

Aurora Borealis Charter School

Parent/Student Handbook

Updated August, 2023

Table of Contents:

Mission/Philosophy of Education	1
How is Aurora Borealis Charter School different from other schools in KPBSD?	1
Organization of Aurora Borealis Charter School	2
Placement Procedures	2
Parent/Student Contract	3
Daily Schedule	5
Emergency Closure	5
School Registration	6
Kindergarten	6
New Students	6
Attendance	7
Morning Drop Off	7
Intermittent excused absences	7
Intermittent unexcused absences (truancy)	7
Suspension	7
Involuntary Absence	7
Releasing Students from School	8
Pre-arranged Extended Absences	Error! Bookmark not defined.
Tardy Policy	9
Truancy	9
Discipline Policy	10
Discipline Procedure Overview (Card System)	10
Minor Infractions	11
Serious Infractions	11
Implementation of Behavior Contract	11
Infractions/Sanctions Guidelines	12
Behavior Contract	18
Emergency Information	20
Medications	20
Dress Code	21
Behavior Expectations	22

School Rules	23
Instruction	24
Homework	24
Daily Work	24
Academic Probation	25
Report Cards and Conferences	25
Homework Suggestions	26
Grading Policies	27
Grade Scale	27
Promotion and Retention	28
Academic Honors Criteria	28
Technology	29
Other Information	29
Insurance	29
Parents Checking out Textbooks and other Academic Materials	30
Classroom	30
Snacks and Lunch	30
Parties	30
Parent Teacher Committee	30
Phones	31
Library Books	31
Personal Games and Toys	31
Pets and Other Animals	31
Lost & found	31
Announcements	31

Mission Statement

The purpose of Aurora Borealis Charter School is to provide the finest academic program possible. To meet this purpose, it is our obligation to promote an educational environment that reflects high academics, character, and citizenship standards for all students and establish classroom conditions where these standards can be met.

Philosophy of Education

The parents and staff believe the purpose of education is to provide children with skills necessary to live successfully, to contribute to their communities, and to be responsible citizens.

Intellectual development includes mastery of basic skills in all academic areas. Every effort is made for students to achieve maximum learning at their enrolled grade level through careful and sequential teaching.

Parental involvement is deemed essential to the success of the program. Learning is considered a partnership between parents, students, teachers and staff.

Aurora Borealis Charter School is based on the premise that the majority of children:

- Learn best within the framework of a structured environment;
- Are happiest when they are challenged by high academic standards and can see measured progress in themselves;
- Feel more secure and perform more efficiently in an atmosphere where self-discipline is encouraged and boundaries are consistently enforced;
- Reach their greatest potential when they receive positive reinforcement through recognition and award programs based on individual achievement.

How is Aurora Borealis Charter School different from other schools in the district?

- ABCS provides a research-based classical education through whole group, subject-centered direct instruction, with textbooks used in the classroom. Emphasis is placed on language arts (phonetic reading, spelling, grammar, and vocabulary), mathematics, history, science, geography, technology, art, music, Latin (informal) and physical education.
- Reading begins in kindergarten and is stressed throughout the program.
- ABCS uses a different grading scale for grades 3-8: 94-100 (A), 86-93 (B), 70-85 (C), 65-69 (D), and 0-64 (F). Letter grades are given in grades 1-8.
- Grading is done on a percentage basis with no curve.
- Instruction is geared to the top of the class. Students are expected to perform at or above grade level. Students are to maintain a minimum grade of a C in all subjects.

- Appropriate homework is assigned in order to foster self-discipline/responsibility, reinforce classroom instruction, develop good study habits, and keep parents informed of student progress.
- A strong emphasis on citizenship, values, self-discipline, and patriotism make this program unique.

Organization of Aurora Borealis Charter School

- Direction by the Academic Policy Committee (APC), whose responsibilities include, but are not limited to:
 1. Review and approval of the annual budget, enrollment, legal contracts, employment, curricula, staff training and travel, policies, and procedures.
 2. Provision of written delegation of authority and description of duties for day-to-day operations of the school to the administrator, and staff.
 3. Ultimate responsibility for the operation of the school.
- Oversight of daily operations by the administrator as a member of a team of teaching staff, support personnel, and volunteers.
- Parental input in the form of board membership, volunteers, committee members, and as active parents involved in the vision of the school and the education of their children.

Placement Procedures

Aurora Borealis Charter School policy is to place students at their age-appropriate grade level. Aurora Borealis reserves the right to test all students for proper placement. If not already retained, students not meeting grade level standards in test results and/or academic performance may be moved one grade subject to staff recommendation, parent approval, and classroom space availability.

Aurora Borealis Parent/Student Contract

It is important that each parent and student understand the importance of being a member of Aurora Borealis Charter School (ABCS) and the commitment involved. ABCS is a school of choice. It is a conservative, structured school where academic excellence, good manners, and citizenship are a way of life. We teach to the entire class as a whole group.

The ABCS philosophy is that each child must be able to be successful. Students are assessed prior to enrollment in order to apprise parents of whether or not this educational environment is one where the student is likely to succeed so that an informed decision can be made whether placement at ABCS is in the best interest of your student. However, no student is denied enrollment based on this assessment. Special education services are available for qualifying students with disabilities. (There is no onsite special services staff member. Students are served by itinerant services providers.)

It is imperative that each parent and student understands the importance of being a member of Aurora Borealis Charter School (ABCS) and the commitment involved. Each parent and student should have a clear understanding of defined roles, requirements, and the commitment necessary for success at ABCS. During the application process, these are explained clearly. Any questions or doubt the student and/or parent(s) have concerning ABCS should be brought up at this time.

