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AURORA ACADEMIC CHARTER SCHOOL

Middle School

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OVERVIEW OF AURORA ACADEMIC

PHILOSOPHY AND PURPOSE

It is the philosophy of Aurora Academic that average children, when presented with an orderly and structured environment, and in the presence of properly sequenced teacher-directed classroom instruction, can excel in an academically-oriented program.

The purpose of Aurora Academic is:

- a. to assist and encourage students of average ability and beyond to develop the highest level of academic and creative prowess possible
- b. to help develop in students a lifelong love of learning and a pursuit of physical and mental well-being
- c. to produce responsible citizens who recognize the value of hard work and enterprise
- d. to develop in students a desire to be productive, law-abiding and loyal employers and employees
- e. to develop in student's effective communication skills
- f. to ensure students are prepared upon graduation to enter the global economy

HISTORY

The word "Aurora" is of Latin origin and means: "the rising light of morning; dawn of day; a beginning." This meaning exemplifies the spirit and attitude of parents who believe Aurora Academic to be a new beginning for their children. Aurora Academic was established by a like-minded group of Edmonton parents in February, 1996. It is our belief that children have a right to be taught well and to be fully challenged. The primary focus is on the academic subjects with additional attention being paid to meaningful options.

VISION

Aurora Academic is the best choice for traditional public education in Alberta.

MISSION

To provide an orderly and structured environment, with properly sequenced teacher-directed instruction and strong home/school partnerships, where average children can excel in an academically oriented program.

GOALS

1. To have an enhanced language arts program
2. To have an enhanced mathematics program

The primary student learning outcomes of Aurora Academic are:

1. That students, on average, are reading above grade level in language arts
2. That students, on average, are achieving above grade level in mathematics

FACILITIES AND SERVICES

THE FACILITY

Aurora Academic Charter School is located at 12245 – 131 Street in Edmonton and our phone number is 780-454-1855. This building was constructed in three phases, the first in 1954, the second in 1963 and the third in 2016. The school has bright, spacious classrooms, a gymnasium, Wellness Centre, Foods Lab, Science Lab and Learning Commons at our disposal. Soccer fields, the Community League playground and ice rink are also available and utilized.

BOARD OF DIRECTORS

The school is governed by an elected Board of Directors, comprised of five to seven members, and is responsible for the overall governance of the school and acts as the final arbiter on issues related to the school's operation.

SCHOOL COUNCIL

Through the School Council, parents and the school community have an opportunity to advise and consult with the principals and to advise the Board on any matter relating to the school.

The School Council is an association of parents, teachers, principals, and community representatives who work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning.

PARTICIPATION

Participation is essential to an active, viable charter school. It also serves to make the Aurora Academic "family" a real force. It is the parent body that does the lion's share of the volunteering and in doing so comes to know more about the school and its life. Parents will be expected to become actively involved in supporting the program and in encouraging diligence on the part of their children.

FUNDRAISING

Aurora Academic is a public school and receives provincial funding similar to other Alberta public schools. Tuition fees are not charged.

Fundraising is everyone's responsibility. Our fundraising needs are met primarily by Aurora Fundraising Society, a parent-run volunteer committee working closely with the Aurora School Council.

The school is a non-profit public corporation and is registered with Revenue Canada. As such, the school is able to issue tax receipts to all contributors who wish to provide the school with monetary donations.

MEDICAL

Due to the COVID-19 health crisis, the school will need to be flexible and ready to adjust to changing conditions and instructions from the Alberta Health Services. Please be aware that the policies and plans outlined in this Student Agenda book may change with very little notice and any health-related instructions from the Alberta Health Services will supersede any previous plans and policies. Continue to monitor the school website for the most updated information.

Aurora requires that parents provide any medical information about their children that may affect their participation. Family Zone asks for pertinent medical history. The school will not normally dispense medication to any students. For further information, ask for a copy of our policy on this topic. A child with a fever, or who is known to have a contagious illness, should not attend school.

WHOLE SCHOOL COMMUNICATION

We wish to respond to your concerns and need time to properly do so. Please be aware that teachers may not be able to check emails or return phone calls during the school day, as we are with students. Staff are not expected to do so on weekends or evenings.

Emails and phone calls will be responded to within 2 business days.

- If you have an emergency situation, call the school to speak with administration or office staff directly.
- Changes to pick-up schedules must be made as early as possible (prior to 2:30 p.m.) to ensure the message is received; please try to avoid last-minute changes and call the front office instead.

In the Middle School, the best way to contact teachers is through email.

- Homework Books are checked as often as we can but the student may not have a particular teacher that day.
- Please continue to email and/or phone if you have messages for the teacher that you do not want to include in the Homework Book.

