.

Introduction

Aurora Academy Charter School (AACS) is a parent governed charter school authorized by Aurora Public Schools (APS). This handbook provides considerable information regarding student and parent expectations. Please be sure you are familiar with its content.

AACS Board of Directors

AACS is managed by an elected governing board known as the Board of Directors. It is made up of parents with children at the school and community members. The eight parent members of the Board of Directors hold three-year terms, and the community member holds a one-year term. Elections are held yearly in January. The Board of Directors meets August through June at 6 pm the second Monday of the month in the AACS Board Room (unless otherwise noted on the website). Parents are welcome, and encouraged, to attend the open-forum session of these meetings.

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Policies and Procedures

Admissions:

Admittance - Admittance to Aurora Academy is done through a lottery. In order to be in the first lottery, which takes place in March of each year, parents must fill out an application online and attend a spring enrollment meeting. Parents will be notified by phone when an opening is available for their child. If there are spots available after the first lottery in March, parents that have filled out an online application will be notified by phone, and they must attend an enrollment meeting at the school. New students will not be admitted after October 1 for the current school year. No new students will be accepted for 7th and 8th grade unless approved by Administration.

Admissions Criteria - There are no educational criteria for admission. Aurora Academy reserves the right to refuse admission to a student whose needs exceed our current staffing.

Age Requirements - AACCS follows the APS policy that requires a student to be five (5) years old on or before October 1 in order to attend kindergarten. A child must be six (6) years old on or before October 1 in order to attend first grade.

Sibling Priority Policy – It is important to us that siblings, living in the same home, can all attend the same school so families can all be together. Aurora Academy would like to extend a benefit to our current families by offering priority enrollment to children that live in the same home. In order to qualify for this benefit, the following criteria must be met.

Note: All three of the following criteria must be met to qualify for sibling priority:

- Currently enrolled child(ren)'s family must have completed 50% of volunteer hours by mid-January to qualify for openings prior to the lottery.
- Child(ren) must live in the same home of the child attending Aurora Academy and
- To be considered a "sibling", children must meet this definition:

"Sibling" means one of two or more children or wards related:

(a) By blood, legal guardianship or adoption through a common legal parent; or

(b) Through the marriage of the children's or wards' legal or biological parents.

Note: Being a "relative", "relation", or "family member" does not meet the requirement of "sibling". Different families living in the same home does not qualify children as "siblings".

Should the above criteria not be met, then children wishing admittance must submit application through the lottery system conducted each year, in the spring. For more information regarding our full-enrollment policy and the lottery system please see our website at www.aacademy.org

Withdrawals - Parents who are withdrawing their children from Aurora Academy should notify the school office and complete the necessary withdrawal forms. In addition, students who miss ten consecutive days of school due to travel or other official or personal business must officially withdraw from Aurora Academy. The school will then process the paperwork and notify the Aurora Public School District admissions office.

Athletic Policies:

Students in grades 6, 7, and 8 may participate in basketball, cross country, soccer, and volleyball. A NON-REFUNDABLE athletic fee is required of all students who wish to participate in each of the above sports. **Please note:** Student athletes must maintain weekly academic eligibility requirements. The Athletic Director will pull eligibility every Friday. Students with a GPA of less than 2.0, with a D or F in a core class (history, language arts, math, science), or not in good standing regarding behavior, attendance, or tardies will not be allowed to participate in games, practices, or activities scheduled for that week (Friday to the next Friday).

Attendance:

Reporting Attendance – If your child(ren) will be absent, please call the school office at 303-367-5983 or email attendance@academy.org to report an absence. If you call before or after school hours, please leave a message including your name, your child(ren)'s name(s), date of absence(s), and reason for absence. If a child is absent and we do not receive a call or e-mail, a parent will be called. You must inform the office of an absence, not only the teacher. Students are considered tardy at 7:58 am. Please notify the office if your child has a communicable illness. Absences and tardies will be recorded and reported on the report card each trimester.

Absences – Regular attendance is essential for a student to perform at his or her maximum level. School hours are 7:58 am to 3:20 pm. An absent student misses classroom instruction and the class discussion. Homework and assignments can be made up, but the best learning environment is the classroom. With that in mind, we encourage parents to avoid scheduling appointments and vacations during school days. Please plan extended vacations during non-school times. Vacations are considered unexcused absences. Students who miss ten consecutive days of school due to travel or personal business must officially withdraw from Aurora Academy. Students may not participate in school-sponsored events/activities during or after school on the day of his/her absence.

Excused Absences – Excused absences usually involve illness, injury, doctor's appointments, or bereavement. If a student is absent more than 5 days in a row due to illness, a written doctor's excuse may be required to excuse absences.

Make-up work – Two class days per day of excused absence will be granted for students to make up work. Failure to make up missed assignment(s) on time may cause them to be considered late work, with applicable reductions. Make up work is determined by teachers. It is the student's responsibility to contact the teacher before or after school to find out what assignments have been missed. We emphasize classroom instruction. Missing school for a planned absence is discouraged, as the benefit of a knowledgeable teacher leading a class discussion cannot be replaced. For pre-

planned absences, the teacher, along with the student and parents, will agree prior to the absence what the arrangement will be; time to make up missed work may not apply as described above.

Signing students in/out – If a child arrives at school after 7:58 am or needs to leave before 3:20 pm, the parent must come into the building and sign the student in/out. If a student is picked up by someone other than a parent or emergency contact between 7:58 am and 3:20 pm, the parent must provide verbal or written consent for pick up. Students will be called out of the classroom when parents have arrived and not prior.

Tardies – AACCS expects all students to be in their seats at 7:58 am for instruction. If a student is not in class by 7:58 am, they are considered tardy, and must come through the office for a tardy pass. Students are allowed three unexcused tardies per trimester before consequences apply. For each unexcused tardy thereafter – the 4th tardy and after in each trimester – a detention will be assigned. Either the student or the parent can serve the detention. In addition, a parent meeting with school administration will be required at the 4th tardy in each trimester.

Book Deposit:

A \$75 book deposit is required for each student. The book deposit will be forfeited for books that are lost, stolen, or unduly damaged. Book deposits will be refunded when your child leaves AACCS if there has been no need to replace books. Parents may elect to donate their deposit, with tax advantages, to the school book fund.

Bully/Discrimination Prevention:

HB 11-1254: Anti-Bullying Legislation - In 2011, Colorado passed an anti-bullying bill that prohibits bullying against any student for any reason. In order to simplify the definition of bullying for our younger students, we at AACCS teach students that if a behavior is 1) unwanted, 2) aggressive, and 3) repeated, it is considered bullying. Bullying may imply an imbalance of power or strength in which one student is victimized by others. This power may be in various forms – such as physical strength, access to embarrassing information, popularity, etc.

Students who are exposed to the negative actions generally have difficulty defending themselves, and in specific situations may be helpless against the student or students who harass. Friendly or playful teasing may be considered bullying when such repeated behaviors continue despite clear signs of distress and opposition on the part of the victim.

Aurora Academy Charter School recognizes the negative impact that bullying has on student health, welfare and safety, and on the learning environment at school. Bullying prevention efforts will be utilized through school-wide, classroom, and individual measures. All programs and efforts will communicate that bullying is not acceptable behavior and will not be tolerated. Bullying by students is prohibited on all district property, at district or school-related activities, in district vehicles, and off school property when such conduct has a connection to school or any district curricular or non-curricular activity.

More information on bullying can be found at stopbullying.gov.

Revised June 2017

SB 08-200: Colorado Anti-Discrimination Act - In May 2008, Colorado expanded its anti-discrimination law to include protections based on sexual orientation and gender identity.

In accordance with federal and state laws, Aurora Academy Charter School prohibits discrimination and bullying based on race, national origin, color, ethnicity, disability, gender, religion, need for special education services, sexual orientation, or gender expression or identity.