Complying with such a commitment should be resolved before signing this contract. This contract shall serve as a receipt and acceptance of such information and as a pledge to adhere to these standards.

As a parent, I _____, agree:

- A. My child will attend ABCS as a full-time student. I acknowledge pullouts are not allowed during academic periods for music lessons, extracurricular activities, etc.
- B. To provide transportation to and from school. This includes dropping off and picking up of student/s at the appropriate time. Students are allowed no more than a combination of six unexcused late arrivals or pick-ups (tardies) per quarter.
- C. To provide transportation for special services, should my child require the same.
- D. To involve myself in my child's education by supervising homework, attending parent conferences, monitoring grades, demanding good behavior and respect for authority, encouraging effort, and supporting the curriculum, policies, and personnel of the school. I understand if the behavior and academic standards set by ABCS are not maintained by my child, he/she will be placed on a behavior or academic contract, and meeting the conditions of such a contract is necessary for continued enrollment at ABCS.
- E. To the release of all previous transcripts to ABCS, as well as a Release of Information form for the purpose of checking with prior schools concerning any and all behavior and academic records.
- F. To the placement, advancement, and retention of students according to ABCS and KPBSD policy.

- G. To adhere to and support ABCS policies and procedures as delineated in the Bylaws, Charter, and Handbooks.
- H. I understand that the instruction at ABCS will be geared toward the top of the grade level. If my student(s) is below level, it is my responsibility, as a parent, to work with my child to keep him/her up with the class.
- I. In order to maintain a professional environment for students and staff, the ethical procedure for conflict resolution is to first speak directly to the staff member involved in the situation. If the conflict is not resolved, I should then speak to the administrator. If I am still not satisfied, I may bring the issue before the Academic Policy Committee (APC) in executive session.

I/we, parent(s) of _____, agree to the above contractual enrollment and attendance conditions.

Signature _____ Date _____

Signature _____ Date _____

As a student, I, _____, agree to coexist in peace and harmony with my peers; to refrain from any behavior that would embarrass me, my parents, or my school; to apply myself to learning and hold myself to high standards; and to follow the rules and meet expectations for my behavior and dress. I understand that if I do not maintain the behavioral and academic standards set by ABCS I will be placed on a behavior or academic contract, and I must meet the conditions of such a contract to continue my enrollment at ABCS.

Signature _____ Date _____

Signature _____ Date _____

Daily Schedule

In order for the staff and students to best utilize the school day, it is necessary that all observe the following schedule: This is the schedule for grades 1-8.

7:45 Students may enter school and sit in the hallway adjacent their classrooms.

7:55 Students enter classrooms.

8:00 Classes begin.

Any students entering the school after 8:00 must go to the office and sign in prior to going to their classrooms. It is the responsibility of parents and students to come to school on time and prepared to work. Tardies are disruptive and provide a poor learning environment for students. Refer to the Tardy Policy outlined in this handbook for further details.

2:45 Students are dismissed from class.

3:00 All students should have been picked up for their ride home.

Please notify the office by note or telephone if you will be unable to pick up your student as scheduled. Any students remaining after 3:00 will be supervised in the office. Such students will not be allowed to remain unsupervised in the building.

The Kindergarten schedule is as follows:

7:45 Morning students may enter school and sit in the hallway adjacent to their classroom.

7:55 Students enter classroom.

8:00 Morning classes begin.

9:50 Afternoon students may enter school and sit in the hallway adjacent their classroom.

10:00 Afternoon class begins.

12:45 Morning class dismissed.

2:45 Afternoon class dismissed from class.

3:00 All students should have been picked up for their ride home.

Emergency Closure:

KPBSD website home page: www.kpbsd.k12.ak.us

Local media including: radio stations, television stations, newspapers,

KPBSD mobile app, Facebook: Kenai Peninsula Borough School District

Twitter: @KPBSD

School Registration

Kindergarten

By law a child must be five by September 1 to enroll; however, the staff of ABCS recommends incoming kindergarten students be five no later than April 15. At registration, you will need the following:

- Birth Certificate.
- Immunization records.
Religious exemption forms are available from the Kenai Peninsula Borough School District Office.
- Completed physical examination form.

New Students

Parents or legal guardians must accompany new students to registration. An up-to-date immunization record and birth certificate are required. A physical exam is required for all students new to the state or enrolling in public school for the first time. Please also have available:

- An emergency telephone number.
- An exact street address.
- All necessary legal documents, including one showing your child's legal name if different from the birth certificate.
- The most recent report card for students who have been previously enrolled in school.

Aurora Borealis Charter School reserves the right to test all students for proper placement in classes.

Written notice must be given for withdrawal of students from Aurora Borealis.

Immunization Requirements

Prior to school entry a child must be immunized as required by Alaska State Law against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, hepatitis A and hepatitis B, and any other immunizations as required by law. Specific booster doses for some immunizations are required for some students during the school year. KPBSD will comply with state law in all matters involving immunization compliance. For further information see KPBSD Health Services on the KPBSD website. Any student who does not provide evidence of each required immunization, or a valid religious or medical exemption as allowed within Alaska State Law, will be excluded from school until such time as the appropriate documentation has been received by the school. Exemption forms are located online on the KPBSD website.

Attendance

Attendance in school is the responsibility of the parent(s) or legal guardian(s) and the student(s). During the times school is in session, all students up to age 16 are required by law to attend school regularly and to be on time for classes.

Student absences will be considered either excused or truant. In order for an absence to be excused, the office must be notified by a telephone call on the morning of the absence. If a phone is not practical, the student must provide a note upon returning to school. If at all possible, however, please phone in.