Meetings with teachers should be pre-scheduled.

- We respect your child's privacy, so we cannot meet at the door during study or first thing in the morning.
- Please ask for an appointment by email or using the Homework Book, and we will get back to you with a time that we are able to give you our undivided attention.
- Please remember to sign in at the Front Office and do not go into the hallways looking for a student or a teacher, as classes could be in session. Please do not interrupt teaching or the supervision of students. This is a safety measure that we have in place to protect all students.

We appreciate the close relationship that we have with our parents. We all work together to help your child to succeed.

To avoid frustration and missed information, everyone needs to have the same expectations regarding communication. Our first priority is always student safety and our focus is teaching in the classroom.

TRANSPORTATION

Yellow school bus service is provided to the areas of south Edmonton, southeast Edmonton, west Edmonton and north Edmonton. Stops on each route are reviewed for the beginning of each school year. Our bus service is not a door-to-door service and is designed with the expectation that parents may be required to

drive students to their assigned stop. Once the routes have been set for the year, no stop changes will be made over the course of the year. Subsidized E.T.S. student bus passes are available at the office for those students using Edmonton Transit. To view routes, please go to www.auroraschool.ca/transportation.html.

STUDENT DROP-OFF AND PICK-UP

Parents may drop their children off, but please note that the front doors will not open until 8:30am. Parents who choose to drop off their children before 8:30am must either stand with them at the front doors until they open or the students can enter through the back doors, which are open to students only at 8:20am. Parents must wait until 8:30am at the front doors. Buses will drop-off and pick-up students in the designated bus drop-off/pick-up area along 131 Street. Please respect one-way traffic flow in the front of the school from west to east. The safety of our children is everyone's responsibility.

Parents can pick up their children at the front doors only during school hours (example: for appointments) or after school if parents are waiting in the lobby. Otherwise, students must be picked up in the east field or the playground area for safety since the front door area is very busy with traffic and is unsupervised after school.

THE EDUCATION PLAN

CORE CURRICULUM

		Grade 5	Grade 6
	Provincial Recommended Instructional Percentage	Aurora Instructional Percentage	Aurora Instructional Percentage
Language Arts	25	30	30
Mathematics	15	20	20
Science	15	15	15
Social Studies	10	10	10
French	15*	5	5
Art/Music	10	10	10
Health/Physical Education	10	10	10

* Time for other subjects

		Grade 7	Grade 8	Grade 9
	Provincial Recommended Hours of Instruction per Year	Aurora Hours of Instruction per Year	Aurora Hours of Instruction per Year	Aurora Hours of Instruction per Year
Language Arts	150	195	195	195
Mathematics	100	195	195	195
Science	100	146	146	146

Social	100	146	146	146
Health	50	49	49	49
Physical Education	75	97	97	97
French / Options	time varies	170	170	170

The "Core" offered at Aurora complies with the core as defined by Alberta Education, but with differences in topic concentration, delivery methods, and a significant expansion of the curriculum beyond that set by Alberta Education.

2020-2021 SCHOOL CALENDAR

August	10	School Office Opens
	20	Teacher Preparation/Organizational Day (no school)
	21	Teacher Collaboration and PD Day (no school)
	24	Classes Begin
	27	Meet the Staff Evening
September	7	Labour Day (no school)
	21	Teacher Collaboration and PD Day (no school)
October	5	School Picture Day
	12	Thanksgiving Day (no school)
	23	Teacher Collaboration and PD Day (no school)
November	9	School Picture Retakes (a.m.)
	10	Remembrance Day Ceremony
	11	Remembrance Day (no school)
	16-20	National Bullying Awareness Week
	20	Term 1 Report Card and PD Day
	25 & 26	Parent Teacher Interviews
	26	Term 1 Awards Assembly
27	Day in Lieu for Teachers (no school)	
December	18	Teacher Collaboration and PD Day (no school)
	21 – Jan. 8	Christmas Holidays (no school)
January	11	School Resumes
	28	Science Fair
	29	Teacher Collaboration and PD Day (no school)
February	15	Family Day (no school)
	25 & 26	Teachers' Convention (no school)
March	12	Term 2 Report Card
	15	Teacher Collaboration Day & PD Day (no school)
	17	Term 2 Awards Assembly
	18	Parent Teacher Interviews
	22-April 5	Spring Break (no school)
April	6	School Resumes
	23	Teacher Collaboration Day & PD Day (no school)
May	14	Teacher Collaboration and PD Day (no school)

	24	Victoria Day (no school)
June	4	Teacher Collaboration and PD Day (no school)
	21	Term 3 Awards Assembly
	21	National Indigenous People's Day
	25	Last Day of Classes / Term 3 Report Card
	28	Teacher Preparation/Organizational Day (no school)

ASSESSMENTS

Placement Assessment

Students new to Aurora Academic are required to write a placement assessment as a component of registration. This assessment is used as a tool to assist the administration in determining a student's grade level, ensuring placement in his/her appropriate grade.

