



# SCHOOL HANDBOOK

2017-2018



AURORA ACADEMIC CHARTER SCHOOL  
Middle School

TABLE OF CONTENTS

---

	<u>PAGE</u>
Overview of Aurora Academic	
Philosophy and Purpose .....	253
History.....	253
Vision.....	253
Mission .....	253
Goals.....	253
Facilities and Services	
The Facility .....	254
Board of Directors .....	254
School Council.....	254
Participation .....	254
Fundraising.....	255
Medical .....	255
Whole School Communication.....	255
Transportation .....	255
Student Drop Off and Pick Up.....	255
The Education Plan	
Core Curriculum.....	256
School Calendar.....	257
Assessments.....	258
Placement Assessment.....	258
Student Assessment.....	258
Educational Records.....	258
Study Period.....	258
Emergency Evacuation Plan .....	258
Lunch .....	258
Inclement Weather.....	259
Attendance .....	259
Reporting Student Absence .....	259
Leaving School Premises during Class Time .....	259
Extended Student Absences .....	259
Hours of Operation .....	259
Report Cards.....	260
Homework.....	260
Surveys .....	260
Awards.....	260
Student Code of Conduct .....	261
Student Discipline Policy .....	262
Role of the Parent .....	266
Code of Conduct for Members .....	266
Student Expectations	
Citizenship .....	267
Punctuality .....	267
Good Manners.....	267
Bus Conduct .....	267
Litter.....	267
Gum Chewing/Snowballs.....	267
Caps and Hats.....	267
Inappropriate Language.....	267
Bullying / Harassment .....	267
Lockers.....	267
Electronic Devices .....	267
School Uniform .....	268
Dress Days .....	269
Conclusion .....	269

---

## 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 students 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, and Learning Commons at our disposal, soccer fields, and use of the Community League playground and ice rink.

### 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.

---

## FACILITIES AND SERVICES

---

### 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 School Council and Student Council.

This 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

Aurora requires that parents provide any medical information about their children that may affect their participation or academic studies. The registration form 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

1. Aurora Academic communicates important information to our whole student body via a diverse means of communication.
2. Communication is achieved through homework books, PowerSchool, emails, newsletters, phone calls, school website, letters home and an automated call-out system.

### 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](http://www.auroraschool.ca/transportation.html).

### STUDENT DROP-OFF AND PICK-UP

Parents may drop their children off. Buses will drop-off and pick-up students in the designated bus drop-off/pick-up area along 131 Street. There are designated parent parking stalls in the front parking lot of the school. Please respect one-way traffic flow in the front parking lot from west to east as indicated by signs along the school parking lot. The safety of our children is everyone's responsibility.

---

## 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.

---

THE EDUCATION PLAN

---

2017-2018 SCHOOL CALENDAR

August	14	School Office Opens
	22	Teacher Preparation/Organizational Day (no school)
	23	Teacher Collaboration and PD Day (no school)
	24	Classes Begin
	31	Meet the Teacher Evening
September	4	Labour Day (no school)
	15	Teacher Collaboration and PD Day (no school)
	28	Terry Fox Run
October	2	Middle School Picture Day
	9	Thanksgiving Day (no school)
	26 & 27	Teacher Collaboration and PD Day (no school)
November	1	Middle School Picture Retakes
	13	Teacher Collaboration and PD Day (no school)
	12 – 18	National Bullying Awareness Week
	24	Term 1 Report Card
	29	Term 1 Awards Assembly
December	1	Day in Lieu (no school)
	22	Teacher Collaboration and PD Day (no school)
	25 – Jan. 12	Christmas Holidays (no school)
January	15	School Resumes
	26	Teacher Collaboration and PD Day (no school)
February	16	Teacher Collaboration and PD Day (no school)
	15	Science Fair
	19	Family Day (no school)
March	1 & 2	Teachers' Convention (no school)
	16	Term 2 Report Card
	21	Term 2 Awards Assembly
	26 – April 6	Spring Break (no school)
April	9	School Resumes
	23	Teacher Collaboration and PD Day (no school)
May	18	Teacher Collaboration and PD Day (no school)
	21	Victoria Day (no school)
June	8	Teacher Collaboration and PD Day (no school)
	21	Aboriginal Day
	21	Term 3 Awards Assembly
	27	Last Day of Classes / Term 3 Report Card
	28	Teacher Preparation/Organizational Day (no school)

---

## THE EDUCATION PLAN

---

### 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

### 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 Grade 1 to 9 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 the 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.

