



A Catapult Learning Company

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## 2017-2018 STUDENT POLICY HANDBOOK

### **MISSION OF SCHOOL**

To provide a safe, caring, therapeutic and educational environment where students develop resilient skills and character necessary to build successful futures.

Building confidence and competence through personalized academic interventions.

### **SCHOOL HOURS**

Grades 1<sup>st</sup>-12<sup>th</sup> and Full-Day Kindergarten Monday-Friday, 8:15am to 3:15pm

Half Day Kindergarten 8:15am to 11:30am

### **MAIN OFFICE**

8155 W. Thunderbird Road, Suite 101A, Peoria, AZ 85381

Phone: (623) 209-1000

Fax: (623) 209-1001

Office Hours: Mo., Tu., Th., Fr., 7:30am to 4:00pm, and Wed., 7:30am to 3:30pm.

Website: [www.auroradayschool.com](http://www.auroradayschool.com)

### **AURORA DAY SCHOOL ADMINISTRATION**

Director, RoxAnne Williford, MC, LPC

Associate Director, Xavier Kairy

### **ATTENDANCE**

#### **Excused Absences:**

To ensure the safety of each student, Aurora Day School requires parents/guardians to call when the student is absent. If this procedure is not followed, the absence will be considered unexcused. Report absences to 623-209-1000.

#### **Unexcused Absences:**

If a student is absent for ten unexcused consecutive days, he may be subject to discharge from the school program unless special provisions are made through Aurora Day School and the home school district.

### **PARENTS/VISITORS**

Parents and guardians are welcomed and encouraged to visit Aurora Day School during school hours.

All visitors must check in at the front office.

### **STUDENT SIGN OUT PROCEDURE**

If a Parent/Guardian would like to sign a student out of school, they must check into the front office. The front office will then check for appropriate identification. Once identity is confirmed, the student may be signed out.

**HOMEWORK**

The parent and Aurora Day School staff will decide if homework is appropriate for that student.

**REPORT CARDS/QUARTERLY PROGRESS REPORTS**

Report cards and progress reports are issued to parents, school districts, and other legal agencies involved in the student's education.

**GRADE SCALE**

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

**DRESS CODE FOR STUDENTS**

Students are expected to follow a reasonable dress code. It is the policy of Aurora Day School to provide guidelines for students' attire; students are not to wear articles of clothing that may be considered dangerous, interpreted as being gang related, revealing, promoting or advertising inappropriate ideas or substances, or clothing that depicts an unkempt appearance. If a student's attire is in violation of the dress code, but is a result of not having any appropriate clothing, a supervisor will be notified, and the school will attempt to provide clothing. Appropriate hygiene is expected, i.e. neat appearance, and free from offensive odors.

The following is a list of clothing and accessories that are **not appropriate or acceptable**:

- Tank top undershirts
- Muscle-shirts or tank tops (except for P.E.).
- Clothing with designs that depict drugs, tobacco, alcohol, sexual connotations, weapons, satanic symbols, gang related symbols, concert shirts, or clothing that degrades or discriminates.
- Loose or sagging pants, clothing that is cut, ripped, or torn, belts that hang down instead of continuing through the belt loops, bandannas, hair nets or stocking caps, or any attire that could be interpreted as gang or anarchy related.
- Jewelry that could be considered ethnically or religiously offensive, medallions, chains (including wallet chains) and any jewelry that could be considered gang-related.
- Appropriate undergarments are to be worn at all times but not visible.
- Appropriate shoes and socks suitable for physical education are required to be worn to school.
- Hats may be brought to school but only worn when outside.
- Earrings may be worn. No other body piercing is permitted, unless approved by the Director and supervisor.

**EXPECTATIONS WHILE AT SCHOOL**

The student shall:

1. Raise hand to speak.
2. Remain in seat during class time.
3. Remain in assigned area at all times.
4. Remain in control so as not to become physically aggressive.
5. Use appropriate voice tone and accept directions positively.
6. Remain on-task, complete assignments and ignore distractions.
7. Show respect and use appropriate language.
8. Comply with all staff's directions.
9. Cope with redirection in a positive manner.
10. Respect the personal space and property of others.
11. Engage in acceptable and appropriate conversations only.
12. Show respect for others by not causing any disruptions.
13. Keep hands and feet to yourself.
14. Demonstrate respect when interacting with peers and adults.

**MEAL BEHAVIOR GUIDELINES**

Free breakfast and lunch is available to each student enrolled at Aurora Day School. No student will be allowed to leave the school grounds for lunch unless prior arrangements have been made with the school. The procedure for checking out students in the front office must then be followed.