Car Line:

Morning Car Line – To ensure your safety, and the safety of our students, parents must enter from 1st Avenue via East Driveway or Havana via 3rd Avenue. The North lane is a drop-off lane. Please exit to 1st Avenue via West Driveway. If you need to park and come into the school, park in the North Lot. Children may enter at the main entrance, the East door, or the back (playground) door starting at 7:45 am. Parking or standing in the front parking lot is not allowed. This is a drop off zone only.

Afternoon Car Line – Students are dismissed at 3:20 pm, and go to the pickup location of the youngest member of the car line. Thus, if you are picking up a 1st grader and a 3rd grader, you will do so from the 1st grade pick up location. Staff members direct car line each afternoon, and will wave you through when a space in your pick up location becomes available. Teachers walk students directly to cars at pick up locations; therefore, we ask you to stay in your vehicle and proceed through car line. **Do NOT get out of your vehicle to pick students up within car line.** To ensure your safety, and the safety of our students, parents must enter from 1st Avenue via Fulton and the easement north of the playground or Havana via 3rd Avenue. Please note: car line is a cell phone free zone.

The northeast Concorde College parking lot is not owned by AACS, so parents park at their own risk. AACS encourages parents to remain in their vehicles and proceed through car line to avoid their vehicle being towed. If you must park to pick up your student(s), please use the marked footpath, do NOT walk through car line.

K-4 line forms on the east side between AACS and Concorde College. 5-8 line forms on the north side of AACS between the playground and the field. All traffic exits around the west side of the gym, west on the access road to Fulton Street, and either south to East 1st Avenue or north to 3rd Avenue. Please refer to the car line map insert for student pick up locations, and for further car line instructions.

Please note: Students NOT picked up from school by 3:40 pm will be sent to after school care and the parent will be charged a supervision fee when the student is picked up. You may pick up students from after school care through the back entrance by the playground.

Communication:

Board of Directors - Board meetings are held on the second Monday of the month at 6:00 pm in the Board Room (unless otherwise noted on our website) and the public is always welcome to attend. A time for public comment is always placed on the agenda of Board meetings. Please note that the

Board of Directors will generally only take note of the comment and may formally respond at a later date. So, if a parent wishes to make a comment or suggestion to the Board of Directors, they may do so at the open forum session of these meetings.

Contact - If you change your address, or would like to add a second mailing address during the school year, you must report the change to the Front Office immediately by bringing in proof of address (such as a utility bill). This is required in order to assure registration from year to year, and to assure that written communication from AACCS and the district reaches the proper parties.

If you change your email address, phone number, or emergency contact information during the school year, please notify the Front Office. This ensures you receive phone calls regarding your student(s), and information about school emergencies, volunteer opportunities, upcoming dates, and our monthly newsletter *Falcon Flash*.

In general, school-wide communication will be sent home with the youngest sibling in your family.

E-Mail - All AACCS staff and Board members can be reached through e-mail. The address is the person's first initial last name@aacademy.org (no spaces). Thus, Gina Twombly's email address would be gtwombly@aacademy.org. Please note: Any anonymous letters or messages that are received by AACCS staff and Board members will be discarded immediately, regardless of content.

Falcon Flash – We publish our school newsletter, *Falcon Flash*, on the fifteenth day of each month. This is sent out electronically. Please update your email address with the Front Office if you do not receive *Falcon Flash* each month. If you have an article for *Falcon Flash*, please submit it to the Administrative Assistant by noon on the tenth of the month, in order for it to be included in that month's issue.

Parent Notification Process - The following process is used for all materials that go home and need to be returned with a parent signature such as infraction notices, referrals, progress reports, permission slips, etc.

If a student does not return an item with parent signature the next day, the student should call the parent to arrange delivery of the item at the parent's earliest convenience (preferably on the same day). The teacher must confirm this contact.

If the item is still not returned the next day, the teacher should send the student to the Front Office. At this time, Administration will contact the parent to arrange the item's return.

We want to make sure parents see the item that is sent home, and to place responsibility for its return upon the child. Rather than engage in an extended dance of "I'll bring it tomorrow" -- when in fact parents have never seen the item -- we want to complete the process quickly.

Parent - Teacher Conferences - We schedule formal parent - teacher conferences twice a year. These dates are listed on the school calendar. All parents are expected to attend the fall conference each year. We request that all parents attend their scheduled appointment for each student during fall/spring conference times.

Teacher Newsletters – Homeroom teachers in K-5 will send home important classroom-related information in Tuesday folders. Please read classroom letters for important information each week. Classroom letters will also be posted on the Aurora Academy website: www.aacademy.org. Middle school (grades 6-8) homeroom teachers send home a middle school newsletter each Tuesday.

Telephone - Telephones in classrooms are intended for adult use only. If necessary, parents may leave a message for their child with the Front Office or on the teacher's voice mail. Except in cases of an emergency, students should not make or receive calls during the school day. We will relay urgent telephone messages from parents to students. Students may use the office phone or classroom phone with PERMISSION ONLY from a staff member. Cell phones may NOT be used by students during the school day and must be kept in the student's backpack or locker, turned off. Please read our school cell phone policy in the Technology section on page 29.

Website – Important, up to date information can be found on our website: www.aacademy.org. All staff members maintain their web pages on the AACCS website to include contact information, weekly announcements, and upcoming events. Teachers will update student grades weekly in Infinite Campus.

Counseling:

Aurora Academy's Counseling Program is designed to work collaboratively with students, staff, and parents to provide guidance services to students. Students may have small group activities or meet individually with the counselor either at their own request or by referral from teachers or parents.

Confidentiality Guidelines

Student confidentiality is important to us. In the school counseling office, what is said there stays there, with the following exceptions as required by law and/or ethical standards:

1. Harm to self or others - This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. -- anything that puts your health or safety, or someone else's health and safety, at risk.
2. Abuse or neglect - If a student or parent talks with a staff member about abuse (physical, emotional, verbal, sexual, or other abuse), whether to themselves or to a minor, staff members are required by law to report the issue to Child Protective Services (CPS) and possibly the police. If a student tells us about an abuse case that is already been addressed by CPS or the police, we still may need to make a call to double check.
3. Court or other legal proceedings - By law, if a staff member is subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that a student's information will be kept confidential.

If there is ever a need to reveal information, we will let the student know in advance and work with the student to handle the situation in a way that respects the student, his/her feelings, and his/her needs.

Curriculum:

AACS teaches students the Core Knowledge Sequence Curriculum as aligned with the Colorado State Academic Standards. The Core Knowledge curriculum is a detailed outline of what is to be taught in language arts, history, geography, math, science, and the fine arts. This curriculum provides a solid coherent foundation of learning that attempts to share a core of shared knowledge that children should learn in American schools.

All learners will be exposed to Specials classes: Art, Music, Technology, Keyboarding, and Physical Education.

Discipline Policies:

Kindergarten Referral Process - Kindergarten students receive referrals for behavior problems. The referral requires students to draw/write about the choice they made, why they made it, and how they will correct it. The referral then goes home for a parent signature and needs to be returned the following day. In some instances, student behavior does not change from referrals. If the behavior continues, the following process will be followed:

Each referral is based on behavior. If a student gets a referral for a particular behavior, it is documented with the teacher and administration. Upon 3 referrals of the same behavior, a mandatory meeting is scheduled with parents and staff. After the meeting, if the behavior continues, the student will receive a **Behavior Reflection**, in which case procedures will apply as outlined in the AACS 1st – 8th Grade Discipline Policy.

If a Kindergarten student uses abusive, profane language, or exhibits an inappropriate display of affection or of a sexual nature, a parent meeting with staff will be called to discuss a behavior plan and other consequences.

During winter of the Kindergarten year, teachers will begin to implement discipline procedures as outlined in the AACS 1st – 8th Grade Discipline Policy so that students and families can acclimate to the process before entering 1st grade.