---

## THE EDUCATION PLAN

---

### INCLEMENT WEATHER

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 -20 degrees Celsius range. Please remember to properly label all outerwear with a name and telephone number.

### ATTENDANCE

#### Reporting 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](http://www.auroraschool.ca) or contact the school.

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

### HOURS OF OPERATION

TIME	MIDDLE SCHOOL
8:15	Playground Supervision Begins
8:15	Buses Arrive
8:20	Student Doors Open
8:30	Warning Bell
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

---

## THE EDUCATION PLAN

---

### 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 term 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 each report card.

(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.

---

## STUDENT CODE OF CONDUCT

---

### 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. Reinstate 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*.

---

## STUDENT DISCIPLINE POLICY

---

### SUSPENSION FROM SCHOOL AND SCHOOL-RELATED ACTIVITIES

1. The principal may suspend a student from:
  - a. On 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.

---

## STUDENT DISCIPLINE POLICY

---

- 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.
- e. 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 Principals 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.

### REFERENCES

*School Act, Section 16.2(a)*

(See Aurora Policy BP 2040)

---

## 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 obedient and respectful to the staff 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.

### GUM CHEWING/SNOWBALLS

Neither gum chewing nor throwing snowballs is allowed.

### 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 or gender. 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 \$5.00.

### ELECTRONIC DEVICES

All electronic devices, such as cell phones and iPods may only be used after school, outside of the building. Devices must remain in student lockers during the school day.

---

## 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 pieces must be embroidered with the new logo.

To order on-line, visit their website at [www.topmarks.ca](http://www.topmarks.ca). Aurora's school code is AUR01. They do not accept any orders over the telephone. For any questions, please contact their customer service department at 1-800-667-7105, extension 239 (Monday – Friday, 8:00 – 4:00 p.m.).

### UNIFORM ITEMS

BOYS UNIFORM		
Cardigan, Pullover, or Vest (with logo)	Navy	Either the cardigan, pullover or vest is MANDATORY for dress days
Golf Shirt (long or short sleeve with logo)	Navy or White	
Long or Short Sleeve Oxford Shirt	Blue	MANDATORY for dress days
Dress Pants	Navy	
Dress Shorts, Cargo Shorts	Navy	
Tie	Navy	
GYM · T-Shirt (with logo)	White	MANDATORY
· Either Shorts or Sweatpants	Navy	MANDATORY

GIRLS UNIFORM		
Cardigan, Pullover, or Vest (with logo)	Navy	Either the cardigan, pullover or vest is MANDATORY for dress days
Golf Shirt (long or short sleeve with logo)	Navy or White	
Short Sleeve Poplin Blouse (with logo)	White	MANDATORY for dress days
Short Sleeve Oxford Blouse (with logo)	White	MANDATORY for dress days
Dress Pants	Navy	
Dress Shorts, Cargo Shorts	Navy	
Tartan Jumper or Tartan Kilt	Tartan	
Jumper or Skort	Navy	
Tie	Tartan	
GYM · T-Shirt (with logo)	White	MANDATORY
· Either Shorts or Sweatpants	Navy	MANDATORY

ADDITIONAL ITEMS (Boys and Girls) Grade 7 – 9 Physical Education only.	
Pullover Hooded Sweatshirt	Navy

---

## SCHOOL UNIFORM

---

### 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.

### AURORA SCHOOL UNIFORM DRESS DAYS ATTIRE (MANDATORY)

#### BOYS



#### GIRLS



With the name and school logo change in 2015, all uniform pieces embroidered with the previous school logo can be grandfathered for one more school year. For the 2017-2018 school year, it will be mandatory for all uniform pieces to have the current logo.

Updated: May 2, 2018.

---

## CONCLUSION

---

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