1. Group enters together and sits quietly at tables.
2. Proper manners at the table are expected:
  - Use appropriate language and have quiet conversations at your table.
  - Choose appropriate conversations.
  - Use "please" and "thank you."
  - Remain seated and wait until everyone is finished or staff has directed you to get up.
3. Keep eating area clean at all times.
4. Students are excused as a group; no one should leave dining room area until it is cleaned to staff's satisfaction.
5. When excused, each student is to clean his/her area and throw away remaining food and trash into the garbage can.
6. Disrespectful and disruptive behavior is not permitted and may result in disciplinary action.

## **LEVEL SYSTEM**

The Level system is made up of 5 levels. From lowest to highest they are: Red, Yellow, Green, and Blue and Gold. Students that move to a new classroom and students who are new to the program **always start on Green Level**. Students can remain on level, move up their level, or decrease their level. It is always the goal of the staff to help students maintain positive levels in order to receive as many of the positive incentives associated with the level system.

Students may remain on the level that they are currently on by meeting the daily number of points required to remain on that level. For example, a student may remain on green level by consistently meeting the points for that level, while not meeting the point totals necessary to move up to Blue level, and not exhibiting any of the negative behaviors that would decrease a level. In theory, a student could remain on one level for an entire school year.

Students can move up levels by consistently earning the minimum amount of grades and behavior points. After 3 consecutive days of earning the minimum points a student can move up to the next level. For example:

Green Day 1 (points met)

Green Day 2 (points met)

Green Day 3 (points met)

The student will now move to Blue Day 1.

## **FUN FRIDAY**

Using the Daily Point Sheet throughout the week, students earn levels for positive behavior. For the last hour and 45 minutes of the afternoon on Fridays, students that have earned Blue and Gold Levels are rewarded with a special event such as an off campus activity. Students that have earned Green Level are rewarded most often with an activity and snack. Students at Yellow and Red level will remain in therapeutic group for the afternoon with no socialization or reward. Staff provides support to Yellow and Red Level students for improvement the following week.

## **RESTRICTIONS**

Refusal to follow the school expectations may result in a loss of privileges, or placement on restriction, i.e. recess restriction, field trip restriction, lunch detention. Major program infractions may result in a student discipline report or recommendation of suspension alternative (SALT).

## **SLEEPING STUDENTS**

If a student sleeps through any portion of the school day, he/she will earn zero points for that portion of the school day.

## **AREA LIMITS**

During Physical Education, specials, classroom break times and lunch, students will be expected to stay within area limits and follow the instructions of school staff. If a student leaves any area without permission, parents and school district personnel will be notified immediately, and disciplinary actions may incur.

## **TIME OUTS**

At certain times school staff may direct a student to take a time out. If this occurs, the student will follow the staff's direction and go to the assigned time-out area until staff determines that the student is ready to rejoin the class. Sometimes a student may wish to take a self-imposed time out. All time outs are supervised by staff members and at no time are students left alone.

### **SEARCHES/CONTRABAND**

Each day, upon coming on to campus, students will be thoroughly searched. In addition, all students are subject to random searches. Any contraband items will be confiscated and will not be returned to the student. It is the responsibility of the student's parent to pick up any confiscated items unrelated to drugs, alcohol, or tobacco. In the event that any illegal items/substances or firearms are found, the police will be notified. An Incident Report will be completed for any items considered to be dangerous and/or illegal.

### **DRUG/ALCOHOL & TOBACCO**

Aurora Day School is a drug/alcohol and tobacco-free campus. Possession of these items on school grounds will result in disciplinary actions. Students suspected of being under the influence of drugs and or alcohol will be removed from their peer group until a parent/guardian can be contacted and an investigation can be completed by the Campus Supervisor.

### **CELL PHONES / PORTABLE TECHNOLOGY POLICY**

Students in grades K-8 are not permitted to have cell phones or other technology such as iPads, iPods, handheld video games for any reason during school hours unless accommodations are specified in the student's IEP. Students in grades 9-12 have limited cell phone and technology usage (hand-held game systems, iPads, iPods, mp3 players, etc.). These items may be used **only** during breaks and lunch. Personal devices are NOT to be shared with fellow students, all content played or viewed while on school property must be school appropriate.

**Cell phone and technology usage is never permitted during scheduled class times unless expressly written in a student's IEP.** Any student that violates this policy will have the item confiscated and returned to the student or parent at the end of the day. If the student continues to violate the policy, the student will lose the privilege to possess the item during school hours and will be required to turn the technology in to staff upon arrival to school. **Students are never permitted to take pictures or make audio or video recordings of other students or staff members.**

### **PERSONAL PROPERTY POLICY**

The school is not responsible for property brought onto campus or taken to a school activity that is lost, damaged or stolen. Students are advised not to bring valuables to school. Should students choose to bring valuable items to school, they do so at their own risk. The school takes reasonable precautions to ensure the general security of property, however, students are fully responsible for the safety of their own property.

