

Student Handbook 2018-2019

**Aurora Elementary School
Home of the Aurora Husky Pups
"Meeting the Challenge, Exceeding Expectations"**

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Dr. Damon McDonald
Superintendent

Mr. Mark Standage
Principal

Mrs. Desiree' Teahon
Assistant Principal

AURORA ELEMENTARY SCHOOL



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MARK STANDAGE
Principal

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DESIREE' TEAHON
Assistant Principal

Dear Parents,

On behalf of the staff at Aurora Elementary, I would like to welcome you to the 2018-2019 school year. We are excited about the year ahead and the educational opportunities available for your student. We are committed to building a strong academic foundation for your student as well as strengthening their citizenship skills. Students will be encouraged to **BE SAFE, RESPECTFUL AND RESPONSIBLE**. Your child will hear those words often, as that is what our school expectations are built around.

The information contained in this handbook will help you and your student understand our programs and expectations. I ask that you take some time to read through the handbook and discuss the information with your child. Answers to many questions that parents and students have about procedures at Aurora Elementary can be found in this handbook. After reviewing the handbook, please sign and date the **“Aurora Elementary School 2018-2019 Handbook and Student Technology Program Policy Consent Form”** found on the last page of the handbook. **Please return this signed form to school by Wednesday, August 15th.** If after reviewing the handbook you still have questions, please feel free to call the school for assistance or clarification.

I invite you to visit our school and your child's classroom to meet our staff and to participate in activities throughout the school year. If questions arise during the year, please feel free to give me a call as I welcome the opportunity to visit with you about our school. I am confident that this will be a very successful year for your student. I look forward to working with you throughout the year.

Sincerely,

Mark Standage
Elementary Principal

2018-2019 ELEMENTARY SCHOOL CALENDAR

August	6-8:	Professional In-Service
	8:	Open House 6:00 – 7:30 p.m.
	9:	First Day of School: (Dismiss at 11:15)
		Professional In-Service p.m.
	15, 22, 29:	Professional In-Service – 1:45 Dismissal
September	3:	NO SCHOOL: Labor Day
	5, 12, 19, 26:	Professional In-Service – 1:45 Dismissal
October	3, 10, 17, 24, 31:	Professional In-Service – 1:45 Dismissal
	11:	End of 1st Term
	12:	NO SCHOOL: Professional In-service
	25:	NO SCHOOL: PARENT-TEACHER CONFERENCES
		10:30 – 3:30 AND 5:00 – 8:00
	26:	NO SCHOOL: Fall Break
November	7, 14, 28:	Professional In-Service – 1:45 Dismissal
	21-22-23:	NO SCHOOL: Thanksgiving Vacation
December	5, 12:	Professional In-Service – 1:45 Dismissal
	19:	End of 2nd Term and 1st Semester
	20-31:	NO SCHOOL: Christmas Vacation
January	1:	NO SCHOOL: Christmas Vacation
	2:	NO SCHOOL: Professional In-Service
	3:	Classes resume
	9, 16, 23, 30:	Professional In-Service – 1:45 Dismissal
February	6, 13, 20, 27:	Professional In-Service – 1:45 Dismissal
	7:	NO SCHOOL: PARENT-TEACHER CONFERENCES
	8:	NO SCHOOL: Professional In-Service
March	6, 13, 20, 27:	Professional In-Service – 1:45 Dismissal
	6:	End of 3rd Term
	7-8:	NO SCHOOL: Spring Break
April	3, 10, 17, 24:	Professional In-Service – 1:45 Dismissal
	19, 22:	NO SCHOOL: Easter Break
May	1, 8:	Professional In-Service – 1:45 Dismissal
	15:	Last Day of School for Students
		(Dismiss 11:15 a.m., NO BREAKFAST OR LUNCH)
		Remainder of day-Staff Workday/Checkout
		End of 4th Term and 2nd Semester

ABSENCES, ATTENDANCE AND TARDINESS

Nebraska Law states “a child is of mandatory attendance age if the child will reach six years of age prior to January 1 of the then-current school year.” It goes on to state that “every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, private, denominational, or parochial day school.... each day that such school is open and in session.” (State Statute 79-201)

Absences

The elementary school day is divided into an AM and PM attendance session consisting of equal minutes. The morning attendance session begins at 8:20 and runs to 11:50 am (10:48 on Wednesday). The afternoon attendance session begins at 11:50 am (10:48 on Wednesday) and runs to 3:18 pm (1:45 on Wednesday). Students missing more than 40 minutes (30 minutes on Wednesday) in either session will be recorded as a half-day absence. Students must be present for the entire AM attendance session and until 2:38 pm (1:15 on Wednesday) of the PM attendance session to be counted as a full day of attendance. The Principal will recognize students with perfect attendance. Perfect attendance constitutes students that have not been tardy and have not missed any time while school is in session.

On days when your child is absent, a parent or guardian must call the Aurora Elementary School office (402-694-3167) with the reason for the absence before 9:00 A.M. If we have not heard from you, we will attempt to reach a parent or guardian to ensure that your child is safe. If we are unsuccessful, we may ask law enforcement to make contact with the family. The call must be made each day a student is absent, unless other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause. For the student to be considered excused and not have the absence count against the maximum allowable absences, additional verification will be required. If your child was treated by a doctor **and** has a doctor's note, the absence will be excused.

When a child has been absent from school for any reason, upon returning to school the student must bring a written note from home signed by the child's parent or guardian stating the reason for the absence, and the date(s) of the absence.

When parents know in advance that their child will be absent, a student should bring a written note from home signed by the child's parent or guardian stating the reason for the absence and the date(s) of the absence.

Excessive absences for unsatisfactory reasons will be checked and reported to the proper authorities. Excessive absences may cause a child to be retained in a grade. As required by state law, excessive absences will be turned over to the Hamilton County Attorney's office. Excessive absences include all excused and unexcused absences.

Attendance

Regular attendance at school is very important and is the responsibility of each student and his/her parents. Irregular attendance is often the cause of student failure. Appointments with dentists, doctors, out-of-town trips and the like should be made

outside of school hours, if at all possible. Students that are absent more than (8) eight days per semester may be retained in the grade that they are in for another year. All unexcused absences will count toward the maximum number of allowable absences. Parents/Guardians will be notified when a student has 4 unexcused absences, and when 6 absences accumulate, and again when a student reaches 8 unexcused absences. Special circumstances such as family emergencies or medical issues will be considered when students are absent for longer periods. Written verification stating the reason for the absences may be required by the principal from various professionals involved (doctor, dentist, lawyer, etc.). Children missing more than the allowable number of absences per semester may be required to make up the time missed instead of being retained.

Parents may monitor their child's attendance by checking the Infinite Campus Parent Portal. Our district recognizes three types of absences. (1) Unexcused absences are displayed in red. These are the absences that count against your total days of absence for the semester. These do not mean we are not excusing these absences, but rather allowing parents/guardians to keep track of missed days for their students. (2) Exempt and (3) Excused absences will not count in the total count for missed school days.