Student Assessment

There will be regular assessment of students based on:

- homework
- in-class evaluation
- projects
- unit tests
- standardized tests
- observation
- any other test mandated by Alberta Education

DEFINITIONS:

Assessment - the process of gathering information from a variety of sources that accurately reflects how well a student is achieving the Alberta programs of study.

Evaluation - the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the course, often at the end of a period of learning.

Formative Assessment - assessment experiences that result in an ongoing exchange of information between students and teachers about student progress toward learner outcomes. Formative assessment is also referred to as "assessment for learning" which refers to information not used for evaluation.

Examples of formative assessments include such things as: drawing a concept map in class to represent their understanding of a topic; submitting one or two sentences identifying the main point of a lecture; turning in a research proposal for early feedback.

Summative Assessment - the process of collecting and interpreting evidence for the purpose of evaluation. This is also known as "assessment of learning" which refers to information used for evaluation.

Examples of summative assessments include such things as: a midterm exam; a final project; a paper; a recital or recitation.

Homework - is meant to:

- help support your child's learning,
- reinforce what your child learned in school,
- give your child more practice,
- provide lessons on accountability, responsibility, organization, and meeting deadlines, and
- be a cooperative effort between students, parents, and teachers.

The teacher will engage in ongoing, timely communication with parents/guardians and students.

Incomplete Assessment:

Students are expected to hand in assessments on the due date given by the teacher. When students do not submit homework/assignments when it is due:

- a. The reason for the incompleteness will be provided to the teacher.
- b. The student may be given a second opportunity to submit the assignment without penalty based on the following parameters:
 - i) is the assignment summative (homework, test, project, etc) or formative (practice, routine, etc);
 - ii) the reason for the incompleteness (forgetting, unorganized, death in family, illness, etc);
 - iii) the weight of the assignment;
 - iv) previous missed or incomplete assignments;
 - v) the time frame of the assignment (when was it assigned, how much time the student was already given for it, etc).
- c. If an extension is granted, the extended time frame will be determined by the teacher at the discretion of the teacher using his/her own professional judgement.
- d. The teacher will communicate with parents via the homework book in that class, the student's incomplete assessment, any extension given and its time frame. It will also be communicated that and a grade of zero will be given if the assignment is still incomplete following the extension.
- e. If another opportunity is provided to the student and the assignment is still not submitted on the extended due date, parents will be informed that the student has received a zero via the homework book.

Missed Summative Assessments Due to Absence:

At the discretion of the teacher, in the event a summative assessment is missed due to an extended absence (as outlined in AR [6170](#), Section 1), or extenuating circumstance as determined by the teacher, the teacher may:

- a. Provide an alternate assessment;
- b. Provide an alternate and appropriate date, identified in the homework book, for the assessment to be completed;
- c. If the alternate date is missed, a score of zero will be assigned.
- d. Parents will be notified of a score of zero via the homework book.

EDUCATIONAL RECORDS

Aurora Academic ensures that the privacy of students, parents, and alumni is not violated. A student's file may be examined by a parent at a convenient time in the presence of a school official.

STUDY PERIOD

Study Period is an after-school study program from 3:10 p.m. to 3:30 p.m. five days a week. This is a voluntary program for students who may need extra help with their studies. Transportation home is the responsibility of the parents. The school has a right to deny anyone who abuses this privilege from taking part in this program. At 3:10 p.m. students are expected to either go to study or make their way home.

EMERGENCY EVACUATION PLAN

An evacuation plan is in place in the event of a fire, gas leak, flood, tornado or other disaster. If an emergency occurs during the winter months, parents will be notified when and where to pick up their children. Fire drills and lock-down drills will be practiced in accordance with regulations to ensure all staff and students become familiar with procedures.

LUNCH

Students will be provided with a supervised lunch period. Hot lunches are offered on occasion; otherwise, bagged lunches are the norm.

INCLEMENT/SEVERE WEATHER PROCEDURES

Recess at Aurora Academic consists of a 10 minute morning recess, a 10 minute afternoon recess, as well as a 22 minute outdoor period at lunch. All students will go outdoors except in cases of inclement weather or when the temperature falls to the -21 degrees Celsius range. Please remember to properly label all outerwear with a name and telephone number.

Inclement weather:

Same standards as indoor recess using the weather website Blatchford site:

https://weather.gc.ca/city/pages/ab-50_metric_e.html

Conditions such as (but not limited to):

- below -21°C (with wind chill)
- dangerous conditions such as high winds, lightning, tornado conditions, heavy rainfall, sleet or hail
- other conditions deemed dangerous for students to be outdoors at the discretion of the principals.