Parents or guardians of students who will be absent for an extended period of time should come to the office and fill out a Pre-arranged Absence Form.

Morning Drop-Off

Anyone dropping children off in the morning will drive onto Broad St. (Key Bank side) and pull through the school parking lot or park along Frontage St. This will allow the traffic to flow in one direction for the safety of all our children. Drop-offs should not occur in the parking lot by the flagpole due to poor visibility. Parents coming into the school can park anywhere while they assist their children into the school.

Intermittent excused absences

Students have one day per day of excused absence, with a maximum of five days to make up work. It is the responsibility of the student and parent to obtain missed schoolwork from the teacher. Make-up work is to be done outside of regular class time.

Intermittent unexcused absences (truancy)

All work missed will be considered incomplete and graded as a zero.

Unexcused absences may be reported to the appropriate law enforcement agencies and/or the Alaska Department of Family and Youth Services.

Suspension

If a student is suspended, it is wholly the responsibility of the student and parent to acquire any work that will be missed. This work will be accepted only if finished prior to the student's return to school.

Involuntary Absence

Absence for emergencies such as illness or death in the family shall be considered involuntary. Arrangements for make-up work will be made.

Releasing Students from School

For the protection of students and to prevent unauthorized persons from taking children from school prior to dismissal, the following procedures will be followed:

- No child will be permitted to leave with anyone other than the listed parent or guardian unless the permission of the parent or guardian is secured.
- Persons picking up children during the school day are to report to the office and be prepared to identify themselves. Do not go directly to the classrooms to pick up children. Teachers have been instructed not to release children without authorization from the office.
- When using the telephone to request early dismissal, please be prepared to establish your identity or to expect a call back so that we can verify you as the caller. It is requested you call the office before 2:30 p.m. if possible.
- Occasionally a parent must take a child from school early. Please keep this practice to a minimum. It is disruptive to closure activities, which range from homework directions to the gathering of learning materials, etc.

Please sign the alternate transportation form and turn it in to the office if you would like to designate persons other than parents or guardians to transport your child/ren.

Pre-arranged Extended Absences

A Pre-arranged Absence Form must be filled out when students are planning to be absent three or more consecutive school days.

Process for being absent up to 10 consecutive school days:

1. Parents come to the office and fill out a Pre-arranged Absence Form at least five days prior to the absence.
2. The Pre-arranged Absence Form is reviewed and signed by the principal.
3. The approved form will be given to the teachers to be filled out.
4. The student takes the form and make-up work home to complete.
5. The student has two school days to turn in all work on the absence form.
6. If the work is not completed on time it will be considered incomplete and graded as a zero.
7. Uncompleted work is a violation of the Parent/Student Contract.

Process for being absent 11 or more consecutive school days:

1. Parents come to the office and fill out an Extended Pre-arranged Absence Form at least one month prior to the absence.
2. The Extended Pre-arranged Absence Form is given to the Academic Policy Committee for approval. (Approval will be determined by medical or family emergencies.)
3. The approved form will be given to the teachers to be filled out.

4. The student takes the form and make-up work home to complete.
5. The student has two school days to turn in all work on the absence form.
6. If the work is not completed on time it will be considered incomplete and graded as a zero.
7. Uncompleted work is a violation of the Parent/Student Contract.

Tardy Policy

Students are allowed a combination of six unexcused late arrivals or pick-ups per quarter. The process to be followed by the ABCS administration to address tardy arrival or pick-up is as follows:

Step 1: When a child has a total, in any combination, of three unexcused late arrivals or pick-ups per quarter, the administrator will contact the parents by telephone or e-mail to discuss their need to comply with the tardy policy and the consequences of not complying.

Step 2: When a child has a total, in any combination, of five unexcused late arrivals or pick-ups in a school quarter, the administrator shall send a letter home with the child and e-mail a copy to the parents, with the school record attendance sheet detailing the situation. The letter will also state that the parents are required to meet with the administrator to verify that they understand the Tardy Policy and the consequences of their non-compliance.

Step 3: When a child has a total, in any combination, of seven or more unexcused late arrivals or pick-ups in a school quarter, the parents must meet with the APC at its next regular meeting to discuss future enrollment options, which may include the student not being permitted to enroll at ABCS the following semester. The administrator and APC chair will co-sign a letter informing the parent/guardian of their student's enrollment status.

Truancy

Truancy, depending on the either a minor or major infraction. (See discipline section for consequences.) Students will be considered truant if they:

- Are absent from school without parent or guardian permission.
- Are absent from class or classes without permission, although on school grounds.
- Leave the playground without permission from the duty supervisor.
- Leave school without authorization or leave class without permission from the teacher.
- Obtain permission to leave school or class for a specified reason and do not comply with the specified reason.
- Leave school or class due to illness without reporting to the school office or nurse.

Truancies may be reported to the appropriate law enforcement and/or the Alaska Department of Family and Youth Services.

Discipline Policy

Purpose and Intent of Policy

Every student has the right to an education free of disruptive influences. It is, therefore, the responsibility of each student to behave in a manner that enhances the learning environment and to comply with all school rules established by the district, administration, and staff.

In addition to school-wide rules, each teacher will establish age-appropriate rules and consequences within his/her classroom.

Progressive Discipline Procedure Overview

The Aurora Borealis Charter School discipline policy is a progressive card-based system, which is used throughout the school for all students in grades K-8. The card system is a visual monitoring aid for students regarding behavior.

Authority to discipline a student with the card system is limited to the school's staff. Students shall be held accountable for offenses which occur while under staff supervision.