### **MOVIES**

The Director/Campus Supervisor must approve any movie shown in the classroom. Movies must be educational in nature and directly related to classroom curriculum. The only exception to that rule will be for reward movies shown during Fun Friday, or as approved by the Director/Associate Director. However, **all** movies must be rated either G or PG. The Director/Associate Director must first approve any PG-13 movies and obtain permission from the parents if students are under the age of 13. Unrated movies or movies with an R rating or worse are prohibited.

### **VIDEO GAME POLICY**

As determined by Aurora Day School staff, only educationally appropriate games are to be played on school computers or other school equipment and only during designated times, such as Fun Friday, recess, or lunch. Video game consoles and games will be furnished by Aurora Day School. Only games rated EC (early childhood), E (everybody), or E10+ (everybody 10 or older), will be permitted to be played on the Aurora Day School campus. Any E10+ rated game must have approval of the Director/designee before it is permitted.

## **FIELD TRIPS**

All students have the opportunity to go on educational field trips. In addition, each student at Aurora Day School has the chance to earn the level necessary for an end of the week "Fun Friday" off-campus activity or on-campus special activity. Appropriate off-campus behavior is expected of every student. Inappropriate behavior may result in disciplinary action, which may prevent the student from participating in future activities.

## **HARASSMENT OR BULLYING POLICY**

Aurora Day school is dedicated to providing a superior learning environment which promotes a healthy, distraction-free educational setting where students are treated with respect, without fear of emotional/physical threat, harm, and harassment by others.

In promotion of a safe, threat-free environment, it is a violation of Aurora Day School's policy for a student to engage in harassment, intimidation, or bullying during school, at school sponsored events, or when such actions create a substantial disruption to the educational process. Under no circumstance will Aurora Day School tolerate any student that harasses, intimidates, or bullies others based on race, color, age, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical ability, or other distinguishing characteristics. Aurora Day School will take immediate and equitable measures within its authority for situations found to fall under the definition of harassment, intimidation, or bullying. Aurora Day School reserves the right, depending on the severity of the conduct, to provide counseling and education, and/or discipline students up to and including formal individual student discipline reports, parent conference, and/or referral to law enforcement.

- The definition of *harassment* is:  
"To trouble, torment, or confuse by continual persistent attacks."
- The definition of *intimidation* is:  
"To make timid, fill with fear."
- The definition of *bullying* is:  
"Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied, or who bully others, may have serious, lasting problems."

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Kids who bully use their power, such as physical strength, access to embarrassing information, or popularity-to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

There are four types of bullying:

### **1. Verbal bullying, includes but is not limited to, saying or writing mean things.**

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

**2. Social bullying, sometimes referred to as relational bullying, includes but is not limited to, hurting someone's reputation or relationships.**

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

**3. Physical bullying includes, but is not limited to, hurting a person's body or possessions.**

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

**4. Electronic bullying involves using social media and/or emails, texts etc. as a tool to bully, harass or intimidate as described above.****GRIEVANCES**

If a student has a complaint or concern, the first step is to talk to the teacher. If needed, the next step would be to complete a grievance form and speak to the Campus Supervisor. If further action is necessary, the student may contact the Director, and/or Associate Director. Grievance forms are available in all classrooms and in the front office.

**HEALTH CARE PROCEDURES**

A designated Campus Health Aide will be responsible for the supervision of self-administration of medication. Medications must be checked in to the school office by the Campus Health Aide. Medications and medication logs are maintained describing the medication, time administered, and dosage. Medications and medication logs are stored in a locked cabinet inside a locked box. It is a school policy that at no time should students be in possession of their own or another student's medication.

All medication must be in the original packaging with the following information on the label:

- Student Name
- Medication Name
- Dosage
- Route (orally, topically, etc.)
- Time dose is to be administered

**Medications not in appropriate packaging will not be accepted. Parents will be contacted to pick up their student if the student is vomiting, has diarrhea or a temperature of 100 degrees or higher.**

It is school policy that no student will be allowed in school with live head lice. Students found with live head lice will be sent home and may not return to school until the affected area has been treated with a chemical treatment to remove the head lice. A student with nits may be permitted back into school as long as treatment has been completed and the student no longer has evidence of live lice. Evidence of treatment may be required to return to school.



**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, photograph, honors and awards, grade level, enrollment status, and dates of attendance.

According to federal law the directory information may be publicly released to educational and occupational representatives without your permission unless you request in writing that the school not release the students' information. If you do not want the directory information about your student to be released, you must notify the Aurora Day School office in writing of that fact, within two (2) weeks of receiving this notification. If the School District does not receive this notification from you within the specified time, it is assumed that your permission is given to release your student's directory information.

Exception: By accepting an ESA agreement, parents release the school district from the obligation to educate their child. The IDEA protections no longer apply, and parents give up certain rights, such as:

- A child's right to a free and appropriate public education (FAPE)
- The requirement for schools to provide special education, and disability-related services designed to meet a student's unique educational needs.
- The requirement for schools to prepare students for further education, employment and independent living.