Tardiness

It is extremely important that students are on time for school each day. To avoid being tardy, students must be in their classroom when the 8:25 bell rings. Students, who are tardy, must check in at the office first and receive a tardy slip to present to their teacher before going to their classroom. The Assistant Principal will notify parents when their student reaches 5 tardies, to determine if time needs to be made up before or after school.

AFTER SCHOOL ACADEMY

This program provides an opportunity for students who are having difficulty completing their homework assignments to get additional help from teachers. Students in grades 4 and 5, who come to class without completed assignments during a normal school day, will be required to attend the After School Academy. A staff member will supervise students. Guidelines for the program are as follows:

1. The student is assigned to the After School Academy and will receive a slip to take home to his/her parents.
 - a). Because the assignment was turned in late, the student will receive a 10% deduction in their grade.
 - b). The student will be allowed to leave the After School Academy as soon as the assignment is completed (3:00 PM on Wednesday and 4:30 PM the rest of the week), and their work has been approved by the attending teacher.
2. If your child can't stay after school **they must attend at 7:30 AM the following morning**, in the Media Center.
3. If the student fails to attend the After School Academy, they will receive disciplinary action through the office.

We encourage students to be responsible and hand in their assignments when due. If they do not, they will attend the After School Academy, as that will result in the least consequences for the student.

APPEARANCE AND DRESS CODE

Schools are expected to provide a good learning environment for children. Students' clothing and grooming play an important part in establishing this environment. The apparel a student wears should be neat, safe, and clean and should not disrupt the positive learning environment.

Occasionally the topic of what to wear to school becomes an issue in some households. Part of the parenting process includes the fact that you are responsible for how your child dresses each day for school. As you send your child out the door, please examine them to see they are dressed appropriately, taking into consideration the season of the year and the daily forecast. One aspect of a positive school environment is how students dress and groom themselves. The following dress codes apply to the entire school day, including physical education classes:

1. Shirts with any advertisement pertaining to alcohol, drugs, violence, pornography or other obscenities are **not** permitted.
2. Walking shorts and capri pants may be worn any time during the school year, if the weather is appropriate. Please use discretion in this matter because students will be required to go outside for recesses during the day. The length of the walking shorts should be closer to the knee than to the waist.
3. The shoulder and armpit area of a student **must** be covered. So, the following rules apply:
 - a). Muscle shirts are allowed **if** a t-shirt is worn underneath them,
 - b). Tank tops are allowed **if** a t-shirt is worn underneath them,
 - c). Spaghetti straps are allowed **if** a shirt that covers the shoulders is worn over them.
4. Hats may be worn to school, but they must be worn with the bill facing forward. Hats are **not** to be worn in the building during school hours or during school activities.
5. Wallet chains are not permitted and will be confiscated.
6. Heelys or other shoes with wheels are not permitted on school grounds.
7. The wearing or displaying of gang/group related apparel such as hairnets, bandannas, signs, or tattoos is not permitted. Graffiti on oneself must be removed and tattoos removed or completely covered at all times.
8. A student's hair may only be dyed natural born hair colors of black, auburn, blonde or brown. Students whose hair has been colored something other than a natural born hair color will be sent to the office. The school nurse will attempt to wash the color from his or her hair. If the color cannot be washed from his or her hair, the student's parents will be contacted and the student will be sent home until the problem is resolved.
9. Wigs or hairpieces may not be worn to school unless approved for medical reasons.

The administration will meet with each student and address compliance issues on a case-by-case basis, informing parents as needed. In certain circumstances, a student may be asked to change clothes or contact their parents for a different piece of clothing to replace the inappropriate item.

The administration reserves the right to address any article of clothing, hairstyle or other item(s) worn that may disrupt the school environment or interfere with student learning.

In order to play on the playground, students may be required to wear snow boots in snowy, wet, or muddy conditions.

AURORA ELEMENTARY STUDENT EXPECTATIONS

ALL students will be successful as Aurora Elementary as they demonstrate their ability to be safe, respectful and responsible. In general, no student is to behave in such a way that they interfere with the teachers ability to instruct the class or the students ability to learn. It is the goal to keep all students in the classroom; however, when a student disrupts class or interferes with others ability to learn it may become necessary to remove them from the class. Students removed from class for disruptive behavior may be expected to make up missed class time in detention. The expectations and guidelines in this handbook are not all inclusive. A child may receive consequences that relate to something not published in this handbook. All expectations are in place to create a safe and positive learning environment.

All students will be taught what is expected throughout our school. Students are expected to be safe, respectful and responsible by demonstrating the following:

**Aurora Elementary School
Student Expectations**

General Expectations in Elementary School	Safe	Respectful	Responsible
	Keep hands, feet and objects to yourself.	<i>We will not bully others.</i>	Clean your shoes before entering the building.
	Do not chew gum.	<i>Try to help students who are bullied.</i>	Leave personal belongings in your backpack.
	Walk quietly through the entire school, facing forward.	<i>Include students who are left out.</i>	Keep school grounds free of litter and trash.
	No fighting or rough play.	<i>When someone is being bullied, tell an adult at school and at home.</i>	Follow school rules and remind others to follow them.
	Get adult help for accidents or spills.	Follow the directions and instructions of teachers, paras, and supervisors.	Take proper care of all school supplies and belongings.
	Use all equipment and materials appropriately.	Use appropriate language.	Be honest.
	Your shoes should be worn at all times.	Respect property of school and others.	Follow the Husky Paw Plan for conflict resolution.
		Use kind words and actions.	
	Wait for your turn.		
	Clean up after yourself.		

Aurora Elementary School Student Expectations

Hallways	Safe	Respectful	Responsible
	Walk at all times.	<i>We will not bully others.</i>	Use drinking fountains appropriately.
	Stay to the right.	<i>Try to help students who are bullied.</i>	
	Allow others to pass.	<i>Include students who are left out.</i>	
	Keep hands and feet to self.	<i>When someone is being bullied, tell an adult at school and at home.</i>	
		Use quiet voices.	
Stay in line when walking with your class.			
Respect property - yours and ours.			

Bathroom	Safe	Respectful	Responsible
	Keep water in sink.	<i>We will not bully others.</i>	Flush the toilet after use.
	Wash your hands.	<i>Try to help students who are bullied.</i>	Return to your room promptly.
	Put paper towels in garbage.	<i>Include students who are left out.</i>	
	Keep your feet on the floor.	<i>When someone is being bullied, tell an adult at school and at home.</i>	
		Use quiet voices.	
Give people their privacy.			
Knock on the door or stall door if you are unsure if the space is occupied.			

Cafeteria	Safe	Respectful	Responsible
	Walk to the lunch line and wait your turn in line.	<i>We will not bully others.</i>	Get all utensils, milk, etc., when you first go through the line.
	Keep your food to yourself.	<i>Try to help students who are bullied.</i>	Food should not be exchanged in the cafeteria.
	Sit with your feet on floor, bottom on bench, and facing the table.	<i>Include students who are left out.</i>	Wait quietly to be dismissed.
	Get adult help for accidents and spills.	<i>When someone is being bullied, tell an adult at school and at home.</i>	Put all lunch litter in the wastebaskets.
		Allow anyone of the same gender to sit next to you.	Return all trays and eating utensils to the dishwashing area.
Use quiet voices.		All food must be eaten in the cafeteria.	