Each student is daily issued four cards: one each of green (0 points), yellow (1 point), red (2 points), and white (3 points). Every student begins the day "on green." Daily point totals are the sum of the cards exposed during the day. A serious infraction will result in an immediate white, worth 10 points.

For offenses of the type described in this policy, a student may be required by any staff member to "turn" or "pull" one or more cards, depending on the severity of the infraction. Staff may also impose a logical consequence for the behavior. Teachers shall record daily point totals and parents may request a record of the same. When a 4th through 8th grade student has accumulated 10 points in a quarter, or a Kindergarten through 3rd grade student has accumulated 12 points in a quarter, staff will notify the parent or guardian. Parents may request, upon such a midpoint notification by staff, that reasons be recorded for additional cards pulled for the duration of the academic quarter. Parents may also specify a card level (green, red, or white) for such recording.

Progressive Discipline Procedure Described

Minor Infractions

Each student begins on green. If a green card is pulled, the student is “on yellow,” a caution regarding his/her behavior. Each minor infraction will result in a card pull.

If the student is subsequently told to pull a card until they are “on white”, their behavior will be recorded on the White Card Documentation form. At this point, the student will be seen by the administrator or designee for a conference and the teacher will contact the parent/guardian as soon as practicable. The administrator may assign consequences for reaching this “cumulative” white card.

Serious Infractions

A serious infraction, including but not limited to those listed within this policy, may bypass the card system and result in an immediate white card and disciplinary action. This results in 10 card points and the administrator will record the behavior on the White Card Documentation form. In the absence of the administrator, a student reaching immediate white card status will be sent to the designated staff member. Should a student reach white and be disciplined, parents will be notified as soon as practicable of the infractions and the consequences imposed. A parent or guardian will be notified prior to a suspension being enacted.

Implementation of Behavior Contract

If, over an academic quarter, two white cards are pulled, a student is suspended, or accumulated points surpass twenty points for upper grades (4-8) or twenty-five for primary grades (K-3), the administrator, teacher(s), parent/guardian, and student will conference for the purpose of drawing up a behavior contract. Students placed on a contract due to an accumulation of points (which may include one white card) will be placed on a 15 school day contract. Students with a suspension, two white cards or if this is a second contract, will be placed on a 45 school day contract. The purposes of the behavior contract include formal notification to the parents of the seriousness of the child’s behavior and commitment from the student and parent/guardian to specified improvements in student behavior within a certain time. Following the establishment of a behavior contract, staff will document all infractions resulting in card pulls until said contract is expired or obligations are fulfilled. A copy of the behavior contract will be submitted to the APC.

The period of a behavior contract will be fifteen attendance days. If a student does not meet the terms of the contract within this time, but staff and administration conclude from the number of cards pulled that there is a measurable improvement, subsequent contracts may be issued. Students on a behavior contract will not attend class field trips. Field trip non-attendance will commence when a student reaches two white cards, is

suspended, or surpasses the allowable quarterly point total. Field trip attendance will be reestablished upon successful completion of the behavior contract.

Should a student fail to make measurable progress by the end of the contract term, the student's case will be brought before the Academic Policy Committee. APC may require the student not be permitted to enroll at ABCS the following semester.

Should a parent(s) or guardian(s) refuse to sign the Behavior Contract, the contract will be implemented as written, and the matter forwarded to the Academic Policy Committee as specified above.

III. Infractions/Sanctions Guidelines

This list of infractions/sanctions is only a sample. Failure to comply with these rules will result in earning daily card points as well as other possible consequences. There are acts of misbehavior or violations of law or school regulations may not be included in this list. In such instances disciplinary action will be at the discretion of the principal and will conform to District policy, state law, and regulations of the state and District. In all instances where the violation and/or penalty are defined by law or regulation, the full extent of the law may be exercised. When making a decision about disciplinary consequences for misbehavior and infractions of school rules, staff will consider the context of the incident and the actual behaviors of the student. The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

Minor infractions that may warrant a card being pulled

- Student will comply with the general rules of the school and class, and directions given by all staff members. (This is not in regard to outright insubordination, which is a major infraction.)

Examples of minor infraction:

- Student leaves trash around lunch table.
- Student does not line up quietly after recess.

- Student will behave in a manner safe to him/herself and others.

Examples of minor infraction:

- Student runs in hall.
- Student jumps off a moving swing.
- Student tilts back chair.

- Student will behave in a manner conducive to the learning environment, both for him/herself and others.

Examples of minor infraction:

- Student is talking at an inappropriate time.

- Student distracts the class.
- Student blurts out answers.
- Student will respect the rights and property of others.

Examples of minor infractions:

- Student is unkind to another.
- Student borrows something without asking.
- Student ruins another's belonging.

Serious Infractions - Elementary Discipline Guide (K-6th)

This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior

- Forgery
- Cheating
- Misrepresentation

Particularly in K-1, ensure that student understands the offense; For 2-6 loss of credit or failing grade for test; parent notification; detention; suspension; community or school service as appropriate.

- Profanity
- Vulgarity
- Public display of affection
- Inappropriate dress

Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger, taunting, or as part of harassment are treated more seriously than words said without apparent meaning or to oneself or in frustration with apology.

Inappropriate dress: in addition to above, student may be given alternative clothing; for example, a t-shirt, to cover the offensive clothing for the day.

- Insubordination
- Failure to identify self
- Disruptive behavior

Call home, plus detention or suspension as appropriate to offense.

- Intimidation
- Threatened assault
- Extortion
- Harassment

Call home plus detentions, 1 to 45-day suspension, resource referral, notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.