In cases of inclement weather conditions,

1. The front doors will be opened for all students and parents at 8:00AM but everyone must stay in the lobby until 8:15AM. The lobby will be supervised by an administrator.

2. The rear Elementary doors and the rear Middle School doors will be opened at 8:15AM.

Severe weather:

Same as Inclement Weather procedures but

- Severe Weather includes temperature at -40°C and lower (with wind chill)
- ALL doors are opened at 8:00AM

Severe Weather/Bus Cancellation:

The Transportation Manager, in consultation with School Administration may suspend or cancel school bus service to Aurora School when weather conditions constitute a hazard to the safety of students.

During inclement weather, the final decision to send a child to the bus stop or to school rests with the parents, even if the buses and school may be operational.

It shall be the responsibility of the Transportation Manager to advise the Principals regarding road and driving conditions. The Transportation Manager will solicit advice from the bus contractor and bus operators when preparing the recommendation.

The following factors in combination with each other, shall serve as guidelines for considering cancellation of bus service:

- a) Wind-chill of approximately -40°C, as determined by the Public Weather Information Office in Edmonton
- b) Temperature of -35 degrees Celsius, as determined by the Public Weather Information Office in Edmonton
- c) Road and driving conditions

In the event of a busing cancellation a decision will be made no later than 6:30 AM. An automated phone message and EZ enRoute notification will be sent out to parents. Information on bus cancellations will be available on our website at www.auroraschool.ca/students-parents/busing

Official information released to the public will be broadcast through Corus Entertainment (630 CHED, 880 CHQT, 92.5 CKNG & 103.9 CISN), Jim Pattison Group (99.3 CIUP & 102.3 CKNO), New Cap Broadcasting (96.3 CKRA & 97.3 CIRK) and Rogers Communication (91.7 CHBN, 101.7 CKER & 102.0 CHDI) radio stations for busing updates.

Air Quality Concerns:

Woodcroft Health Center station

https://weather.gc.ca/airquality/pages/trends/abaq-001_90133_e.html

To ensure the students are safe, in consultation with Alberta Health Services, we have a procedure for indoor recess on poor air quality days. The Middle School and Elementary are using the same procedure.
Procedure:

Level 7

- If the air quality index at the Woodcroft Station hits a 7 or higher, we will keep students inside.
- An email will be sent to all families warning of poor air quality and what we are doing
- Windows will be closed and Elementary air exchangers set to "low"; air conditioners and fans can be left on during the day

Levels 5-6

- An administrator will go outside to check the conditions before deciding to send the students outside
- If recess is outside, give students option to stay indoors in a supervised space
- Students with known respiratory issues, as listed on Family Zone, will stay indoors.
- Staff given instructions first thing in the morning via email and announcements as conditions change.
- Students will be reminded to stay hydrated, stay in the shade when possible, keep any inhaler device readily available, and report any breathing or health issues to a teacher.
- Outdoor PE classes will be at the discretion of the teacher in consultation with the principal.
- Windows will be closed and Elementary air exchangers set to "low"; air conditioners and fans can be left on during the day

Regular morning entrance for students

8:20AM - back doors open for Middle School only. Front doors and Elementary doors remain closed until 8:30AM. Students and parents remain outside until the doors open.

ATTENDANCEReporting Student Absence

Any parents whose children will be absent from Aurora Academic must notify the office before the beginning of the day. A message can be left on the school's answering machine before school office hours.

Leaving School Premises During Class Time

Aurora Academic is a closed campus and students are not permitted to leave the school grounds during the school day, including lunch time. Any student leaving the premises during class time must provide a signed note from a parent, notify the school office, sign out before leaving, and sign in upon returning. Any student who arrives late, after attendance is taken, must report to the school office and sign in.

Extended Student Absences (Policy Statement)

Aurora Academic is unique, and serious about providing a structured academic program. Attendance at school is critical. Students are required to be in school, and the school year has many weeks of holidays built into it. If families choose to take an extended holiday during school time, parents must accept that there is an academic cost involved with missed curriculum and school time. For more information regarding our Extended Absence Policy, please visit our website at www.auroraschool.ca or contact the school.

For the safety of your children, please follow the attendance policies.