Aurora Elementary School Student Expectations

Media Center	Safe	Respectful	Responsible
	Push in chairs when you leave.	<i>We will not bully others.</i>	No material is to leave the media center without being checked out.
	Carry your books correctly.	<i>Try to help students who are bullied.</i>	Return books when due and to the proper place.
		<i>Include students who are left out.</i>	Pay fine promptly if owed.
		<i>When someone is being bullied, tell an adult at school and at home.</i>	Read a library book when you are in the library.
		Use quiet voices.	Put books back on the shelf in the right location.
		Respect property - yours and others.	Grade 4 and 5 students must check out one chapter book. Keep library books in a safe place at home.

Digital Citizenship	Safe	Respectful	Responsible
	Walk safely and carry devices with both hands.	<i>We will not bully others.</i>	Sanitize hands before using devices.
	Keep device flat on desk or lap when sitting on the floor.	<i>Try to help students who are bullied.</i>	Put devices away in proper manner. Gently return device to correct slot and plug in to charge.
	Never share name, school, age, phone number, address or pictures.	<i>Include students who are left out.</i>	No food, drink, gum or candy near devices.
	Keep passwords private.	<i>When someone is being bullied, tell an adult at school and at home.</i>	Do not remove numbers off of devices.
	Create strong passwords using letters and numbers.	Use appropriate volume.	Do not change settings or backgrounds on devices without permission to do so.
	Take pictures only with the teacher permission.	Print only with permission.	Use internet appropriately and with teacher permission.
	Don't engage online with strangers. Keep your hands on your device.	Treat devices as if they were your own. Stay on task.	Ask your teacher before installing any apps or upgrades. Close all applications when done with device.

Aurora Elementary School Student Expectations

Playground	Safe	Respectful	Responsible
	Walk to and from the playground.	<i>We will not bully others.</i>	Get permission from staff before leaving the playground.
	Stay within the boundaries	<i>Try to help students who are bullied.</i>	Play items and equipment from home are not allowed.
	No play fighting.	<i>Include students who are left out.</i>	
	What is on the ground stays on the ground.	<i>When someone is being bullied, tell an adult at school and at home.</i>	During snowy weather you must wear boots to leave the hard surface area of the playground.
	Go down the slides feet first on your bottom.	Play fairly.	Clean your shoes before entering the building.
	Only one person per swing.	Include everyone.	
	Football games shall be touch only, no tackling.	Follow the game rules.	
	Jumprobes are for jumping only.	Be a good sport.	
	Keep your hands off all netted materials on the playground.		
Keep hands, feet, and objects to yourself.			
Use all equipment and materials appropriately.			

Nurse and Administrative Offices	Safe	Respectful	Responsible
	Walk to and from the office/nurse.	<i>We will not bully others.</i>	Use the office/nurse pass.
	Wait in designated area.	<i>Try to help students who are bullied.</i>	If late to school or returning from an appointment, check in at the office.
		<i>Include students who are left out.</i>	Check out at the office before leaving the building.
		<i>When someone is being bullied, tell an adult at school and at home.</i>	Obtain your teacher's permission to use the phone.
		Use kind words and actions.	Take all medications to the nurse/office upon arriving at school.
State your purpose politely.			

Aurora Elementary School Student Expectations

Bus	Safe	Respectful	Responsible
	Stay behind the yellow line before boarding and after exiting the bus.	<i>We will not bully others.</i>	While riding the bus, sit up straight, keep your feet on the floor and bottom on the seat.
	Keep the exits and aisle clear.	<i>Try to help students who are bullied.</i>	Remain in your seat at all times. No switching seats unless told to by the driver.
	Be absolutely quiet at all railroad crossings.	<i>Include students who are left out.</i>	
	Stay on the bus and follow the driver's instructions during an emergency.	<i>When someone is being bullied, tell an adult at school and at home.</i>	Pick up and dispose of litter in the wastebasket.
	Nothing is to extend out of the window.	Use a quiet voice on the bus (talk with the person in your seat). Use kind words and actions.	All electronic devices (video games, cell phones, iPods) or toys should remain at home.
		Keep hands and feet to yourself.	
Do not throw objects on the bus.		No eating or chewing gum on the bus.	

Dismissal	Arrival at School		Safe	Respectful	Responsible
			Walk your bike on school property and park in the bike rack.	<i>We will not bully others.</i>	Arrive on time no earlier than 8:05 unless eating breakfast.
			Use sidewalks and crosswalks.	<i>Try to help students who are bullied.</i>	After 8:05--- <ul style="list-style-type: none"> • Walk quietly to your classroom • Put bag and materials away • Select a book • Sit in assigned spot in hallway • Read quietly
			Enter building at assigned door.	<i>Include students who are left out.</i>	Check in with the office if you arrive after 8:25 to get a tardy slip.
			Always have permission to leave school grounds.	<i>When someone is being bullied, tell an adult at school and at home.</i>	
			(Front of Building) (Back - Bus Loading)		
			Watch for cars	Walk to your bus	
		Meet up with your ride immediately.	Stay behind yellow lines.		
					Leave the building in a timely fashion and at the correct exit.

Aurora Elementary School Student Expectations

	Safe	Respectful	Responsible
Special Events: Assemblies/ Concerts/ Field Trips	(Follow bus rules if using school transportation)	<i>We will not bully others</i>	Focus on the presentation.
	Keep your hands to yourself.	<i>Try to help students who are bullied.</i>	Listen responsibly and applaud appropriately.
	Sit quietly during the presentation.	<i>Include students who are left out.</i>	
	Wait for the arrival and dismissal signal.	<i>When someone is being bullied, tell an adult at school and at home.</i>	
		Use audience manners. Clean up your area.	
		Sit where and as directed.	
Sporting Events	Sit properly in the bleachers and chairs.	Show good sportsmanship.	Be a team player and encourage others.
	Walk at all times. No playing in the Commons Area.		Be respectful to officials and the visiting team.

	Safe	Respectful	Responsible
Lunchroom to Playground Expectations	Walk in the hallway at all times.	<i>We will not bully others.</i>	If needed, use the classroom bathroom quickly and quietly before going to recess.
	Stay on the right side of the hallways.	<i>Try to help students who are bullied.</i>	Walk directly to your coatroom or go straight to the playground.
	Keep your hands and feet to yourself at all times.	<i>Include students who are left out.</i>	Dress for the weather quickly and quietly.
	Step out of the way of traffic to tie your shoes.	<i>When someone is being bullied, tell an adult at school and at home.</i>	From the coatroom go directly to the playground.
		Voices are off until you are outside the building.	Enter and exit through the correct door.
		Respect others property by handling only your belongings.	