- “Hazing” initiation (group or one-to-one)
Call home, detention, community service, suspension as appropriate.
- Major or chronic disruptive behavior
Call home plus 1 to 45-day suspension.
- Endangering others (by any means)
Call home plus 1 to 45-day suspension, notify law enforcement as appropriate.
- Sexual harassment
Call home, resource referral, educational sessions, detention or 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.
- Sexual abuse
Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)
- Trespass (students from one campus on another campus)
Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.
- Gang-like behavior or apparel
Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.
- Truancy
Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.
- Possession/use of tobacco or tobacco look-alikes
Contact parents, 1 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.
- Theft
- Vandalism
Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.
- Fighting
Contact parents, resource referral if appropriate, peer mediation if appropriate and available, 1 to 45-day suspension depending on severity and context of incident.
- Assault on another person

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Arson
- Activating emergency procedures

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Possession/distribution of alcohol/other drugs or look-alikes
- Possession of weapons (guns, knives, incendiaries, etc.) or look-alikes

See specific board policy, administrative regulations, and state law and regulations.

Serious Infractions - Secondary Discipline Guide (7th & 8th)

This outline is an information and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

- Forgery
- Cheating
- Misrepresentation

Loss of credit or failing grade for test, parent notification, detention, suspension, community or school service as appropriate.

- Profanity
- Vulgarity
- Public display of affection
- Inappropriate dress

Correction/intervention, parent notification to suspension depending on degree and context. Example: expletives directed at someone in anger or taunt or as part of harassment are treated more seriously than words said without apparent meaning or to self or in frustration with apology.

In addition to above, student may be given alternative clothing for inappropriate dress. Example: The student may be required to wear a t-shirt to cover offensive clothing for the day.

- Gambling/gaming

In all cases call to home, reprimand to suspension depending on severity and repetition of offense.

- Insubordination
- Failure to identify self
- Disruptive behavior

Call home, plus detention or suspension as appropriate to offense.

- Intimidation
- Threatened assault
- Extortion
- Harassment

Call home plus detention, 1 to 45-day suspension, resource referral; notify law enforcement depending on context and severity, educational sessions and/or community service as appropriate. A serious threatened assault, or one with an earlier incident, or one with felony or criminal charges may result in recommendation for expulsion.

- “Hazing” initiation (group or one-to-one)

Call home, detention, community service, suspension as appropriate.

- Major or chronic disruptive behavior

Call home plus 1 to 45-day suspension.

- Reckless driving

Reprimand, call home, contact law as appropriate, detention, revoke parking privilege as needed for repeat offenses.

- Endangering others (by any means)

Call home, plus 1 to 45-day suspension, notify law enforcement as appropriate.

- Sexual harassment

Call home, resource referral, educational sessions, detention to 1 to 45-day suspension as appropriate. (Investigation and steps to prevent reoccurrence must occur.) Contact law enforcement as appropriate.

- Sexual abuse

Call home, resource and law enforcement referral, educational sessions, suspension/recommendation for expulsion as appropriate. (Investigation and steps to prevent reoccurrence must occur.)

- Trespass (students from one campus on another campus)

Reprimand, call home, penalty may be increased, legal authorities notified should behavior be repeated or if accompanied by other inappropriate or illegal acts or behaviors.

- Gang-like behavior or apparel

Call home; resource referral; detention to suspension depending on context, repetition of behavior, and apparel.

- Truancy

Call home, parent conference, parent shadow, resource referral, community service in exchange for time or classes missed, in-house suspension as available for continued infraction, required parent shadow for repeated occurrences. See policy manual for additional comments or guidelines. Suspension may be employed for severe incidences.

- Possession/use of tobacco or tobacco look-alikes

Contact parents, 1 to 30-day suspension as identified in board policy, community service in lieu of suspension encouraged.

- Theft/vandalism

Contact parents, restitution, community service, detention, in-house suspension if available, parent shadow, suspension, restricted access to schools.

- Fighting

Contact parents, resource referral if appropriate, 1 to 45- day suspension depending on severity and context of incident.

- Assault on another person

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Arson
- Activating emergency procedures

Contact parents, referral to resources or agencies and law enforcement, 1 to 45-day suspension to expulsion based on context and severity.

- Possession/distribution of alcohol/other drugs or look-alikes
- Possession of weapons (guns, knives, incendiaries etc.) or look-alikes

See specific board policy, administrative regulations, and state law and regulations.

Behavior Contract

I, the parent or legal guardian of _____, understand and agree that he/she is conducting himself/herself in such a manner as to be:

- ___ a threat to the welfare of himself/herself, and/or
- ___ a threat to others, and/or
- ___ a threat to property, and/or
- ___ a disruption to the academic program.
- ___ due to point accumulation

As a result of his/her behavior, noted above, I agree to him/her being placed on a behavior contract. The student shall be placed on probationary status for a period of fifteen days of attendance commencing _____. The Behavior Contract will be satisfied if the student has met the contract terms within fifteen attendance days. If, after fifteen attendance days, a staff review finds the student has not met the terms of this contract but has improved as indicated by a marked decrease in the number of cards pulled and marked progress in meeting any other contract terms, the behavior contract may be extended.

If the appropriate behavior has not been attained at the completion of the contract, the student's case will be forwarded to the Aurora Borealis Charter School Academic Policy Committee. In accordance with the terms of the Parent/ Student Contract, a copy of which is attached hereto, I will voluntarily not enroll him/her in Aurora Borealis Charter School for the _____ academic school year, if deemed necessary by the Academic Policy Committee.

In addition, an offense listed in Kenai Peninsula Borough School District Policy AR 5144.1 may result in a recommendation to the Academic Policy Committee for immediate removal from Aurora Borealis Charter School. An AR 5144.1 listed offense may also result in a recommendation to the KPBSD Board for legal action and/or expulsion.