HOURS OF OPERATION

TIME	MIDDLE SCHOOL
8:20	Buses Arrive and Supervision Begins
8:20	Student Doors Open
8:30	Warning Bell and Front Door Opens
8:35	Homeroom Attendance
8:40 – 9:21	First Period

9:21 – 10:02	Second Period
10:02 - 10:12	Recess
10:12 - 10:53	Third Period
10:53 - 11:34	Fourth Period
11:34 – 12:16	Lunch
12:16 – 12:57	Fifth Period
12:57 - 1:38	Sixth Period
1:38 - 1:48	Recess
1:48 - 2:29	Seventh Period
2:29 – 3:10	Eighth Period
3:10 - 3:30	Study Period (optional)
3:20	Buses Depart School

*Times may be subject to minor changes

REPORT CARDS

There are three report cards each year for students. The report cards will be issued with both comments and grades and are administered through PowerSchool at <https://auroraschool.powerschool.com>. Comments will be provided by the subject teachers. Parent/teacher interviews are held twice a year.

HOMEWORK

Completing assignments and study are an integral part of the academic program at Aurora Academic. To assist students, a homework book listing their current assignments will be prepared each day. Both parents and teachers must sign the homework book daily. This format increases communication between staff and parents. We aim to provide 10 to 15 minutes of homework per night in kindergarten and a further 10 to 15 minutes per night for each successive grade to junior high, when the amount should level off at about 90 minutes per night. This does not include home reading, which is suggested each night for all grade levels. Homework assignments for Grades 5 – 9 can also be viewed through PowerSchool.

SURVEYS

Parents are surveyed each year by Aurora Academic and Alberta Education to gain feedback on the school's progress and operations.

AWARDS

1. Regular assemblies will be held to recognize such things as academic excellence, citizenship, diligence, and improvement (for terms II & III).
2. Term awards will be given as follows:
 - a) Outstanding citizenship - one per class
 - b) Academics - top three in each class
 - c) Diligence/Most Improved - one per class

Year-End awards will be given as follows:

- a) Principal's awards for academics, leadership and sportsmanship will be given at each grade.

3. An honor roll will be kept for students in grades 5 to 9. The names of those students who achieved an average of 80% or higher on their four core subjects, with no subject below 70%, will be published in the school newsletter following the first and second report cards.

(See Aurora Policy 6130)

STUDENT CODE OF CONDUCT

BACKGROUND / PURPOSE:

Aurora Academic Charter School supports staff, students, parents, and the community in ensuring positive student behavior and conduct.

POLICY STATEMENT:

This policy is meant to establish and maintain a welcoming, caring, respectful and safe learning environment for all students and school staff. To be effective our policy must be simple, fair, communicated to our stakeholders, and actively enforced.

GUIDELINES:

A. A student shall comply with the following code of conduct:

1. Respect yourself and the rights of others in the school.
2. Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
3. Refrain from, report, and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours or electronically.
4. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
5. Act in ways that honour and represent you and your school.
6. Attend regularly and punctually.
7. Be ready to learn and actively engage in and diligently pursue your education.
8. Know and comply with the rules of your school.
9. Cooperate with all school staff.
10. Be accountable for your behavior to your teachers and other school staff.
11. Contribute positively to your school and your school community.

B. Unacceptable behaviours include but are not limited to:

1. Behaviours that interfere with the learning of others, the school environment, and that create unsafe conditions.
2. Acts of bullying, harassment, or intimidation.
3. Physical violence.
4. Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.
5. Illegal activity such as:
 - i. possession, use, or distribution of illegal or restricted substances,
 - ii. possession or use of weapons,
 - iii. theft or damage to property.
6. Discrimination as outlined in the *Alberta Human Rights Act* based on race, colour, ancestry, place of origin, religious beliefs, gender, physical or mental disability, marital status, family status, source of income, or sexual orientation will not be permitted.

C. Expectations for School and Classroom Discipline Practices

It is expected that school and classroom discipline practices in general will be based on the following:

1. Procedures are fair, objective, consistent, and reasonable.
2. Avoidance of threats and other measures that can be regarded as excessive.
3. Early detection of attendance concerns and other potential discipline problems and early action to resolve them without resorting to severe punitive measures.
4. Early and ongoing communication with parents throughout the entire process of dealing with discipline problems.
5. Recommendation for counseling services when deemed appropriate.
6. Concentration upon the development of positive school practices and effective teaching as a means of encouraging appropriate student behavior and maintaining school order.

7. Prompt action to resolve discipline problems, especially those that may lead to a suspension.
8. Decisions regarding the use of disciplinary measures should be made on consideration of the following:
 - i. Effect of the student's behavior on other students, the staff, and the school.
 - ii. Nature of the action or incident that calls for disciplinary measures.
 - iii. Student's previous conduct.
 - iv. Student's age and maturity.
 - v. Impact of proposed action on the student's future behavior.
 - vi. Previous disciplinary actions.