1st-8th Grade Discipline Policy - The intent of Aurora Academy's 1st – 8th grade discipline program is to teach and review school wide and classroom expectations, rules, and procedures. When students do not adhere to school or classroom expectations, the procedures outlined below will be used. Staff members will discuss and explain reasons for a student receiving an infraction to both student and parents. Parents are requested to talk with the adult involved to get all information before making judgments.

Aurora Academy will use one of two forms for any disciplinary situation – a Behavior Reflection or a Demerit. Each violation will be categorized into one of three categories as either a minor, major, or serious infraction (see table below). Should a student receive either a Behavior Reflection or a Demerit, a copy will be sent home for a parent/guardian to review and sign. The signed form will then be returned to the student's homeroom teacher on the next school day. Should the student not return the form the next day a phone call to a parent/guardian will be made.

Minor	Major	Serious
A Behavior Reflection/Demerit will be used for, but not limited to the following low intensity behaviors:	A multiple point Demerit will be used for, but not limited to the following more severe/egregious behaviors: *The points assigned will be at staff or administrator discretion.	Possession or Use of any of the following at school carries serious consequences (to be determined by state law, district policy, and/or school administration) and may include criminal charges and /or expulsion from school:
<ul style="list-style-type: none"> • Defiance/Insubordination/Non-Compliance • Dishonesty/Lying • Disrespect • Disruption • Dress Code Violations • Inappropriate Language • Physical Contact • Property Misuse • Being late to class • Technology Violation 	<ul style="list-style-type: none"> • Abusive Language/Inappropriate Language/Profanity • Inappropriate Display of Affection • Bullying/Threatening of harm • Dishonesty/Lying • Disrespect • Disruption • Physical Aggression/Fighting • Forgery/Theft/Plagiarism/Cheating • Harassment • Property Damage/Vandalism • Skipping Class • Technology Violation 	<ul style="list-style-type: none"> • Use/Possession of Alcohol • Use/Possession of Combustibles • Use/Possession of Drugs • Use/Possession of Tobacco • Use/Possession of Weapons

Whether a behavior falls under minor, major, or serious is at the discretion of Aurora Academy staff and administration. Demerit points will be assigned according to behavior severity.

Behavior Reflections – Behavior Reflections will be given for minor behavior infractions. A parent will be notified of the Behavior Reflection either by phone, email, or in person the day it is given. A copy of the reflection will be sent home with the student for a parent/guardian to review and sign, and then returned to the student's homeroom teacher on the next school day. Accumulation of Behavior Reflections will reset each trimester.

When does a Behavior Reflection become a Demerit?

- If at any time the student repeats the same undesired behavior with the same staff member, he/she will be given a Demerit.
- If a student accumulates three Behavior Reflections for different behaviors with the same staff member, he/she will receive a Demerit.
- If a student accumulates three Behavior Reflections for different behaviors with different staff members, he/she will receive a Demerit.
- Being disrespectful or argumentative when being issued a Behavior Reflection will result in a Demerit.
- At times, a situation may necessitate a Demerit for a minor infraction rather than a Behavior Reflection. These will be issued at the discretion of staff and administration.

Demerits - A Demerit will be issued when a behavior is a repeated minor behavior or is classified as a major/serious behavior infraction. When a Demerit is given, a parent will be notified either by phone, email, or in person the day it is given. A copy of the Demerit will be sent home with the student for a parent/guardian to review and sign, and then returned to the student's homeroom teacher on the next school day.

Arguing/Back-Talking During Issuance of a Demerit - A staff member's decision to issue a demerit is made after other interventions have been attempted. For a student to choose to challenge the staff member's decision at this point is highly unacceptable. *Arguing with the adult, especially in front of classmates, about the incident or about the issuance of a demerit will automatically increase the point value of the demerit.*

Student refusal to sign - The student's signature indicates receipt of the document and verification that the student and the staff member have discussed the concern. Refusal to sign the document is unacceptable. *Refusal to sign is considered insubordination/defiance and will automatically increase the point value of the demerit.*

Student disagreements about demerits – Occasionally a student may feel the event was misconstrued and that additional information is essential in order to fully understand the circumstances in which the demerit was issued. Students may follow the procedures outlined below should such a disagreement occur.

A student may write any additional information he/she feels is necessary for the staff member to understand. *(This is to be completed at home; not during the school day.)*

The written document will be submitted the next day to the staff member who issued the demerit. The information will be taken into consideration and the staff member will provide a timely response.

The point of this exercise is for the student to share information truly pertinent to the event. The point is not to disagree with the demerit for the sake of disagreeing. Submitting this in writing facilitates an opportunity for reflection and careful consideration of one's responsibilities in the event and discourages an emotional response. Students may not skip this step and go directly to administration. Nor should they engage in a verbal argument about the demerit.

Demerit consequences - The following table lists demerit point totals and their consequences. Demerits accumulate until the end of each school year. Consequences escalate as demerit point totals increase.

Demerit Points	Consequences
5	At five demerit points, students will be required to attend one hour of After School Detention (3:15-4:15) in addition to a lunch detention. A detention notice will be sent home stating the day the detention will be served.
10, 15, 20, 25	At the accumulation of 10, 15, 20, and 25 demerit points, students will serve one day of out-of-school suspension. A Problem Solving Team meeting will be required with parents/a legal guardian at every five point increment.
30	At the accumulation of 30 demerit points, removal/disenrollment proceedings may commence.

Office Assignment - Students may be placed in the office as an alternative to their regular classroom schedule; this placement is not considered suspension. Students assigned to the office will be provided academic work to complete. Students are expected to work diligently and quietly.

Suspension - Under certain circumstances, it may be necessary to remove individual students from the normal school environment. Besides demerit point accumulation, a student may be suspended from school during any given year for other very serious infraction(s) as determined by AACS staff.

Suspensions may be in school or out of school and will be decided on a case-by-case basis. The length of any suspension depends upon the severity and type of infraction. AACCS administrators have the ultimate authority on how and when suspensions will be carried out. When out-of-school suspension is needed, parents will be contacted by administration. Students suspended out of school are expected to complete all assigned work while they are away.

Removal/Disenrollment - Upon receipt of 30 demerit points, removal/disenrollment proceedings may commence. The Administration and the Board of Directors of Aurora Academy, in accordance with Aurora Public Schools Policy and state law, will conduct these proceedings. Children will not reach this level without there having been numerous attempts to assist the child to succeed behaviorally.

Expulsion - Expulsion is more serious than the loss of opportunity to continue as a student at Aurora Academy. Since AACCS is chartered through the Aurora Public School District, a student may be expelled from school following district guidelines for:

- Other extremely serious infraction(s) as determined by AACCS staff and proper authorities.
- The Colorado Safe Schools Act, which dictates circumstances under which expulsion is mandatory.

Self Defense - Many parents counsel their children to defend themselves when hit. We do not want any child to be hurt. However, we need to be clear about what, exactly, constitutes self-defense.

Self-defense is action taken to remove oneself from injury attempted by another. In any case of self-defense, a person may use reasonable force when it appears reasonably necessary to prevent an impending injury. If a child can retreat or escape, self-defense in the form of physical aggression should not be used. If the child can escape but still “defends themselves” by physically attacking the other person, the child will face the same consequences as any other child using physical aggression. Self-defense is only appropriate when a child has been physically accosted and must use physical force to get out of the situation and avoid being injured.

Scenario - On the playground, Ludwig and Etienne get into an argument about a game. When Ludwig makes an unkind remark about Etienne’s little brother, Etienne pushes Ludwig. Ludwig pushes back (this is *not* self-defense). Etienne, now really angry, attacks Ludwig. (This is *not* self-defense). The two boys fall together to the ground. Seriously concerned for his safety and feeling trapped, Ludwig fights back just enough to get Etienne off him and get away. (This *is* self-defense).