Aurora Elementary School Student Expectations

Playground to Classroom Expectations	Safe	Respectful	Responsible
	Line up at the end of the line and stay in your spot.	<i>We will not bully others.</i>	Put the equipment away neatly.
	Keep hands and feet to yourself.	<i>Try to help students who are bullied.</i>	Line up quickly when the whistle blows.
	Face the front of the line quietly.	<i>Include students who are left out.</i>	Wipe off shoes/clothing before entering the building.
	Walk one behind the other.	<i>When someone is being bullied, tell an adult at school and at home.</i>	Enter quietly through the correct classroom door.
	Walk in the hallway at all times.	Line up with voices off.	Hang up coats quickly and quietly.
	Stay on your assigned side.	Respect other's property by handling only your belongings.	

BULLYING

The Aurora Public Schools have made a commitment to providing a safe and secure learning environment for all children. In an effort to meet this objective, the school district has implemented an Anti-Bullying Program that endeavors to prevent negative behaviors among students and to provide a structure for intervening in anti-social behaviors. Aurora Public Schools Board Policy #5054 has been developed to ensure these practices are not tolerated.

Bullying is when a student is exposed repeatedly and over time to negative actions on the part of one or more students and when an in-balance of power exists. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell an adult and know that incidents will be dealt with promptly and effectively.

Cyber-Bullying is a form of bullying associated with using electronic communication or devices including, but not limited to, instant messaging, e-mail, and websites to threaten, intimidate, ridicule, humiliate, or harass another student, or an employee of the District. Cyber misconduct can be disruptive to the educational environment and dangerous for individuals involved.

Any student who engages in any cyber-misconduct that substantially interferes with or disrupts the educational environment, regardless of where the student is at the time of the misconduct, shall be subject to disciplinary consequences, as stated in Aurora School Board Policy #5037 and 5054.

BICYCLES

Students are to walk their bicycles on school property and when entering the crosswalk when arriving or leaving school. Students are to park their bicycles in the appropriate bicycle rack upon arriving at school and leave them there until it is time to go home. It is recommended that bicycles be chained to the rack. Students in kindergarten and grade one are to use the rack on the northwest area of the school while students in grades two through five are to use the area next to the parking lot on the east. Under no circumstances are any students to borrow or tamper with a bicycle that is not their own. Bicycles are **not** to be ridden on the playground or on sidewalks around the school building. Please stress to your children to use caution when walking or riding bicycles on or near the street. Other forms of transportation such as scooters, skateboards, ripsticks, roller blades, Heelys (shoes with wheels), etc. are **not allowed**.

BODY PIERCING POLICY

All visible body piercing (including tongue piercing) by students of Aurora Public Schools is prohibited, with exception to ear piercing, which shall be in accordance with the Aurora District 4R, Board of Education Policy.

BUS INFORMATION

The safety of your child is of prime importance. The following information outlines our bus rules and regulations. Please review them with your child. We want to continue to provide a pleasant and safe experience for those who ride our school buses. **The bus driver is fully in charge of the bus and riders at all times.** Students are responsible to the driver while riding the bus the same, as they are responsible to their teachers while in attendance at school. Video surveillance may be used on the bus.

DUE PROCESS PROCEDURE FOR SCHOOL BUS RIDERS NOT FOLLOWING RULES:

First Offense: Driver visits with student about the concern and reports the behavior to the principal. Student visits with Principal. Bus Conduct Report is mailed to parent or guardian.

Second Offense: Same as first offense. Parent or guardian is contacted and student is suspended from riding all District owned buses for five (5) school days.

Third Offense: Same as the first offense. Parent or guardian is contacted and student is suspended from riding all District owned buses for the remainder of the semester.

ANY EXTREME CASE OF MISCONDUCT ON DISTRICT BUSES MAY RESULT IN TEMPORARY OR PERMANENT SUSPENSION ON THE FIRST OFFENSE.

CHANGE OF ADDRESS

Parents need to notify the school immediately of any change in address, phone number or family doctor. All unlisted numbers will be kept confidential.

CHILD ABUSE

Child abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be (a) placed in a situation that endangers the child's life or

physical or mental health (b) cruelly confined or cruelly punished (c) deprived of necessary food, clothing, shelter, or care (d) left unattended in a motor vehicle if such minor child is six years of age or younger (e) sexually abused or exploited (as defined in statute). (State Statute 28-710) All employees shall report to the Department of Social Services any instance where they have reasonable cause to believe or suspect that a child has been subjected to abuse or neglect or an instance where they have observed a child being subjected to conditions or circumstances, which reasonably would result in abuse or neglect. (State Statute 28-711)

CLASSIFICATION OF STUDENTS BY GRADE

The Principal shall determine the grade in which a pupil shall be classified. The final report of school marks for the year shall state the grade in which the pupil will be placed at the beginning of the following school term.

CLASS PARTIES

Each classroom may hold a total of two parties - at Christmas and Valentine's Day. If a child brings treats on his/her birthday, the last five minutes of the day may be used for passing out treats. Individually packaged treats are preferred while homemade treats are discouraged.

CURRICULUM

The curriculum for the Aurora Elementary School includes instruction in the following areas:

1. Reading - The reading curriculum will include materials from McGraw-Hill and SRA. Students will be instructed at their reading level and may be instructed by someone other than their homeroom teacher.
2. Mathematics - The math program materials we use is Go Math. The program utilizes a combination of fundamentals and a hands-on approach.
3. English - The English program we will be using this year incorporates much of the material from the McGraw-Hill reading materials. The program emphasizes the need for students to write. The program will be integrated into the reading curriculum.
4. Social Studies – Topics covered throughout the elementary curriculum include families, neighborhoods, communities, Nebraska history and United States history. Nystrom, History Alive and Scott Foresman publish our Social Studies materials.
5. Science - A hands-on approach is emphasized in our science program. Students will be using materials published by Foss Science.
6. Spelling – In spelling, students are generally given a weekly spelling list along with activities that support the words. In some cases, students will receive an alternate spelling program that does not include a weekly spelling list.
7. Physical Education - Physical education is provided for all students in the elementary school. Sessions are held two or three times each week. Students are involved in activities to help develop their muscle coordination, aerobic and anaerobic capacity, sportsmanship, knowledge of new activities, etc.

8. Vocal Music - Students participate in vocal music classes two or three times per week. Students are involved in at least one public music program during the school year.

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9. Instrumental Music - Students in grade five may participate in band. Students who are interested need to speak with the band instructor.

10. Art - Art instruction is provided by an art teacher for all students in grades two through five. Techniques of drawing, painting, theory, etc., are taught. Students in kindergarten through grade one have art in their regular classroom.

11. Special Education – Special Education services are provided to students with disabilities as determined by Nebraska Rule 51. Instruction is provided on an individual or small group basis as well as integrated into the classroom.

12. Title I Reading – Students that qualify for Title I services receive assistance with reading. Students receive instruction in small groups either in the reading room or in the general education classroom. Students must qualify for Title I services each year.

13. Guidance – Classroom grouped guidance sessions are provided to students on a scheduled basis. Individual sessions are provided as needed and as time permits.

14. Drug and Alcohol Education – The school counselor works with students helping them understand the importance of making good choices in all areas of life including alcohol and drug use. Fifth grade students participate in the D.A.R.E. program, which is administered by local police officers.