REFERENCES:

The School Act, Section 11(12)

BP 6040 Student Discipline

Human Rights Act

(See Aurora Policy BP 6035)

STUDENT DISCIPLINE POLICY

OBJECTIVE:

To provide direction for implementation of the Board Policy on Student Discipline.

DEFINITIONS:

1. Suspensions are defined as exclusions of up to five school days from regular student activities (classes, school, riding on a school bus, or extra-curricular activities). A suspended student may be reinstated by the Principal within five days.
2. Expulsions are defined as exclusions from regular student activities for more than ten school days.

STUDENT DISCIPLINE POLICY

REGULATION:

REMOVAL FROM CLASS:

1. A teacher may remove a student from a class period subject to the following procedures:
 - a. The teacher informs the student about the removal and the reasons for the removal.
 - b. The student is given an opportunity to offer an explanation for his/her action.
 - c. The teacher directs the student to administration to remain under the supervision of the school until the student's normal class dismissal time.
 - d. The teacher reports all of the circumstances surrounding the removal to the Principal.
 - e. The teacher informs the parents of the student via the homework book of the removal and the circumstances surrounding it.
2. The Principal, in consultation with the relevant teacher, may follow one of the following courses of action:
 - a. Reinstatement of the student
 - b. Conditionally reinstate the student
 - c. Remove the student from one or more classes for a certain term
 - d. Suspend the student from school for a certain term

SUSPENSIONS:

1. Suspensions should generally be used only after less severe forms of action have been taken.

2. Circumstances under which suspensions may be considered include but are not limited to:
 - a. Habitual neglect of duty
 - b. Open opposition to authority
 - c. Use of improper or profane language
 - d. Inappropriate or threatening behavior
 - e. Disruptive classroom behavior
 - f. Deliberate and wanton destruction of property
 - g. Personal or sexual harassment
 - h. Actions which are injurious to the moral tone or well-being of the school or individuals
 - i. Use, possession of, distribution of, or active contact with drugs or alcohol on school property or in the context of any school-related activity
 - j. Possession of tobacco or smoking on school property (as per policy 8050)
3. If the student is not to be reinstated within five school days after the date of the suspension, the Principal shall forthwith inform the Board of the suspension and report to the Board all the circumstances respecting the suspension and the Principal's recommendation. The student remains suspended until the Board has made a decision according to the *School Act*.
4. The Board shall within ten school days after the date of the suspension reinstate the student or expel the student from school in accordance with the *School Act*.

SUSPENSION FROM SCHOOL AND SCHOOL-RELATED ACTIVITIES

1. The principal may suspend a student from:
 - a. One or more class periods
 - b. One or more courses or education programs
 - c. School
 - d. Riding on a school bus
2. When a Principal suspends a student from school, school activities or riding the school bus, the following procedures will apply:
 - a. The Principal will confer with the affected staff to gather information about the student's misbehavior.
 - b. The Principal will inform the student about the proposed suspension, its consequences, and the reason the suspension is being considered.
 - c. The student will be given an opportunity to offer an explanation for his/her behavior.
 - d. If a suspension is deemed warranted, the Principal will inform the student of the reason for the suspension and length of the suspension.
 - e. The Principal shall forthwith inform the parents/guardians of the student by telephone of the suspension, including reasons and length, and shall report in writing all the circumstances respecting the suspension to the parents/guardians with a copy to the Superintendent.
 - f. The Principal shall, if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
 - g. Where a student is not to be reinstated within five school days of the date of his/her suspension, the Principal shall immediately report in writing all the circumstances of the suspension to the Board, together with his/her recommendations.
 - h. Upon receiving a report from a Principal, the Board shall, within ten (10) school days from the first day of suspension, reinstate or expel the student.
 - i. Before the Board makes the decision, the student and the student's parent may make representations to the Board with respect to the Principal's recommendation to expel the student.

SUSPENSION WITH RECOMMENDATION FOR EXPULSION

1. When the student's misbehavior or history of misbehavior is very serious, the Principal may suspend the student and refer the matter to the Board along with a recommendation for expulsion.
2. When a suspension with recommendation for expulsion is referred to the Board, the following procedures will apply:
 - a. The Principal shall inform the parents/guardians of the student and the Superintendent by telephone and shall immediately report in writing all the circumstances of the suspension to the parents/guardians with a copy to the Superintendent. Parents/guardians shall be advised (by double registered letter) of the date of the Board meeting at which the