While Ludwig has made several poor decisions already (getting into the argument about the game, making an unkind remark about Etienne’s brother, pushing Etienne), here are decisions he can make now:

- a) If he leaves the scene now, his physical action to remove himself from the situation *is considered self-defense*.
- b) If he goes back to Etienne in order to continue the physical altercation, *his ability to claim self-defense is nullified by re-engaging*.

- c) If he tries to get away and is caught by Etienne and once more put in danger, he may use reasonable force to remove himself from the situation *which is self-defense*.

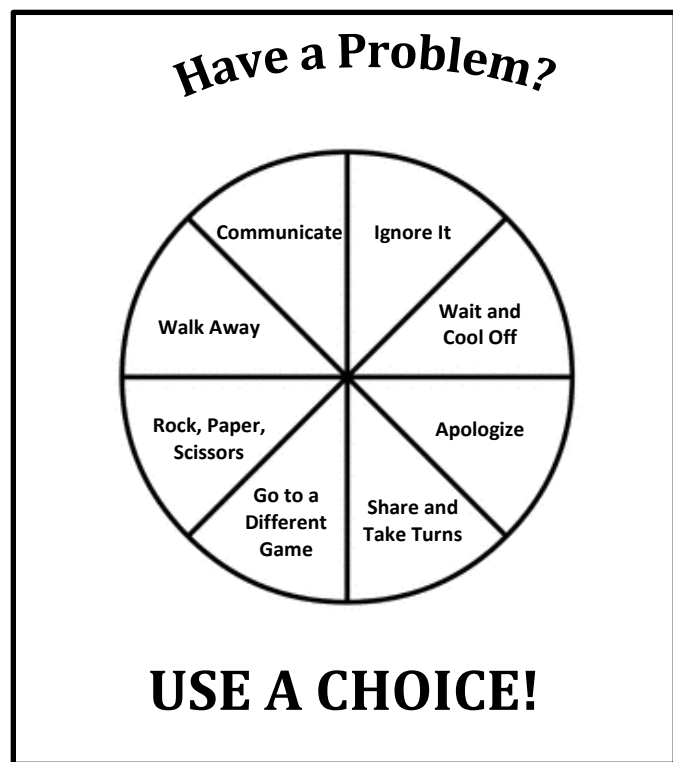
In all cases, Ludwig will still face consequences for making the unkind remark and pushing Etienne.

Please note - If Ludwig hits Etienne, and Etienne – able to walk away – hits Ludwig back, *both boys will receive consequences*.

We consistently apply this definition of self-defense. Please familiarize yourself with it and, as appropriate, clarify any questions your child may have.

We teach students at Aurora Academy that if they have a problem, they should use the Choice Wheel. The Choice Wheel as shown here can be found posted around the school. Choices students have are as follows:

- Walk Away
- Communicate
- Ignore It
- Wait and Cool Off
- Apologize
- Share and Take Turns
- Go to a Different Game
- Rock, Paper, Scissors



At AACs, we teach students that when Ludwig hit Etienne, Etienne should **walk away** and tell an adult, **not hit back**. If Etienne does hit back, he needs to accept the consequences of his actions.

Dress Code:

Introduction - The learning environment is significantly influenced by students' attire. Parents are expected to enforce the uniform dress code as part of their child's enrollment at Aurora Academy. The purpose of the uniform dress code is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride.

The Board developed a brochure complete with color pictures of typical uniform items. The intent is to provide a simple visual reference: **If the uniform items look like those in the pictures, they will be acceptable.** This brochure is available on our website. We will no longer maintain a list of acceptable items by brand or model number.

Enrollment at Aurora Academy constitutes acceptance of this policy, agreement to adhere to and support the policy, and acknowledgment of discipline for non-compliance as set forth in the Aurora Academy Discipline Code.

Uniform clothing is required for all students. It is the responsibility of students, parents, and staff to follow this code. Uniforms must be worn during school hours, except under special circumstances, as announced by the Administration.

Uniforms

General –

- Students must present a neat appearance. Shirts must be worn tucked in. Shoes should be tied and belts must be worn with belt-looped pants and shorts.
- Uniforms, including Aurora Academy sweatshirts, are to be of appropriate size – not oversized or undersized.
- School uniforms must be in “good repair” as determined by Aurora Academy staff.
- Any parent with a student with special needs may petition the administration for a waiver from specific items in the dress code.

Shoes –

- All shoes should be conservative in style. Shoes should be plain or in coordinated colors of black, brown, grey, navy, or white. Modest stripes, patterns and multi-tone colored shoes are acceptable if they contain only the coordinated colors (black, brown, grey, navy, or white). Other colors are not acceptable.
- All shoes should be free of lights and 'characters' (e.g., Pokémon, Barbie, etc.)
- Conservative sandals may be worn without socks and are subject to the same guidelines as all other shoes. Sandals should have a strap around the heel.
- 'Flip-flops' are not allowed.
- Any heels or platform shoes should be a safe height of no more than 1½".
- Tennis shoes (in black, brown, grey, navy, or white) are acceptable and are subject to the same guidelines as all other shoes; modest stripes are okay, but bright colors are not acceptable.
- Tennis shoes are required for gym, but separate tennis shoes are not necessary. (If a child wears tennis shoes to school, he may wear the same shoes to PE if he has PE that day.)
- Dress boots are acceptable in plain black, brown, grey, navy, or white.
- Boots with adornments will not be allowed. Students will be required to change into school-approved shoes.
- Snow boots must be changed into school-approved shoes while inside the building.

Socks/Tights –

- Socks should be worn in plain solid colors of navy, white, hunter green, black, or khaki.
- Socks may be any length.
- Tights may be worn in navy, hunter green, or white smooth opaque and/or cable knit footed tights.
- Footless tights are not allowed.
- Leggings are not allowed.
- Socks or tights must always be worn except with sandals.
- Inconspicuous shorts may be worn under skirts and jumpers. Knit leggings and pants that show underneath these articles of clothing are not allowed.

Bottoms –

- Uniform pants must be navy or khaki, pleated or flat front, cotton or twill. Baggy pants, colored jeans, “skinny” pants (which are tight, and cling to the leg), or cargo style pants are not acceptable.
- Uniform bottoms do not have full back pockets.
- Jumpers may be worn in approved color: AACCS school plaid only.
- Skorts may be worn in approved colors: AACCS school plaid, khaki and navy.
- Shorts in pleated or flat front should be navy or khaki in color, cargo style shorts are not acceptable.
- Uniform capris should be navy or khaki in color.
- Hemlines of skirts, jumpers, shorts, and skorts must be of modest length. The hemlines of jumpers and skirts should not be shorter than 3" above the knee. This is to be measured by the student kneeling on the floor and staff measuring 5" from the floor.
- No "low-riding" of pants will be allowed.

Belts –

- Uniform bottoms that have belt loops must be worn with a belt.
- Approved belt colors are solid brown, navy, black, or khaki.
- Belts and Buckles should be plain and without adornments.
- Belt loops may not be removed.
- Belts must be completely tucked into loops and are not to hang down.
- Kindergarten students are excused from wearing belts.
- AACCS will no longer provide ‘borrow belts.’ Students will receive a Behavior Reflection if they forget to wear a belt.

Tops –

- Approved tops are short/long sleeved oxford button down in white, short/long sleeved peter pan blouse in white or short/long sleeved polo shirts in navy, hunter green, or white.
- Plain white undershirts may be worn under school shirts for warmth. Sleeves of white undershirts should not exceed the length of the uniform shirt (i.e. a long sleeved undershirt with a short sleeved uniform top is not allowed).
- Aurora Academy sweatshirts may be worn at any time.
- Aurora Academy T-shirts may be worn only on Fridays (shirts must say Aurora Academy).
- Uniform shirts must be worn under sweatshirts and sweaters.
- A plain navy blue tie may be worn with the oxford shirt.
- Plain solid color uniform cardigan sweaters may be worn in white, navy or hunter green.
- Plain solid color uniform sweater vests may be worn in navy or hunter green.
- Outerwear that is worn for warmth to and from school, and at outside recess, is not considered a uniform item. Any sweaters/sweatshirts worn inside the school must be an approved uniform item (see brochure).