DAILY SCHEDULES

Children may arrive at 7:50 a.m. if they are eating school breakfast. **All children not eating breakfast are not to arrive before 8:05 a.m.** If a student arrives before this time, the parent will be contacted.

Students in Kindergarten through grade five will utilize the following schedule:

<u>GRADE</u>	<u>1ST BELL</u>	<u>TARDY BELL</u>
K-5	8:20	8:25
<u>GRADE</u>	<u>*LUNCH DISMISSAL</u>	<u>RECESS BELL</u>
K	11:40	12:25
1	11:50	12:35
2	11:15	12:00
3	11:25	12:10
4	12:20	1:05
5	12:10	12:55

* Lunch dismissal times vary according to which class within a grade level goes first during a certain week. The various classrooms within a certain grade level are on a rotating schedule. The first class to go in each grade level will always dismiss at the scheduled time listed above.

AFTERNOON DISMISSAL FOR ALL STUDENTS IS AT 3:15, first bell, and 3:18, last bell with the exception of Wednesday when students are dismissed at 1:45.

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DISMISSAL

Children are to leave the school grounds immediately after dismissal at the end of each school day, unless they have scheduled activities that are school related. The playgrounds are closed on school days from 7:00 a.m. to 4:00 p.m. If children are to be picked up after school, arrangements need to be made so that the children do not have to wait.

EMERGENCY DRILLS

To ensure the safety of our students and staff, periodic drills will be conducted for the purpose of educating everyone in the event of an unsafe situation.

Fire Drills: Students will be escorted to pre-determined locations outside of the building.

Tornado Drills: Students will be escorted to areas pre-determined to be the safest locations within the building.

Lockdown Drills: If a lockdown were to occur within our building, student and staff safety would be our top concern. We would notify parents as our situation becomes stabilized and our systems of communication available. With emphasis on safety to our students and staff, we would not permit parents and/or guardians to enter our buildings nor allow students to leave our supervision until the unsafe circumstances have past.

FIELD TRIPS

A well-planned field trip is considered a worthwhile educational experience. The trip can contribute a great deal to the overall school program. As we are often times limited on the number of extra adults we are allowed to take on the trip, teachers may choose to invite a small number of parents (1 or 2) to help chaperone. A teacher will always accompany the students and will also send a "Request for Permission" form home to the parents whenever the trip is outside our community. These forms are not required for short field trips taken within the community. Students in grades K-5 may be participating in the Stuhr Museum program in Grand Island. This program is partially sponsored by the Aurora Parent-Teacher Board. Several of our students visit the Plainsman Museum and the Edgerton Explorit Center in Aurora.

FUNDRAISING

On occasion, students may have the opportunity to participate in fundraisers sponsored by the school or the Aurora Parent-Teacher Board to help raise money that will be used to purchase things that benefit our students. Participating in any school-sponsored fundraiser is always optional and never required.

Students involved in outside organizations such as church groups, community organizations, scouts and clubs will not be allowed to solicit, fundraise, or deliver fundraising items on school grounds.

GIFTS

The exchange of gifts at school creates distractions and can lead to hurt feelings. The exchange of gifts between students is not permissible; this includes Valentine gifts and deliveries of flowers, balloons, and candy. Gifts for your child's teacher are also discouraged.

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GRADING AND EVALUATION PROCEDURES

The grading system is as follows for academic classes:

A	93 - 100	B	85 - 92	C	75 - 84
D	70 - 74	O	Outstanding	G	Very Good
S	Satisfactory	N	Not yet satisfactory - Needs improvement		

Other marking systems may be employed in addition to these.

HARASSMENT, HAZING AND INTIMIDATION

Aurora Elementary School does not approve of actions or comments that would be considered to be forms of harassment, hazing or intimidation. Such actions will be dealt with individually and in accordance with the Aurora Public School Board Policies #5027 and #5028.

HEALTH POLICIES

The Board of Education has adopted the following policies in regard to health. Please adhere to them, as it will help protect your child as well as others.

School health services are established to:

1. Evaluate the health status of all students
2. Aid in planning for the health needs and education of all children
3. Assist in accident prevention
4. Assist in the prevention and control of disease
5. Provide care for the sick or injured
6. Provide a healthy school environment

Regulations

The school nurse shall give students at certain grade levels a health screening each fall. This will include an evaluation of eyes, ears, throat and teeth, and a general observation of the students. If a referral is needed the nurse will contact the parents. Parents are encouraged to take the child to their family physician or dentist if a problem is found. Any medical costs other than the school examination will **not** be paid by the school district.

If any child develops symptoms of illness or is injured at school, the parent, guardian or other designated person shall be immediately notified, if deemed advisable by the school. Such persons shall be requested to come for the child and provide further care. If this is not possible, a school employee may take the child to the child's home to be cared for. In cases of emergency the school may call an ambulance or a physician for administering temporary relief or aid. In case of an emergency, a family physician, if possible, will be contacted.

If at all possible it is preferred that student medication be given to your child at home. In those instances where it is necessary for your child to take medication at school, we

will observe the following policy. Students bringing medicine to school should bring a note from home and the medication to the nurse's office first thing in the morning. Medication must be brought to school in the prescription container, properly labeled and stating the child's name, physician's name, and directions for administration.

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Medication will be administered under the direction of the school nurse, the principal, assistant principal, or their designee and shall be kept in a locked cabinet or a place not accessible to students. Communication between parent and school regarding your child's health is very important and your cooperation with this policy is appreciated.

Communicable Diseases

Exempt from School:

1. Measles - One week and until symptom free
2. Rubella (3 day measles) - until rash is gone
3. Mumps - One week and until swelling is gone
4. Chicken Pox - One week - may come back after one week, with dry crusts, if symptom free
5. Strep Throat - may return to school 24 hours after an antibiotic
6. Ring Worm or Impetigo - Must remain out of school until under treatment
7. Send any child home with a temperature of over 100 degrees
8. Pink Eye - must remain out of school until under treatment for 24 hours
9. Head Lice - Student must be properly treated, no nits, and checked into the school nurse by an adult

HOMEWORK

The teachers may require homework if they feel that it is going to reinforce learning and concepts taught in the classroom. The assignment will be given with the thought of what is best for your child. We appreciate any help you may give the child, but please do not do their work for them! Please help them to remember to bring the work back to school the next day. If you have a concern, contact your child's teacher.

LUNCH/BREAKFAST AND CAFETERIA POLICIES

Children will have the option of eating breakfast and lunch at school. They are welcome to bring a sack lunch from home (no fast food), however they will not be allowed to bring breakfast items from home. Our food service program uses an automated system that allows students to pay for their meals. They will be put electronically into our system by our cafeteria coordinator. Each student will receive an I.D. number that will stay with him or her through his or her tenure at the Aurora Public Schools. Meal money will be collected by the office staff until 8:45 in the morning and will be credited to your family account. The family accounts are established so a parent can pay for all their children at one time. Students will then draw from that account using their I.D. number. Students qualifying for free or reduced meals will also have a family account. When a student graduates or the family leaves the District, it is the responsibility of the family to request a refund if the account is \$3 or less. When an account is greater than \$3, a refund will be mailed within 60 days of the School Nutrition Department closing the account, if a mailing address is provided.