- hearing will be held, their right to make representations to the Board with respect to the Principal's recommendation to expel the student.
- b. The Board, or a Committee of the Board empowered to act on behalf of the Board shall, within the (10) school days from the first day of the suspension, conduct a hearing into the case and render a decision to either reinstate or expel the student from school.
 - c. The Principal shall present documents and statements outlining the circumstances leading to the suspension with recommendation for expulsion and other relevant data that may assist the committee to make a judgment. Information will include documented instances of inappropriate student behavior as well as administrative responses to the behavior. The Principal will also be required to make a recommendation regarding the disposition of the case.
 - d. The procedure to be followed in conducting the hearing is as follows:
 - i. The Chairman or the Chairman's designate will chair the meeting.
 - ii. The Principal or designate will present his/her report documenting the case along with a recommendation for disposition.
 - iii. The student and parents/guardians will be given an opportunity to respond to the information presented as well as to add information they feel is relevant.
 - iv. The Committee may ask questions or request additional information from parents/guardians, students or personnel.
 - v. The Board Committee shall, without administration (other than the Superintendent), students or parents/guardians present, debate the merits of the case and make a decision to reinstate or expel the student.
3. The Committee's decision is deemed to be a decision of the Board. The Board decision shall be communicated in writing to the student and parents/guardians with copies sent to the Principal and the Superintendent. If a student is expelled, the board shall forthwith notify, in writing, the student's parent, and the student if the student is 16 years of age or older of the expulsion and of the right to request a review by the Minister.
 4. The Board may re-enroll a student who has been expelled.
 5. If the student is expelled, the Board must offer the student an alternative education program.

EXPULSIONS

1. Expulsion procedures are consistent with the *School Act*.
2. Expulsion will only be used when:
 - a. It is deemed that other means of corrective action including consultation with parents and suspensions have failed to achieve orderly and appropriate student behaviour.
 - or
 - b. The student's continued presence in the school is deemed to seriously threaten or disrupt the orderly functioning of the school or the student's presence is deemed to be a danger to persons or property.
3. Expulsion procedures must ensure that the rules of natural justice and due process are followed, including a right to request a review of the Board's decision to the Minister.
4. The seriousness of misbehavior may warrant immediate suspension or a recommendation to the Board for expulsion on the first offense.

REFERENCES:

BP 6040 Student Discipline
School Act, sections 12,24,25

(See Aurora Policy AR 6040)

ROLE OF THE PARENT

- Parents have read the information provided by Aurora Academic and agree to support the school's mission, philosophy, and goals.

- Parents are aware that homework on a consistent basis forms one of the major components in this program and are willing to ensure its proper and timely completion.
- Parents have read the Code of Conduct for Students and Members and the Discipline Policy (contained in the homework book) and agree to support their enforcement.
- Parents are aware of the uniform guidelines and agree to ensure that they are complied with.
- Parents are aware of their obligation to attend the Annual General Meeting.

CODE OF CONDUCT FOR MEMBERS

BACKGROUND/PURPOSE:

This Code of Conduct applies to Members of Aurora School in their interactions with staff, students and other Members.

Definitions:

"Members" means:

- a) Members of the Aurora School Board of Directors;
- b) Members of the Aurora School Council; and
- c) Parents and Guardians of Aurora students

POLICY STATEMENT:

Aurora School expects Members to conduct themselves ethically and professionally. The school does not tolerate bullying, intimidation, or harassment towards its administrators, staff, students, volunteers, other Members, or any other member of the school community.

GUIDELINES:

1. Members are expected to be actively involved in their child's school work and progress, encourage and assist their child in following all the school rules, and assist school staff in dealing with disciplinary issues involving their child.
2. Members are expected to be courteous and respectful in their communications with administrators, staff, and other Members.
3. Members must declare and avoid any conflict of interest.
4. Aurora School may deny access to school property to Members who engage in unacceptable conduct.

ACCOUNTABILITY: Monitored annually by the Superintendent and Board of Directors

REFERENCES

School Act, Section 16.2(a)

STUDENT EXPECTATIONS

CITIZENSHIP

Good citizenship is valued at Aurora Academic. Students who set good examples are appreciated and recognized.

PUNCTUALITY

Being prompt shows courtesy for others.

GOOD MANNERS

"Excuse me" and "Thank you" are simple, yet important phrases. Students are expected to be respectful at all times.

BUS CONDUCT

Students riding the bus to the school should remember that they are responsible for their conduct on the bus. The driver is in charge of the bus and his/her directions must be obeyed. Failure to adhere to bus rules may result in a student being denied bus privileges for a period of time. (See Aurora Academic Policy 9000.)

LITTER

Students are responsible for cleanliness of the facilities and grounds. Paper and rubbish must be placed in receptacles.

CAPS AND HATS

Caps and hats will be removed in the building.

INAPPROPRIATE LANGUAGE

Inappropriate language will not be tolerated at Aurora Academic.