Accessories/Hair –

- Students may wear small post earrings; no dangling or hoop-style earrings are allowed.
- Rings, necklaces, and bracelets, if worn, must be simple in appearance. Watches are allowed. No other items of jewelry or adornment are allowed. One item per appendage.
- No make-up, including press-on nails and/or nail polish may be worn in grades K-5; in grades 6-8 no excessive make-up may be worn. Any make-up must be simple and neat (no outlandish colors are allowed).
- No hats of any kind may be worn in the building.
- Baseball caps are not allowed at school, including at recess. Knit hats may be worn for warmth at recess.
- Hair must be kept neat and have a combed appearance. Students may wear plain uniform color hair accessories. Hair extensions should be of a natural hair color. Irregular coloring or cutting of hair, including multiple shaved in lines and designs of any sort, mohawks, or any other outlandish hairstyles will be considered inappropriate. A single straight shaved in part is acceptable. If you are unsure if the hairstyle/color your student is considering is acceptable or not, please consult with Administration before changing your student's hair. Hair coloring and outlandish hairstyle parameters are left to the discretion of the Administration.

Gym – All students in grades 6-8 must wear an approved gym uniform including shorts and t-shirt to Physical Education class. This specific uniform (shorts/t-shirt) must be purchased from Aurora Academy. Purchasing two uniforms is recommended for each student to make laundering more convenient. PE uniforms may be passed down to other family members/friends or sold back to the uniform store if in good condition.

- No substitutes or look-alikes will be permitted.
- PE uniforms must fit appropriately.
- PE uniform shirts may not be worn for Falcon Fridays.
- Tennis shoes and socks are required for all students, grades K-8.

Approved Uniform Items – To view a complete listing of acceptable uniform items, review the uniform brochure on the AACS website or visit the website of one of the following uniform vendors that we have worked with and fit within the Dress Code Policy.

- Dennis Uniforms: www.dennisuniform.com (school code: C0W - that's C zero W)
- French Toast: www.frenchtoast.com (school code: QS47BAF)
- Educational Outfitters: www.educationaloutfitters.com (school code: CO01177 – that's C, O, zero, one, one, 7, 7)

Uniform care and alteration suggestions –

- The top part of the jumper may be removed and re-sewn to make it longer.
- Slacks that become too short or get holes in the knees can be cut off into shorts. They must be hemmed the same length as purchased shorts.

Dress-of-Choice Days – Dress-of-Choice days occur on one designated day of each month as a reward for those students who have not received any demerits in the previous month. On Dress of Choice days, students are to follow these general rules:

- Clothing must be in good repair.
- T-shirts must not have any sayings that relate to drugs, alcohol, tobacco, gangs, or weapons or have any offensive phrases, as determined by Administration.
- Bare midriffs are not permitted.

- Shirts must have sleeves.
- Length of shorts, skirts, skorts, and dresses must follow the length specified in the Dress Code.
- Clothing must be the appropriate size.
- Dress Code rules regarding hair and cosmetics are still applicable.

Falcon Fridays – To show school pride every Friday, students may wear T-shirts and/or sweatshirts with Aurora Academy name or logo instead of a uniform shirt. These may be purchased at the school. PE uniform shirts are not to be worn as Falcon Friday shirts. All other elements of the dress code still apply.

Jeans Day – Jeans Days occur at various times throughout the year and are used as a fundraiser for different school activities. On Jeans Days the guidelines for general grooming that are stated in the Dress Code still apply. On Jeans Days, the following rules apply:

- Only plain black or blue denim jeans may be worn; no adornments, prints, or rhinestones.
- Only jeans that are in good repair may be worn; no ripped or torn jeans.
- No skintight jeans or sagging jeans.
- Students must wear uniform shirt, shoes and belts.
- Dress Code rules regarding hair and cosmetics are still applicable.

Dress items not covered above but considered inappropriate and a distraction from the learning environment are subject to review by Administration.

Dress Code Violations – Students in violation of the dress code will be given a Behavior Reflection the first time they are found to be in violation of any part of the dress code. Any additional dress code violations will result in a Demerit.

Drug and Alcohol Policy:

Aurora Academy promotes a healthy lifestyle for students.

The unlawful possession, use, distribution, being under the influence, manufacture, or dispensation of controlled substances or of illicit drugs or of alcohol by students at Aurora Academy is prohibited. This includes at any school-related activities, on school property, or in school vehicles. Students found to violate this standard of conduct will be suspended for a length of time, prohibited from attending school activities, or expelled from school, as decided by AACS administrators.

Emergency Procedures:

Building Emergency/Crisis - AACS has a comprehensive plan for safety and security. If it becomes necessary to invoke a “lockdown” or “lockout,” the cooperation of parents is extremely important. No one will be allowed in or out of the building until a danger assessment is made and the situation is deemed safe -- NO EXCEPTIONS.

Emergency Procedures - AACS uses the Standard Response Protocol created by the “I Love U Guys” Foundation. This protocol can be found on the following page as well as in every room in the school.

Fire Drills - AACCS conducts several fire drills throughout the school year according to Aurora Public School District policy. ALL persons in the building must exit at the time of a drill in compliance with fire department regulations.

Tornado Drills - Drills for this emergency will be conducted in the spring as this weather phenomenon becomes more likely. During an actual Tornado Warning, staff will not leave their place of safety in order to release a student to a parent.



Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



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DRAFT SRP Handout for Students and Parents | Version 0.9.3 | 08/18/2009 | Revised 10/06/2009 | <http://iloveugays.org>

Extended Day:

AACS offers a fee-based before and after school program as a service to parents. The before school hours are 6:30 am - 8:00 am and after school from 3:20 pm - 6:00 pm. You can get more information about our after-school program and rates on our website under the "Parents" tab.

Please note: Students NOT picked up from school 20 minutes after their dismissal time (3:40) will be sent to after school care and the parent will be charged a supervision fee when the student is picked up. You may pick up students from after school care through the back entrance by the playground.

Grades:

Academic Awards – AACS awards Honor Roll certificates each trimester for a Grade Point Average (GPA) of 3.5-3.9. High Honor Roll certificates are awarded each trimester for a GPA of 4.0 or higher.

Late Work - Assignments not submitted on time (not due to an absence) will not receive full credit. For assignments not submitted on time, credit will be reduced 10% per day late. Students submitting late work must hand it directly to their teacher who will write the date submitted on the assignment in order to eliminate confusion about potential credit received. The percentage loss of credit due to lateness is independent of credit earned for quality and completeness of assignment.

Report Cards – Report cards are sent home at the end of each trimester. Letter grades are given for core and specials classes in 1st-8th grade. Letter grades are determined by the scale below. Academy classes for 6th-8th grades are graded on an S, IP, U scale (Satisfactory, In Progress, Unsatisfactory).

("+" grades are the top 2% points; "-" are the lowest 2% points in each range.)

Kindergarten scale:

P = Proficient

NP = Non Proficient

First - eighth grade scale:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% or lower

AACS uses Infinite Campus (IC) to maintain and update grades. Parents may log in and check their child(ren)'s grades by visiting <https://sis.aps.k12.co.us/campus/portal/aurora.jsp>. If you are new to the IC Parent Portal please visit <http://aurorak12.org/parents/student-resources/grades-attendance/> to create your login using your activation key.

Progress Reports - Progress reports will be sent home with students receiving a letter grade of D or F at the midpoint of each trimester.