A supervised cafeteria is maintained for children who eat breakfast, hot lunch or bring a sack lunch. Students who are unable to conduct themselves properly during the meal period will be required to eat elsewhere. Milk is included with each meal. An additional milk may also be purchased, if desired. Students with a sack lunch may purchase milk.

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LOST AND FOUND

If your child loses something at school, be sure they check with their teacher or in the lost and found. Each year several items are turned in which no one claims. Most things are here and can be found. Many times items are reported stolen when they have just been misplaced. Unclaimed items will be donated to the local thrift shop periodically throughout the year.

MEDIA CENTER

Students have a regularly scheduled weekly visit to the media center. Depending on the students' grade level, books are due one or two weeks from the date they are checked out. No material is to leave the media center without being checked out. Families will be expected to replace lost or damaged books.

PARENT - TEACHER CONFERENCES

Scheduled Parent/Teacher Conferences will be held at the end of the first nine weeks and again during the third nine weeks. **Only one conference will be scheduled per student.** Conferences will be scheduled with the custodial parent. Non-custodial parents are encouraged to attend; however a separate conference cannot be scheduled.

Conferences can be held at any time during the year, if necessary. Suggested times for a special conference with parents are when children are doing unusually poor work, having behavior problems, a marked change in a child's behavior is noted, having social problems, retention is being considered, or any time you feel a conference would be beneficial for your child.

PARENTAL CUSTODY

It is the responsibility of the parent with whom a student resides to keep the Elementary Principal informed about which parent has custody of the child and about any visitation restrictions of the non-custodial parent. If the non-custodial parent is restricted from contact with a student, a court order to this effect **must be on file** at the school. The school will make every effort to ensure that such visitation restrictions are carried out. If there is no court order to the contrary, non-custodial parents may visit the student in his/her classroom and have lunch with the student in the lunchroom.

When requested, non-custodial parents will receive progress reports, report cards and school newsletters.

PARTY INVITATIONS

Party invitations or other personal notes are an "out of school" activity and are not permitted to be delivered or distributed at school. When they are distributed at school, it brings into the classroom a social situation with which many children cannot cope,

sometimes causing tears, fights and unhappiness. In addition, due to privacy concerns, staff members are not permitted to provide contact information. Thank you in advance for your cooperation and understanding!

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PERSONAL ITEMS

Personal items, other than items needed by the student to perform their daily educational tasks should be left at home. Materials from home should only be brought to school after obtaining permission from their teacher as needed for daily assignments or projects. Students should not bring excessive amounts of money or valuables. Students who chose to wear watches and jewelry are responsible for keeping track of them throughout the school day. If an item becomes a distraction, the student may be asked to remove it and leave it at home. **If it's not needed for school, please leave it at home.**

PETS

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. Many children are allergic or are afraid of animals. For the safety and health of everyone involved, pets or other animals are not to be brought to school for show and tell unless requested by a teacher.

PHYSICALS, BIRTH CERTIFICATES AND IMMUNIZATIONS

In accordance with state statutes and school policies, all students enrolled in Kindergarten, beginner grades, or 7th grade within the Aurora Public Schools, or in the event of a transfer student from another state must have a current physical or signed waiver on file within the respective administrative offices. All students, including the aforementioned, must also have an updated immunization file and a certified copy of the child's birth certificate, or a signed waiver form on file. By state law and school policies, students whom do not have the physical, immunizations, birth certificate, or waiver on file in the respective administrative offices, will not be allowed to attend school. A physical examination by a physician is required for all kindergarten students within six months of the start of the school year.

PHYSICAL EDUCATION

All students should wear tennis shoes for Physical Education classes. No scuffing or hard-soled shoes are allowed for PE classes. The school dress code also applies to physical education classes.

POLICE RIGHTS WITH REGARD TO STUDENTS

In event that a law enforcement agency comes to the school to see or question a student, the school authorities will cooperate with the law enforcement officer and at the same time provide for the individual rights of the student. An effort will be made to contact parents and obtain approval before the officer will see the child.

At times, the school receives requests from Child Protective Services in conjunction with law enforcement to interview a child. The school will honor their request, but will

not contact the parent or guardian. These agencies will notify the parent or guardian following their interview.

PROMOTION-RETENTION POLICY

Elementary students will be retained when there is evidence that the student repeating the grade will benefit from retention. Potential benefits from retention may

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include helping the child understand the necessity of good academic effort, the consequence of lack of effort or attendance, while stressing the importance of working to one's ability level. A faculty committee comprised of members such as the building principal, the school counselor, the child's teacher(s), and other school personnel will consider a student who does not successfully complete his/her academic work for retention.

The committee will use the following criteria as a basis for decisions regarding retention:

- | | |
|--------------------------------|---------------------|
| 1. Student grade achievement | 4. Parental input |
| 2. Student achievement ability | 5. Student attitude |
| 3. School attendance | 6. Student maturity |

Parents will be notified during the second semester of the school year that their child is being considered for retention. A conference with the child's parents will be requested to discuss the decision of retention.

PROPERTY DAMAGE OR LOSS

Students and/or their parents/guardians will be responsible for damage that occurs to school property. We realize that the damage may be accidental or in other cases malicious. We appreciate your support in stressing to your children the importance of being accountable for their actions.

RECESS

Recess is a privilege that is earned by students who have completed their classroom work and met the school-wide behavior expectations. Please ensure that your child is dressed appropriately for the weather, as we will go outside almost every day. As fresh air and exercise is good for everyone, ALL students that have earned recess will be expected to go outside. Parents requesting that their child stay inside during recess, due to medical reasons, must provide the school with a note from their physician stating the reason for being excluded from recess and the duration of the request. If a doctor's note is not available, the student will be asked to go outside for recess so that they can get some fresh air and observe his/her classmates.

REPORT TO PARENTS

Report cards are issued four times a year, after each nine weeks. The reports will be issued at Parent/Teacher Conferences or mailed to your residence in a timely manner following the end of each quarter.

SCHOOL CLIMATE

Please support the school by impressing on your children the need to be a good school citizen. Please do not make adverse criticism of a teacher or the school in front of your children. This can definitely affect their attitude and behavior and thus undermine their education. We will be happy to sit down with you and calmly discuss any differences of opinion, or to help clarify any school situation. If a child knows that his or her parents are unhappy with the school, the child's attitude toward learning can be affected. We must remain positive for the benefit of the children.

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SCHOOL CLOSINGS

School will be held and buses will run regularly every day regardless of weather conditions unless announced otherwise. In the event that inclement weather creates hazardous driving conditions, information pertaining to the closing of the Aurora Public Schools will be broadcast over as many of the following stations as possible:

Television

KSNB
KOLN/KGIN
NTV

Radio

KROA - 95.7 FM
KRG1 - 96.5 FM, 1430 AM
KZ100 - 100.3 FM
KAWL - 104.9 FM/1370 AM

The **Infinite Campus Messenger** will be used to announce postponements and cancellations as necessary due to inclement weather. Parents who are not signed up, but would like to receive Infinite Campus messages, can contact the office. In the event you aren't able to answer your phone, Messenger will leave a voice mail. Please check your message before calling the school.