BULLYING/HARASSMENT

Bullying, whether verbal or physical, is an offense at Aurora Academic and the transgressor will be dealt with immediately. If you are being bullied, bring the matter to the attention of the person responsible for the conduct. Tell that person the behavior is unwelcome and ask that it stop. If that fails to work, bring the matter directly to your homeroom teacher or the teacher on playground duty. (See Aurora Academic Policy 6040.) Aurora Academic prohibits harassment of an individual because of race, religion, colour, gender or sexual orientation. Any individuals who believe that they have been subject to harassment of any nature should report it immediately.

LOCKERS

Students will be issued with lockers and locks. Students will be expected to keep their lockers clean. With this in mind as well as security, locks are mandatory. Replacement locks can be purchased at the office for \$9.00.

ELECTRONIC DEVICES

All electronic devices, such as cell phones, smart watches (iWatch) and iPods may only be used after school, off school property. Devices must remain turned off and in student lockers during the school day. On school buses, electronic devices may be used but headphones must be used and recording of any kind is prohibited.

Violation of this policy could result in the device to be confiscated by a teacher, or an Administrator, or a bus driver at their discretion.

(See Aurora Policy AR7040)

SCHOOL UNIFORM

Top Marks is the uniform supplier for Aurora Academic. Policy requires that students be properly outfitted in school uniform each day. All tops and bottoms must be purchased through Top Marks. Students are required to wear uniform attire as outlined under Dress Days for all assemblies. Dress Days are on Mondays. School uniform is to be worn on school trips and during all activities outside of the school when representing Aurora Academic. Any exceptions will be noted by the teacher or teachers sponsoring outside events.



All uniform embroidered

To order on-

Aurora's They do not the questions, customer

800-667-7105, extension 239 (Monday – Friday, 8:00 – 4:00 p.m.).

pieces must be with the new logo.

line, visit their website at www.topmarks.ca. school code is AUR01. accept any orders over telephone. For any please contact their service department at 1-

DRESS DAYS

Students will be required to wear one item from each block of items on Dress Day (Mondays). Please note that it is not necessary to purchase all of the items.

UNIFORMS

HOW TO ORDER

1. Online at www.topmarks.ca (your school password is **AUR01**)
2. Send your completed order form by email, fax or regular mail. Please refer to the bottom for coordinates.

We ask for your cooperation in submitting orders by **June 30, 2020**, as this will **guarantee delivery of your order prior to the start of school.**

SIZING



Attached you will find a guide to assist you with sizing. If you are unsure or uncomfortable selecting sizes, please follow the steps below, or contact our customer service department for assistance.

Online Ordering

Indicate/update your child's measurements in their profile and select "Sizing by Top Marks" from the size drop down for each item.

Order Form

Indicate your child's measurements on the attached sizing guide and leave the size column on the order form blank.

PAYMENT

Orders placed prior to June 1st, 2020 require a minimum 25% deposit payable by Visa or MasterCard. Remaining balances will be charged to the same credit card prior to shipping.

Orders submitted after June 1, 2020 must be paid in full.

Deposit by Cheque

Please provide either an additional post-dated cheque (dated no later than June 15, 2020) or a credit card for the remaining balance. Please note that all orders paid by cheque are held 15 working days for clearance.



DELIVERY



All orders will be shipped via Canada Post. If you've provided an email address, Canada Post will email with a tracking number once your order has shipped.

Free Shipping

To receive free shipping, orders must be received no later than June 30, 2020.

Unclaimed Deliveries

Parcels unclaimed within 7 days are returned to Top Marks at a cost of \$8.00, which will be charged to you upon re-shipping.

CONCLUSION

Parents are asked to read this handbook with their children. We ask for full cooperation from all of our stakeholders - students, parents, staff and board members, so that by working together we may help our children to develop for the better.

STUDENT/PARENT(S) COMMITMENT FORM

Please initial each item after you have reviewed them with your child

____ We have read the information provided by Aurora Charter School and agree to support the school's mission, philosophy, and goals. *(Reference Student Agenda Book)*

____ We have read the Aurora Charter School Agenda Book together to ensure that everyone understands the essence of the school including:

- Student Code of Conduct *(Reference Student Agenda)*
- Code of Conduct for Members *(Reference Student Agenda)*

____ We are aware that homework on a consistent basis forms one of the major components in this program and are willing to ensure its proper and timely completion. Regular assemblies will be held to recognize student achievements. *(Reference Student Agenda)*

____ We will regularly check student progress in PowerSchool and sign agenda books daily.

____ We have reviewed the discipline policy and agree to support its enforcement. *(Reference Student Agenda)*

____ We are aware of the uniform policy and agree to ensure that it is complied with.
(Reference Student Agenda)

____ We are aware of our obligation to attend the Annual General Meeting and exercise our right to vote.

PARENT(S) SIGNATURE:

CHILD'S SIGNATURE:

Date