SOAR Academy - Beginning 4 weeks in to the school year, if a 6th – 8th grade student has a D or an F in any core class (Language Arts, Math, Science, Social Studies), they will be assigned to SOAR Academy in order to get extra tutoring help from a teacher during Academy time. They will stay in this Academy until the grade for that class changes to at least a C. The minimum amount of time students will spend in SOAR Academy is one week.

When students attend SOAR Academy, the completion of an Academic Reflection for that week will be required. If a student accumulates five Academic Reflections, a parent meeting to discuss the student's academic progress will be required. The purpose of the Academic Reflections in this situation is to ensure student academic progress is being monitored and communicated with parents in a timely manner.

Retention - Students' grade placement due to advanced abilities or significant deficiencies is a difficult decision. So many factors play into the equation that it must be considered entirely on a case-by-case basis, with the goal always to do what is best for the child.

- For K-3 students completing the year with a Significant Reading Deficiency, a retention conversation is required.
- Students who do not show adequate progress in reading may be retained in their current grade.
- Students who do not show adequate progress in math will be retained at their current math level. If they have advanced in other areas, particularly reading, they may be promoted to the next grade while still repeating the math level.

Children with Special Education (IDEA) or 504 designations are the exception; their educational plans are spelled out in the appropriate documents and guided by assigned staff.

Standardized Assessments – AACS gives periodic standardized assessments including Colorado State exams.

Standardized Assessment Policy - Colorado requires all students enrolled in a public school to participate in state academic assessments as specified in the state law. As of July 2015, new legislation was passed (HB15-1323) that gives parents the right to excuse their child from state-mandated testing.

The accuracy of state accountability data is impacted when students do not participate, as well as, the ability to track students' progress.

However, students cannot be penalized by the school for not participating in state mandated testing (including, but not limited to, prohibiting school attendance, imposing a unexcused absence of participation in extracurricular activities).

Please note, in accordance with Colorado HB15-1323, Aurora Academy has passed the following policy in effect beginning in the 2015-16 school year:

The parent/guardian of a student(s) enrolled in Aurora Academy may request that his or her child be exempt in participating in one or more state assessments. The parent/guardian must fill out the Aurora Academy State Testing Excusal Form and return the form to the front office. The request will be valid for one school year. Request for excusal from state assessments in subsequent school years will require a new written request. Excusal forms can be obtained from the front office.

Aurora Academy is not required to guarantee supervision for those students that do not take the state-mandated assessment. Administrators of Aurora Academy may use staff and volunteer resources to the best of their ability to provide on-site supervision.

Writing – The use of proper spelling, grammar, penmanship, and general format is expected in all written assignments.

Grievances:

AACS encourages open communication and dialogue among parents, staff, and the Board of Directors. There are, however, established venues in which to share dissatisfaction and/or grievances. All classroom concerns should FIRST be directed to the appropriate classroom teacher. If necessary, the Principal or Assistant Principal may become involved as well. Any concerns with a staff member who is not a classroom teacher should be directed to the Principal. Any concerns with the Principal should be addressed with the Board of Directors.

Parent/Student Claim of Harm by Employee - If a parent or student claims any type of harm or injury has been committed by an employee towards a student, the following procedures will be followed by Administration:

1. Meeting with Parents
2. Investigation of everyone involved, including any witnesses
3. Discussion with School District Legal Department
4. Discussion with Aurora Academy's legal contact
5. If necessary, report to police and social services as outlined in Child Protection Act of 1987.
6. If necessary, take disciplinary action against employee, up to and including immediate discharge.

Health:

Herbal/Non-Prescription Items - Students should not have any of these items at school. If a parent would like a substance administered to their child, they will make arrangements with the health office.

Immunizations – The Colorado Board of Health requires the specified immunizations for compliance with the School Immunization Law and admission into public schools. **Children will be denied admission to, or may be suspended from, any Colorado public school if not properly immunized or exempted.**

Medications - No student may self-administer any medication (over-the-counter or prescription), including any ointments, spray, cold medicine, or pain medication. These are the two exceptions:

- 1) Students wishing to carry asthma medication (inhalers) must have written permission from the APS Nurse assigned to our school. You may download an Asthma Care Plan from our website to begin this process.
- 2) Middle school students (6th – 8th grade) may carry and self-administer cough drops only; these may not be shared. The school reserves the right to monitor and respond to excessive use of cough drops; the Health Para will contact parents in such cases.

Physical/Mental Health Concerns – If a student has a serious physical or mental health concern, we strongly advise a meeting with the parent and school personnel so we can prepare how to adequately meet the student's needs.

In accordance with APS district guidelines, if a student has been treated by a mental health facility, we require a Re-Entry meeting with the student and parent to complete a Safety Contract before the student returns to school. In this case, we also require the parent to sign a Release of Information Form.

Staff - AACS does NOT have a full-time school nurse on staff. The health office is staffed by a full-time health para; the District Nurse is at AACS one day a week.

Homework:

Homework is a part of our academic program; indeed it is cited as a highly effective instructional strategy. The purposes of homework are a) to “cement” the child’s understanding of new concepts or skills, b) to provide the child an opportunity to practice new concepts and skills, c) to help the teacher identify areas of need, and d) to provide the child the opportunity for truly independent work outside the classroom.

All students are expected to complete homework assignments. It is the student’s responsibility to record these assignments in their school agenda on a daily basis. (Tuesday folders will NOT always contain specific homework information.) Each classroom teacher has his/her own homework policies and/or consequences for incomplete work. Homework will NOT always consist of “written work” but might include reading, studying in advance for tests, working on projects, reviewing material and concepts, etc.

Homework Workshop:

At Aurora Academy, we work to ensure the success of every student. Homework Workshop (HWWS) is a time for students to get help and to ensure their schoolwork is done. Middle School students (6th – 8th grades) who fail to finish and turn in homework must attend HWWS that day to complete the assignment. If the student has HWWS, parents will be notified by phone by 1:30 pm. HWWS is from 3:20 – 4:00 pm, Tuesday – Friday, in rotating 6th – 8th grade classrooms. At 4:00 pm, students should be picked up from the front parking lot.

The purpose of HWWS is to encourage and reinforce that school work is not optional and must be completed. FAILURE IS NOT AN OPTION! Incomplete work prevents students from understanding and engaging in the educational process. Teachers are willing to supervise students after school to ensure their success. Students who stay for HWWS and hand-in their assignments by 4:00 will receive full credit for the assignment.

Students are not allowed to decline Homework Workshop. ONLY parents may decline HWWS. If parents decline HWWS and are unable to make carpool arrangements, it is required that they communicate this to the teacher that day, preferably by phone. If HWWS is not attended, then students will be required to hand in the assignment the following day for reduced credit. Students will be assigned HWWS every day the missing assignment is not handed in and the late work policy will apply. Parents may refuse for their child to stay but are then expected to make sure the child completes the assignment at home and hands the assignment in. If the missing assignment is not returned the following day, an Academic Reflection will be given. If a student accumulates five

Academic Reflections, a parent meeting to discuss the student's academic progress will be required. The purpose of the Academic Reflections in this situation is to ensure student academic progress is being monitored and communicated with parents in a timely manner.

HWWS will not be used as punishment for irresponsibility such as not meeting classroom requirements (e.g. not having their agenda) which may incur other consequences, but rather to encourage children to hand in their work on time for full credit. If staying for HWWS will not produce a finished project, then HWWS will not be assigned. For example, if a student forgets a project at home and will not be able to reproduce the work by staying after school, then HWWS is ineffective.

Completing work prior to 3:20 will not replace attendance at HWWS. Once a parent agrees to HWWS the child must stay even if he/she has finished the assignment because of carpool arrangements. Students may work on other school assignments during HWWS once the missing assignment is complete.

Failure to Attend HWWS – If the student fails to attend HWWS once a parent has agreed, then a Demerit will be issued.

Library Policy:

K-8th grade students have a weekly library time to check out books. Books may be checked out for 2 weeks, magazines for 1 week.