Contract Terms:

Goals _____

Terms _____

I agree with the terms and conditions of this Behavior Contract as indicated by my signature below.

Student Signature
Date: _____

ABCS Administrator

Parent/Guardian Signature
Date: _____

Parent/Guardian Signature
Date: _____



The terms of this Behavior Contract have been met this _____ day of _____, 20____.

ABCS Administrator
Date: _____



The terms of this Behavior Contract have not been met. This contract is hereby extended by mutual agreement to _____ day of _____, 20____.

ABCS Administrator
Date: _____

Student Signature
Date: _____

Parent/Guardian Signature
Date: _____

Parent/Guardian Signature
Date: _____

Emergency Information

Please notify the school immediately concerning any change of address or telephone number. A second telephone number is also necessary in case of an emergency when the parent is not home. If either parent should change places of employment, please advise the office so records can be updated.

Students are supervised from 7:45 to 3:00. There is no supervision on the playground before or after school. If you cannot pick up your child on time, it is necessary that the office be notified. Please make sure your child knows the transportation plan for the day.

Plan with your child where he or she is to report in case no one is home at the close of school. In the event of an early dismissal due to an emergency, be certain your child knows exactly what to do.

In the event of a natural disaster or major emergency which would cause our school building to be unsafe for occupancy, ABCS students and the majority of staff would evacuate to the *Old Carrs Mall* or the *Kenai Visitors Center*. A campus site security team would remain at school to direct parents to their children and maintain communication with the District's Emergency Communications Center. Only parent/guardians or authorized emergency contacts would be allowed to sign out students to go home. Proper identification would be necessary. If the school does not suffer severe enough damage for evacuation and the superintendent declares school over for the day, parents would come to our front entrance to sign out their students after presenting proper identification.

Medications

If your child needs to take any **prescribed** medications while at school, you must complete the medication request form available in the office.

Children may not keep medications with them. Tylenol, Advil, inhalers, etc., must be kept in the office and administered by staff.

You may want to complete a general form regarding Tylenol or Advil so that your student may be administered it, as indicated, upon request. If such a form is not filed, a parent must be contacted to give permission each time the student requests such medication.

Dress Code

Aurora Borealis School expects students and personnel to have high standards of conduct, appropriate dress, and appearance. A student's dress and general appearance should not draw undue attention to the student, nor should appearance distract or interfere with the learning and teaching in the classroom.

- Positive habits of cleanliness and neatness should be exhibited.
- Visible tattoos; body piercing other than ears, or unnatural hair colors are not permitted.
- Safety standards require shoes be worn at all times.
- No head coverings will be worn indoors other than with a medical or religious exemption.
- Coats and jackets may not be worn inside.

Children should come to school dressed appropriately for the weather. In the winter and during rainy periods students should wear boots, warm coats, gloves, hats, and rain gear as necessary. All students are required to go to outside recess, weather permitting. It is the responsibility of the parent and student to see that appropriate clothing is provided.

Everyday Uniform

Tops: Polo style collared shirts, short or long sleeve, must be worn at all times. Turtleneck or mock turtleneck may be worn underneath. Sweatshirts; pullover or cardigan sweaters; or vests may be worn over the collared shirt. Spirit wear shirts can be worn on Friday only. **Colors:** navy blue, light blue, red, or white in solid colors. School purchased sweatshirts or shirts are appropriate.

Bottoms: Dockers/Chino style trousers (ankle length pants, no patch pockets); skorts, shorts, capris, or skirts of modest length (1" below your arm reach). **Colors:** navy blue or khaki.

Footwear: Any casual shoe including tennis shoes. No heels higher than one inch and no dress boots or cowboy style boots can be worn where the shaft is visible. No platforms, sandals, open-backed or open-toed shoes. Shoes must be neat in appearance. No rubber boots or outside winter boots are to be worn as inside shoes.

Socks/stockings/leggings: Socks or tights need to be a solid red, white, blue, black, or khaki if worn with skorts, shorts, capris, a skirt or jumper. Leggings may be worn under a skirt, jumper or skorts with socks, forming an unbroken line of uniform color.

P.E. Clothing

All Grades: Non-marking tennis shoes

Jr. High must change out for gym: Plain navy shorts of modest length or navy sweats. Solid white T-shirt.

Parent Volunteers

Parent volunteers are requested to dress appropriately.

Behavior Expectations

Each student has the right to an education free of disruptive influences. It is, therefore, the responsibility of each student to behave in a manner that enhances the learning environment and to comply with all school rules.

Each classroom teacher will work with his/her own students to establish rules and consequences in the classroom. The school staff collectively has constructed the rules and consequences for the general building areas and recesses and will be responsible for enforcing them. Aurora Borealis has also instituted a card-based discipline system, which is used throughout the school in all grades, K-8. Students are expected to follow all school-wide rules and the rules and expectations established in each classroom. The specific classroom rules and expectations will be given to parents and students by the classroom teachers at the beginning of the year. Refer to the Discipline Policy in this handbook for specific details on the process.

Excuse for Non-participation by Student

Unless informed in writing of religious objections, all students will be expected to participate in the “Pledge of Allegiance,” singing of the National Anthem or other patriotic songs, holiday, art, and musical programs, etc. Without this parental excuse, non-participation will be treated as non-compliance.

Unless excused in writing by medical personnel, all students will be expected to participate in physical activities such as PE and recess. Without such an excuse, non-participation will be treated as non-compliance.