Should a storm develop during the school day, the same radio and TV stations will be used to advise parents that schools will be closing and that buses will be departing early. **PARENTS WHO HAVE SITTERS SHOULD GIVE THEM THE ABOVE INFORMATION AND ANY OTHER INFORMATION PERTAINING TO SCHOOL ACTIVITIES.**

SCHOOL DROP OFF AND PICK UP REGULATIONS

Parents who deliver children in the morning may use the unloading area in front of the elementary however; they should use extreme caution as children and other vehicles will be in the area. Cars should be driven very slowly through the parking lot and in the vicinity of the school. **The south parking lot is restricted to authorized school vehicles only from 7:30 AM until 3:30 PM.** Careless driving in the school zone will be reported to local law officials.

Morning Drop-Off Procedures

In the morning there will be 2 lanes, a driving lane (north lane) and a drop-off lane (south lane along the curb). The drop-off lane will extend all along the south curb. Drivers are encouraged to use this entire area to drop off students and not just the area near the front main entrance (N1). Please note that Kindergarten and 1st grade students are to enter at the covered entrance (N18), while the 2nd through 5th grade students enter a door to the east of the main entrance (N4). **When dropping off students in the front parking lot, each car will be required to pull up to the curb and stop in the drop off lane.** When

possible, students should exit the vehicle on the passenger side and then use the sidewalk to approach the building. Once your passenger(s) have unloaded, the driver will then signal and move into the driving lane. **For safety reasons, students will not be allowed to unload in the driving lane. In addition, cars will not be allowed to drive in the drop off lane.**

Parking will not be allowed in the drop-off lane or the driving lane from 7:30-8:30 AM. If you need to come into the school during this time, you will need to park in the visitor

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parking spaces or in the parking lane next to the east bike racks. After 8:30 AM, parents may park in the drop-off lane when picking up students during the day or when coming for lunch.

Afternoon Pick-Up Procedures

At dismissal, a line of cars may park along the south curb and another line of cars may park behind the staff vehicles. **Cars will not be allowed to park along the left side starting at the handicap parking stalls and extending to H Street. You will be asked to move your car if you are parked in this area.** Cars exiting the parking lot will drive down the middle of these 2 lines of parked cars. **Students needing to reach vehicles parked behind the staff vehicles (north pick-up lane) will need to be escorted through the traffic to help increase student safety. Students must wait at the curb until the driver walks across the traffic to escort them.**

It is extremely important that all drivers move through the parking lot at a slow speed watching carefully for children. In addition, drivers are asked to work together allowing cars that are parked the opportunity to enter the driving lane to assist the flow of traffic.

SCHOOL ENTRANCE AGE

A child shall be eligible for admission into Kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended Kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation that would allow admission within the current year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying the work of Kindergarten. (State Statute 79-214)

STUDENT ALCOHOL/DRUG/TOBACCO POLICY

Possession, distribution, use, or dispensing of alcoholic beverages, powered alcohol, tobacco, vapor, e-cigarettes or imitation e-cigarettes, narcotics, drugs, controlled substances, imitation controlled substances, inhalants, or being under the influence of any of the above on school grounds or at school-sponsored or school-related activities or in a vehicle owned, leased, or contracted by a school, or in a vehicle being driven for a school purpose by a school employee or his or her designee are prohibited and shall be considered an act of student misconduct, which shall be subject to disciplinary

action. Such activities may be violations of Nebraska Law, and, if so, will be reported to appropriate authorities.

STUDENT EXCLUSIONS, SUSPENSIONS AND EXPULSIONS

It is the belief of the District 4-R Schools that all students of school age should be in school. However, in unusual circumstances it may become necessary for a school administrator to recommend the dismissal of a student from school. The

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recommendation to dismiss a student is to be made only after all other attempts to resolve a problem appear to be futile.

Type of Dismissal: The District 4-R Schools will exercise these types of dismissal procedures when dealing with disruptive student behavioral problems: (1) Class Suspension, (2) Emergency Exclusion, (3) Short-term Suspension, (4) Long-term Suspension, (5) Expulsion.

Class Suspension: "Class Suspension" is a term used to describe a disciplinary action taken by the teacher and agreed upon by the principal in which a student will be excluded from a class for a specific length of time. The rationale behind use of a "Class Suspension" action is that it would provide a cooling-off time and would allow the time necessary to solve a disciplinary problem, which may exist only in one particular class. The student would, thus, not be deprived the opportunity of attending other classes.

When the student is given a "Class Suspension", he/she is to report to the principal or to a person designated by the principal rather than to the class from which he/she was excluded. The time normally spent in class may be utilized for counseling and other efforts at solving the problem. Following the exclusion period, the student may return to class and is expected to make up all work missed during the "Class Suspension."

If, in the process of dealing with students with disruptive behavior, the principal feels a permanent exclusion from one class is necessary, the principal will exclude the student and assign the student to another class if it is very early in the semester, or assign the student to a study hall for that period.

Emergency Exclusion: The principal, or any other person designated by the superintendent to have such authority, may exclude from school any students for a length of time necessary to avoid the threat of the emergency. The following situations are grounds for emergency exclusions:

- A. If the student has a communicable disease, transmittable through normal school contacts that pose a threat to the health or the safety of the school community (based on the recommendation of medical authorities).
- B. If the student's conduct presents a threat to the personal safety of others, or is so disruptive as to make a student's temporary removal necessary to preserve the rights of other students to pursue an education.
- C. As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency action such as calling the police. As soon as possible after such incident, the parents or guardians will be informed of the school's actions.

Any emergency exclusion shall be based upon a factual situation warranting it and shall last no longer than necessary to avoid the dangers described in A and B of this section.

Short - Term Suspension: The principal, or other individual designated by the superintendent to have such authority, may deny a student the right to attend school or take part in any school function for a period of up to five (5) school days on the following grounds:

A. Conduct that constitutes grounds for expulsion.

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B. Other violations of the rules and regulations of behavior as adopted by the Board of Education or the Administrative Staff of the School.

Except as provided with regard to emergency exclusions, the following procedures shall be followed with regard to a short-term suspension:

1. The authority considering the short-term suspension shall make a reasonable investigation of the facts and circumstances.
2. Prior to beginning the short-term suspension, the student will be given oral or written notice of the charges.
3. The student shall be given an opportunity to explain his/her version of the facts.
4. Within twenty-four (24) hours of such additional time as is reasonably necessary following such suspension, the Principal shall send a written statement to the student and his/her parent/guardian describing the student's conduct, misconduct or violation of the rule and the reasons for the action taken. The Principal shall make a reasonable effort to hold a conference with the parent/guardian before or at the time the student returns to school.
5. The short-term suspension may be one of two types. The principal may choose an "in-house" suspension in which the student is to attend school, but may not attend class. Instead, the student will spend the suspension time in a designated classroom or office under the supervision of a designated school employee. During suspension time, the student will be expected to complete work on assignments prepared by his/her teacher.