Accelerated Reader – AACPS uses Accelerated Reader in all of its classrooms, including the library. Students earn points by reading books and successfully answering questions in its corresponding AR quiz. Accelerated Reader is a required component in the reading curriculum. It is calculated as 20% of a student's reading grade. To find out if a book you have at home is an Accelerated Reader Book, visit <http://www.arbookfind.com>.

Library Overdue Book Policy - Students will be **verbally reminded for 2 weeks** after the due date to return or renew their book. **Overdue notices** will be sent home in Tuesday folders when a book is 2 weeks or more overdue. When students receive a written overdue (or damaged) book notice, they have these 4 options:

- Return the book
- Renew the book (must have book in hand to renew)
- Pay for the replacement of the book (lost or damaged)
- Have parent set up a payment plan with librarian (303-367-5983 x 153)

At the second written notice, the student will make a call home in order to inform parents of the missing book. The homeroom teacher or the librarian will oversee a conversation with the student's parent or guardian. When a 2nd overdue (or damaged) book notice is received, students still have these options:

- Return the book
- Renew the book (must have book in hand to renew)

- Pay for the replacement of the book (lost or damaged)
- Have a parent set up a payment plan with the librarian (303-367-5983 x 153)

If multiple verbal reminders and written notices are ignored, it becomes a matter of insubordination. At this point, students will be issued a Behavior Reflection, and discipline procedures will be followed as outlined in the Discipline section of the Handbook.

Library contact information: (303-367-5983 x 153)

Lockers:

Students in grades 6-8 will be issued individual lockers. It is the responsibility of the student to maintain an orderly and neat locker. Lockers are to be kept locked at all times. Lockers are the property of the school and may be revoked or inspected at any time by school officials without notification or permission.

Meal Services:

Breakfast - AACCS offers breakfast cooked and served by APS in the cafeteria. Breakfast is served from 7:40 – 7:58 am. Students take their food to the classroom. Breakfast will be offered on half days.

Lunch - AACCS offers hot lunches that are cooked and served by APS in the cafeteria. K-5th grade students must sign up for hot lunch each morning by raising their hand in their homeroom class. Middle School (grades 6-8) students must physically sign their name on the sign-up sheet in their homeroom class.

Menus and Payment Options - Meal menus go home in Tuesday folders at the end of each month for the following month. Both lunch and breakfast are shown on the menu. Menus can also be found on our website on the Lunch Menu quick link or under the Parents tab.

Parents are able to make online payments for lunches at www.paypams.com. Paypams will send parents an email when the online balance is low. You may also buy lunches with cash. Student lunch and milk prices, as well as lunch and recess schedules by grade, are posted on our website.

Free and Reduced Meal Application - Through the National School Lunch and School Breakfast Programs, Free and Reduced-Price Meals are provided to those students who meet eligibility guidelines. The program is completely confidential and applications for Free and Reduced Price meals may be completed at any time during the school year. Free and Reduced meals applications are available in the main office or on the school's website. Complete the application and return it to either the School Kitchen Manager or the Main Office.

Each year a new application must be completed and a new determination of eligibility will be made. Completion of an application does not automatically qualify a student for the Free and Reduced Meals Program. Once the district Nutrition Services office receives an application, eligibility determination may take up to ten business days to complete.

All applications are confidential. Once a household is approved for free or reduced-price meals benefits, the household will remain eligible for those benefits for the remainder of the school year plus a maximum of 30 operating days after the first operating day in the following school year.

Revised June 2017

Recess:

Outdoor Recess - Recess will be held daily for grades K-8 before or after the students' lunch time. Recess may also be scheduled on an individual classroom basis. Providing students an opportunity to be outdoors, even in chilly conditions, is essential for their physical and mental wellbeing.

Outdoor recess will be held every day unless there is precipitation, ice on the playground, or a wind chill of 20° F or below. Students must bring a hat, coat, gloves, and boots for outdoor recess on cold days. If students wear snow/rain boots to school, they need to change into street shoes or athletic shoes while inside the building. It is the responsibility of the child and parent to bring proper outerwear to school. Students will not be allowed to stay indoors because they failed to bring a coat, hat, and/or gloves. Colorado weather changes quickly; please keep outerwear in your child's back pack at all times.

Playground Guidelines -

- All games should be played with a concern for the safety of others using the playground.
- The playground equipment is to be used properly and in the manner for which it was meant.
- Tag and chase games are not permitted without teacher supervision and must be played in the proper areas.
- Shoes must be worn at all times.
- Fighting or pretending to fight is not permitted.
- Toy weapons or facsimiles of weapons are not allowed on school grounds.
- Throwing of rocks (no matter the size), snow, sand, dirt, or other objects that could be dangerous is not permitted.
- Electronic devices are not permitted on the playground unless pre-approved by a teacher.
- Children should leave their own toys and balls at home. AACCS provides balls with which to play. Students are not permitted to bring their own balls to recess. In the elementary grades, students may be allowed to bring balls from home for second recess only.
- Students are to follow all rules and guidelines set forth by the recess supervisors as follows:

Playground Goal: Students will play safely in all games and on all equipment.

Expectations will need to be taught and retaught: discuss, model, practice, role-play.

- Rough play is not allowed.
- Students will keep their hands and feet to themselves.
- Students will not fight or pretend to fight.
- Students will show respect for others and follow instruction given by staff and adult parent volunteers.
- Students will stay away from puddles, mud, snow, and ice.
- Students will leave rocks, sticks, and other dangerous objects alone.
- Students will play only on the playground areas; not on or under the stairs.
- Students will use playground equipment properly.
- Students will show pride in their school by keeping the building and grounds free of litter.
- Students will take turns on equipment; students will share and wait their turn.
- Students will not go outside the fence for any reason without an adult's permission.
- Students will not "drop-kick" any ball.
- Students will lose the ball the third time it goes over the fence.
- Students will not kick or throw balls toward the building.
- Students will slide down the slide, on their bottom, feet first, one at a time.
- Students will not stand on table tops or benches.

- Students will stop what they are doing and line up quickly when the whistle blows.

Indoor Recess

In the case of indoor recess, the following rules apply:

- Indoor gym shoes are not required; if teacher wishes to facilitate the changing of shoes, fine. No snow/rain boots may be worn in the gym.
- If necessary, students will need to sit and receive directions from recess supervisors before playing in the gym.
- Children not wishing to participate in gym activity may sit next to the walls/bleachers.
- Locker room restrooms and drinking fountain are appropriate to use while playing in the gym; students should not be in the hallway.
- If any behavior is deemed inappropriate or unsafe by supervising adults, child will be asked to sit out for duration of recess. (No warnings.) Safety is #1!
- Students are not allowed to kick the balls in the gym since the space is too small to accommodate this activity.

School Schedule:

Normal school hours are 7:58 am – 3:20 pm. We have Early Dismissal days in order to accommodate Professional Development. Make sure to see the current school year calendar (available on our website and in student agendas) for specific Early Dismissal days.

Special Education:

The process of identifying students needing Special Education (SPED) services is driven by federal law. A host of interventions may be applied to assist learners in the regular education classroom, without needing to access SPED services. If a parent has a concern regarding his/her child's learning, the parent should speak with the teacher and request a meeting to discuss the child's performance. Students who qualify under Individuals with Disabilities Education Act (IDEA) are placed on an Individualized Education Plan (IEP), which stipulates what services they will receive. If a student is enrolled in Aurora Academy, any existing IEP or 504 plans will be honored until any necessary changes might be made.