School Rules

Gym

1. No kicking balls unless part of an organized activity
2. Respect the building and its equipment.
3. Keep activity to the designated area.
4. Obey duty person(s).
5. Immediately stop play when instructed.

Lunch

1. Use indoor voices.
2. Keep hands and feet to yourself.
3. Use appropriate dinner manners.
4. Raise your hand to get permission to do anything.

Halls

1. Walk in the hall. Stay to the right side of the hall.
2. No talking when classes are in session.
3. Keep hands off bulletin boards and walls.
4. Students should have a pass when in the hall during class time.

Inside Classroom Recess

1. No balls or other throwing.
2. Find one place in the classroom to play or work and stay there.
3. Inside voices and classroom rules are to be followed.

Outside Recess

1. Swings – Only one person at a time, no jumping out, take turns
2. Monkey bars – Do not sit above bars, no jumping off or knocking other students off
3. Slides – slide down do not run up
4. Be kind, no bullying, play fair
5. Soccer – courts by portables, keep the ball on the ground and no throwing at other students
6. Basketball – court by alternative classrooms
7. Don't climb fence or go outside fence
8. No throwing rocks or snowballs
9. When whistle blows, quickly line up, no lingering, no pushing, shoving while lining up stand quietly and wait to be dismissed to class
10. No shoving, pushing or tackling on playground
11. Get permission from an aide/adult to go inside (i.e. restroom, study hall or nurse's office)
12. No splashing or kicking water from puddles

Winter Rules

Students should be wearing coats, snow pants (or snowsuit), boots, head covering, and mittens for winter. All students will go outside until the temperature falls to below minus 10 degrees. Students without proper clothing will only be allowed in certain areas of the playground.

Snow Rules:

1. Students should not break down snow forts made by others.
2. No snowball or snow throwing. No kicking snow at others, whitewashing, or putting snow in another student's clothes.
3. Snow stays on the playground.

Instruction

The teaching of students will be accomplished through a well-defined scope and sequence. Teachers will make every effort to instruct their students in the Aurora Borealis curriculum in a sequential manner. Proven programs, managed by professional educators, will be the basis for instructional techniques.

Homework

Carefully selected home assignments will be assigned on a regular basis by each teacher in grades 1-8 to teach students to accept responsibility for their work, to promote good study habits and self-discipline, and to reinforce and provide practice in basic skill acquisition. Teachers have specific homework policies that are appropriate to the subject and grade level.

Daily Work

The teachers will give daily assignments. These are due as noted by the teacher. Unless there are extenuating circumstances (illness, etc.), daily assignments more than one day late will not be given credit. For grades 1-6, daily assignments one day late will be lowered one letter grade. For grades 7&8, work not completed when due loses 50%. Students are required to complete all assigned work in core subjects: reading, language, mathematics, science, and social studies.

Academic Probation

Students are expected to maintain at least a C average in all areas. Failure to meet academic expectations will result in the student's academic probation for a period of 15 academic days. An Academic Contract addressing the academic concerns will be made between the student, staff, and parents. At the end of the probation period a review will be made by staff member(s). The student may be removed from probation if conditions of the contract have been satisfied. If the student has not met the agreed upon terms, the student, parent(s), and staff member(s) will again meet. The contract will be revised and the student will remain on probation for a second period of 15 school days. If the student's performance does not improve, suspension or withdrawal from the academic program may follow.

Report Cards and Conferences

Report cards are completed quarterly by the classroom teachers. Conferences are scheduled during the first and third quarters and may be requested by the teacher or parent at other intervals. Fourth quarter report cards will be mailed at the close of the school.

Homework Suggestions

Your child will be assigned homework. Your responsibility as a parent is to show interest and provide an environment conducive to study. The following pointers may assist you in helping your child.

- Be a willing listener when your child talks about school activities.
- Provide a place to study that is well lighted.
- See that your child is distracted as little as possible while studying.
- Turn off the radio or television if it is in the room where the child is studying.
- Spend time reading to your child and listening to your child read. Ask the teacher to suggest reading materials for use at home.
- If possible, provide your child with resource materials, such as child's dictionary, reference books, and a globe—encourage their use.
- Help your child locate materials needed for class. (Remember the public library)
- Help your child work out a good study schedule. Two shorter study periods are usually better than one lengthy one.
- Allow time for other worthwhile after-school activities, but don't over-schedule your child.
- Go over homework with your child to see it is carefully done and make encouraging comments. Homework helps instill a sense of responsibility and contributes to the development of good study habits.
- If your child is having difficulty with his schoolwork, ask the teacher how you can help.
- Watch educational programs with your child and help him understand what he is seeing.
- Provide opportunities to learn from experiences outside the classroom.
- Most important of all, enjoy helping your child to learn.
- Homework is an important learning tool for teaching responsibility. While parents should encourage and facilitate this important component of the ABCS program, your child is ultimately responsible for its completion in a timely fashion.

Grading Policies

Kindergarten No letter grades.

Grades 1-8

Tests will usually count 50% of the grade. The test category will be comprised of tests, quizzes, or other assessments given at least biweekly.

Daily work will count as 50% of the grade. The daily work category will be comprised of daily assignments, assigned out-of-class homework, and projects.

Absences:

Students and/or parents of students who miss classes for an excused absence must assume responsibility for obtaining make-up work. For each day of absence one day is allotted for completion of make-up work. Make-up work will be done outside of regular class time, so the student does not get farther behind in current work.

Work missed for unexcused absence is considered a zero.

It is wholly the responsibility of the student and parent to acquire work that will be missed due to suspension. Such work will be accepted only if finished previous to the return of the student to school.