Student Council and Leadership:

Student Council - Students in 4th-8th grade who maintain a 2.0 or higher GPA are eligible to join Student Council. Please note: Student Council members must maintain weekly academic eligibility requirements. Students with a GPA of less than 2.0, with a D or F in a core class (history, language arts, math, science), or not in good standing regarding behavior, attendance, or tardies will not be allowed to participate in Student Council meetings or activities scheduled for that week. One student from each homeroom 4th-8th will be elected to participate by his/her classmates each school year. The aim is to promote the interests of the school and the involvement of students in the affairs of the school in cooperation with the Board of Directors, parents, and staff. Student Council provides a forum to enhance student participation in the life of the school.

Leadership – Students in 7th and 8th grade that maintain a 2.0 or higher GPA can apply or be recommended for Leadership. Please note: Leadership members must maintain weekly academic eligibility requirements. Students with a GPA of less than 2.0, with a D or F in a core class (history, language arts, math, science), or not in good standing regarding behavior, attendance, or tardies may

not be allowed to participate in Leadership meetings or activities scheduled for that week. Leadership students will assist school staff, the PBIS team, and coordinate and/or participate in school and community volunteer opportunities.

Technology:

Maintaining a safe environment conducive to learning is of utmost importance. To this end, personal electronic devices are not allowed to be used at school unless students are given express permission by staff.

- Cell phones: At school, there is no need for a student to use a cell phone. Parents needing to get messages to a student can do so through the main office. Some middle school parents wish their child to carry a cell phone. In such cases, cell phones must remain turned off and in the child's locker during the day, and are not to be turned on until the child has left our campus. After school, a child may be given permission to use their own cell phone to call home. Permission must be requested and granted or the phone will be confiscated. If a cell phone is used on school grounds without express permission the cell phone will be confiscated, and the student may retrieve their phone from the staff member at the end of the day. The second time a cell phone is used on school grounds without express permission, the cell phone will be confiscated, and a parent must pick up the cell phone from the Main Office.
- CD and MP3 players, electronic games, cameras, etc: These entertainment devices do not serve our educational purposes and must be left at home unless students are given express permission by staff.
- Earbuds and headphones are not allowed on or with students UNLESS the student has been specifically told by a teacher they may use them in class. If a student is seen wearing earbuds or headphones at any other time, those earbuds/headphones will be confiscated. This means: no earbuds or headphones in the halls, at recess, in the lunchroom, etc.

It has been our experience that personal items, especially technology, are easily lost or damaged in a school setting and may serve as a source of conflict between students. **Aurora Academy is not responsible for the loss or damage of any item deemed inappropriate for school.**

Volunteers:

Volunteer Hours

All families are required to fulfill their volunteer hours each year. All single-parent families* are required to fulfill 20 hours of volunteer time. All two-parent families** are required to fulfill 40 hours of volunteer time per school year.

Families must complete half of their required volunteer hours by January 15 to receive sibling priority for the following year.

Volunteers must be 18 years of age, or older, and a member of the family, in order to qualify as a volunteer. Aurora Academy reserves the right to request proof of age.

Children may not accompany adults during their volunteer time.

Donations of any kind may not be made in lieu of volunteer hours.

All volunteers must have background check completed before volunteering in the school building or at any event that involves children outside of the building.

All volunteer drivers must be 21 years of age and have a valid driver's license on file. In addition, all drivers must have a copy of their auto insurance declarations page on file with liability insurance for the minimum amount prescribed by the District: \$300,000 single limit or \$100,000/\$300,000/\$25,000 automobile liability insurance.

Volunteers assume responsibility for any and all injuries they, or other family members, may incur while fulfilling their volunteer hours. Volunteers are also responsible for all subsequent medical treatment(s) such injuries may require.

**Aurora Academy defines a "single-parent family" as one parent/legal guardian living within the household having sole custody of the child(ren).*

***Aurora Academy defines a "two-parent family" as two adults or legal guardians living within the household. This includes step-parents, and divorced parents with shared custody, and/or visitation privileges, and where both adults live in the State of Colorado.*

Volunteer Procedures

Volunteers must sign-in at the Volunteer Office. At this time, the assignment will be verified by the Volunteer Coordinator and the volunteer will receive a nametag. Volunteers will need their Driver's License or state ID for a background check before their first volunteer shift.

Volunteers must also sign-out at the Volunteer Office as soon as the assignment is completed.

If volunteer hours cannot be recorded during normal school hours, they can be emailed to the Volunteer Office.

Volunteers may sign-up to volunteer on line. Please visit the Volunteer Spot at aacademy.org to sign up. The Volunteer Coordinator will also send links weekly for online sign-up. If volunteers are unable to sign-up online, they may stop by the Volunteer Office for assistance.

If the posted volunteer opportunities do not meet a family's schedule, volunteers may schedule a more convenient time to help wherever they are needed on a given day. Volunteers should schedule volunteer hours in advance whenever possible, so that the Volunteer Coordinator has time to coordinate opportunities. There may not be opportunities available for a "drop-in" volunteer.

Additional Information

We understand that a hardship may occur that could affect a family's ability to fulfill their volunteer hours. Every effort will be made by the Volunteer Coordinator to help each family complete their volunteer hours. Please do not wait until the end of the school year to communicate your hardship. Volunteer time cannot be used to conduct an impromptu conference with your child's teacher. Please make an appointment to discuss any concerns or questions.

Volunteers are to avoid situations that could result in a conflict of interest between their child and other students. (An example of a conflict of interest would be having a parent volunteer conduct an exam on their own child.)

Loitering in the classroom is prohibited. It is both the teacher's and the volunteer's responsibility to make sure that valuable volunteer work is being done.

Revised June 2017

All volunteers are required to wear appropriate attire while fulfilling their volunteer hours on or off school property (i.e. field trip), alone or with students. Aurora Academy reserves the right to reschedule volunteer time for inappropriate attire.

Weapons:

Aurora Academy Charter School adheres to Aurora Public School district policies concerning weapons in school. This policy is provided as a supplement to this handbook and can also be found on the district website at <http://aurorak12.org/pol-reg/SectionI/jici.pdf>.

Despite their common utility at home, kitchen knives, pocket knives, matte knives, “X-Acto” knives, and the like are considered weapons at school. **Possession of a weapon at school carries serious consequences and may include criminal charges and expulsion from school.**

If a student inadvertently brings a dangerous weapon to school, and upon realizing the mistake promptly brings it to the attention of a teacher, administrator or other employee authorized by the school and delivers the dangerous weapon to an authorized person as soon as possible, then expulsion is not mandatory and such action shall be considered in determining what disciplinary action, if any, should be taken. If the child does not immediately follow this procedure, and shows it to peers, uses it, or plays with it during school, disciplinary action will follow.

Weapons on School Property - Per C.R.S. 18-12-105.5, the possession of any deadly weapon is illegal on public school property unless by a police officer or other security personnel for the sole purpose of carrying out their legally authorized duties. The weapons ban applies to all employees, students, parents and all other visitors to Aurora Academy Charter School. Per the state statute, the definition of *Deadly Weapon* is: a firearm, whether loaded or unloaded; or a knife, bludgeon, or any other weapon, device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used or intended to be used, is capable of producing death or serious bodily injury.

Weather:

Weather-related school closures - Aurora Academy will follow all Aurora Public School closures. **Aurora Academy will NOT follow APS delayed starts.** Local radio and TV stations regularly broadcast school closure information starting at 6:00 am, usually repeating it periodically until 9:00 am. Most TV stations run a crawler on the bottom of the screen giving this information. The information can also be found on news station websites. If school has been canceled, our telephone recording will state the information if possible. When school is closed, all school-sponsored activities are canceled.

AM Radio: KOA 850

Television: KCNC Channel 4 KMGH Channel 7 KUSA Channel 9

Early school dismissal - Aurora Public Schools or Aurora Academy may schedule an early dismissal because of weather or another emergency. Our school will follow the APS Early Elementary Dismissal Schedule. These dismissals could be deemed necessary at any time. If an early dismissal is called, staff will be notified via faculty-wide email and/or announcements. When all district schools are closed or dismissed early, all school-sponsored activities are canceled.