Grade Scale:

Grades 1-2

(A) 90-100 (B) 80-89 (C) 70-79 (D) 60-69 (F) 0-59

Grades 3-8

(A) 94-100 (B) 86-93 (C) 70-85 (D) 65-69 (F) 0-64

- Letter grades are given in grades 1-8.
- Grading is done on a percentage basis with no curve.
- Instruction is geared to the top of the class. Students are expected to perform at or above grade level. Students are to maintain a minimum grade of C in all subjects.

Promotion and Retention

Students will not be promoted to higher-grade levels until they have demonstrated mastery in a majority of the academic subjects. Retention will be handled on a case-by-case basis and is subject to staff recommendation, APC approval, KPBSD retention/acceleration policy, and parent consultation.

Academic Honors Criteria

First through eighth grade students will be recognized at the end of each quarter. The North Star Honor Roll will be students with a 3.8 or higher grade point average, Aurora Borealis's highest academic honor.

Students with a 3.5 grade point average or higher will be recognized at the end of each quarter and have his/her name placed upon the Northern Lights Honor Roll.

Technology

With the use of computer technology comes many responsibilities. Parents desiring no Internet access for their student must request so in writing. Student users also have the responsibility to:

- Follow KPBSD User Agreement
- Maintain and respect the privacy of others' files.
- Follow guidelines for computer etiquette.

Users may NOT:

- Damage or disrupt equipment or change settings, which affect system and application performance.
- Waste resources such as paper and ink by printing unnecessarily long or frivolous documents. Print anything for personal use unless permission is given by the teacher.
- Be involved in on-line chat rooms, Facebook, Snapchat, or any other type of social media without the permission of the classroom teacher.
- Participate in malicious hacking such as gaining access to restricted resources, including other people's files without permission.
- Invade the privacy of others by activities such as eavesdropping or reading someone else's e-mail or files.
- Use or publish information about an account of another user.
- Post-anonymous messages.
- Use the network services for any illegal activity such as violation of copyright, plagiarism, or other contractual use agreements.
- Allow obscene or disruptive materials to enter the school network.

Other Information

Insurance

Parents are encouraged to purchase accident insurance through their regular family insurance agent. The School District DOES NOT carry accident insurance to cover students; however, optional insurance is available for purchase.

Textbooks & Equipment

Students will be issued textbooks and/or equipment at the beginning of and during the school year. They are responsible to return these in a "like" condition as checked out. Students will be charged for loss or damage for the amount of replacement. If a student wishes to check other materials or books out for study, they must check them out from their classroom teachers. There will be a charge for not returning materials checked out.

Parents Checking out Textbooks and other Academic Materials

Textbooks and other academic materials must be checked out with the classroom teacher. Parents are responsible for returning materials in like condition. Students can check out reading books from their teachers. Parents will be charged for lost or damaged books or materials.

Classroom

Students will aid in keeping the classroom neat. Student desks, tables, lockers, shelves, or cubbies should be neat and orderly. Students are responsible to help in area and classroom clean up at the end of the day.

Snacks and Lunch

Snack time may be provided by the teacher. Children perform better when they've eaten a nutritious and well-balanced snack or meal.

Lunches may include hot dishes to be microwaved. However, microwaves are limited, and the need to heat up food may take up student lunchtime. Please ensure that microwavable food takes less than 2 minutes to heat.

Please send all necessary utensils with your student's snack or lunch, and choose food items, which will minimize cleanup time.

Parties

Please arrange school parties with the teacher. Students may bring a snack to share at a lunch or break, or the teacher may give a few minutes at the end of the class day for a birthday treat.

As an act of kindness, please make party arrangements private and off school grounds to avoid embarrassing and disheartening students who may not be included. Such arrangements should be made outside of school and preferably not be discussed on school grounds by those invited to attend if some class members were not included. Arrange to pick up students for parties off school grounds, as once again, others notice that they were not included.

Parent Teacher Committee

The Parent Teacher Committee (PTC), acts as the parent-teacher organization of Aurora Borealis Charter School. The PTC serves as a committee under the supervision of the Academic Policy Committee (APC). Any parent can participate as a member of the PTC.

Phones

Phones in the classroom are for teacher use only, unless specific permission is given. Students are only allowed to use the office phone with a pass from their teacher, and then only during designated breaks unless there is an emergency.

Students may not use the phone to make impromptu after-school arrangements. These need to be done outside of school hours and premises. Students may not call regarding late rides until after 3:00.

Student phone use will be restricted if phone privileges are abused.

Students may bring cell phones to school but they cannot be used at any time while they are in the building.

Library Books

Students are responsible for books checked out from the library. If lost, a replacement fee will be charged.

Personal Games and Toys

Toys, radios, i-pods, i-pads, and electronic games ***may not*** be brought to school. Kindles and other devices that are being used for reading electronic books may be used. **Aurora Borealis is not responsible for any personal device brought to the school.**

Pets and Other Animals

Students ***may not*** bring pets to school except when the teacher has given prior permission. Animals must be in a cage or on a leash, and must be healthy.

Lost and Found

A large Lost and Found box is located at the end of the hall downstairs. If a student loses something, he/she should look in the box. Valuable items are turned in at the office. Putting a child's name on all personal belongings can prevent loss of items. This is especially important with uniform clothing items, which cannot otherwise be distinguished.

Announcements

During the school year announcements and other important notices are sent home to parents via students. It is the student's responsibility to bring these notes home so that parents stay informed of class and school activities. Parents should check the bulletin board located at the main entry for notices. Aurora has an official Facebook page and a website where announcements and newsletters will be posted. School wide announcements and updates will also be sent to parents through the e-mail addresses that are given at the time of registration.