The student who has been assigned "in-house" suspension is not allowed on school grounds or at school activities except during the time of the school day when he/she is assigned suspension.

The Principal may also have the option to use a short-term suspension in which the student is to serve the suspension at home or away from school. If this type of suspension is assigned, the student will not be allowed to be in the school, on school property, or to attend any extracurricular activities during the period of suspension. Students may not participate in any form of school activities while on either type of short-term suspension.

6. A written report of all short-term suspensions shall be given to the Superintendent of Schools as soon as possible.

Long -Term Suspension: Long -term suspension shall mean the exclusion of a student from attendance at all schools and grounds within the system for a period of more than five (5) days but less than twenty (20) days.

Completion of Classwork: Students who have been suspended are required to take the responsibility to contact all teachers to complete classwork and examinations missed during the time of the suspension. The student may be given credit for work made up.

Expulsion: The expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten (10) school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten (10) school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, or for knowingly and intentionally possessing or transmitting

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a dangerous weapon other than a firearm, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following year.

Firearms: It shall be the policy of the Aurora Public School District when a student is determined to have knowingly and intentionally possessed, used or transmitted a firearm,

to expel such student for a period of no less than one year if such student conduct occurred on school grounds, in a school owned vehicle being used for school purposes, or at a school sponsored activity or athletic event. The Superintendent may modify such required expulsions on an individual basis. This policy shall not apply to the issuance of firearms by members of the reserve officer training corps, or to firearms, which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult who may lawfully possess firearms.

Grounds for Suspension or Expulsion: The following types of student conduct will constitute grounds for suspension, long-term suspension, and expulsion when the conduct occurs on school grounds or during any educational function or event off school grounds, including school sponsored travel to and from the event:

1. The use of violence, force, coercion, threat, intimidation, or similar conduct, including harassment, in a manner that constitutes interference with school purpose.
2. Sexual assault or attempting to sexually assault any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, or repeated damage or theft of property.
4. Causing or attempting to cause personal injury to a school employee, a school volunteer, or a student.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money, or anything of value from such student.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered to be a weapon. Weapons may include, but are not limited to, items such as clubs, chains, knives, brass knuckles, air guns, or any object that could be used to inflict harm on any person. (Or interpreted to inflict harm on another person) such as spring loaded soft pebble or paint guns.

7. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, or alcoholic liquor, or being under the influence of a controlled substance or alcoholic liquor.
8. Repeated truancy, failure to attend assigned classes or activities, or failure to make satisfactory academic progress toward a diploma.
9. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least 12 years of age but less than nineteen years of age.
10. Repeated violation of any of the rules adopted by the district or the administration of the district if such violations constitute a substantial interference with the purposes of the school.
11. Engaging in any unlawful activity as determined by federal or Nebraska State law.

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12. Repeated violation of any rules or standards, validly established according to state statute, if such violations constitute a substantial interference with the purpose of the school. Violations that would constitute a substantial interference with the purpose of the school may include, but not be limited to:

- (a) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others, or is destructive or indecent to the extent that it interferes with learning and the educational process or environment.
- (b) Willfully violating the behavior expectations for those students riding district owned or sponsored buses.
- (c) Willfully disobeying any reasonable written or oral request made by a school staff member, or the voicing of disrespect to those in authority.
- (d) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students, faculty, school employees, or visitors to the district. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood or intended to be derogatory toward a group or individual based upon race, gender, national origin, religion or affiliation.

Procedure to be followed for long-term suspension and expulsion

The following procedure outlines the steps that will be taken by the school whenever long-term suspension or expulsion is recommended by the administration:

1. If, after the initial conference between the principal and the students, the principal decides long-term suspension or expulsion or mandatory reassignment is appropriate, a written charge and summary of the evidence supporting the charge shall be filed with the Superintendent on the date of the decision to use long-term suspension, expulsion or mandatory reassignment.
2. Within two (2) days, written notice may be sent by registered or certified mail to the student and the student's parent/guardian, informing them of their rights according to the Student Disciplinary Act. The written notice shall include the rule of conduct violated, summary of evidence to be presented against the student, and both the penalty which the principal has recommended in the charge, and any other penalty to which the student may be subjected.
3. The written notice shall inform the student and the student's parent/guardian that they are entitled to a hearing before the penalty can be invoked, a description of the hearing procedure and the appeal process for any decision rendered at such a hearing. The written notice shall also inform the student and the student's parent/guardian that the

principal, the legal counsel for the school, the student and the student's parent/guardian or the student's representative shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses who will appear at the hearing and substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form with which the student or the student's parent/guardian may request a hearing.

4. If the student or the student's parent/guardian requests a hearing within five (5) days after receipt of the written notice, the Superintendent shall appoint a hearing examiner who shall, within two (2) days after being appointed, notify the principal, the student and the student's parent/guardian of the time and place of the hearing.

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5. The hearing shall be scheduled within five (5) days after it is requested, but it may be postponed by the hearing examiner for good cause. Unless all parties consent in writing, no hearing shall be held upon less than two (2) school days actual notice to the principal, student and the student's parent/guardian.

6. During the hearing, the student and the student's parent/guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No such hearing shall be held unless it is attended by the hearing examiner, the student and the student's parent/guardian, the student's representative, if any, and legal counsel as defined in state statute, if the hearing examiner or superintendent deems it advisable. Witnesses shall be present only while giving their testimony. The hearing examiner may exclude the student from the hearing when the student's psychological evaluation or emotional problems are being discussed. The hearing examiner may remove anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak on his/her own behalf and may be questioned on his/her testimony or he/she may choose not to testify. At the hearing, the principal shall present to the hearing examiner the student's records and the statement, in affidavit form, or any person having information about the student's conduct. These records must be made available to the student and the student's parent/guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedure required by law or board policy.

7. A single hearing may be held when more than one student is charged with violation of the same rule, if the hearing examiner believes a single hearing will not prejudice any of the students.

8. The hearing examiner may invoke subpoena procedures in obtaining the attendance of a witness or witnesses.

9. After the hearing, the hearing examiner, within a reasonable time, shall report his/her findings with a recommendation of the action to be taken and the reasons for the recommendations of that particular action. The Superintendent may change, revoke, or agree with the hearing examiner's decision; however, the Superintendent can impose a more severe sanction.

10. The decision of the hearing examiner and the Superintendent shall be made by certified or registered mail, or delivered personally to the student and the student's parent/guardian. Upon receipt of the notice, the determination of the Superintendent shall take effect immediately.

11. The decision of the Superintendent may be appealed by the student and the student's parent/guardian. Such appeal must be made in writing to the secretary of the Aurora Board of Education or the Superintendent within (7) days of the receipt of the written notice of the Superintendent's decision.

12. The hearing before the Aurora Board of Education or the committee of the board (with at least three (3) board members present) shall be held within ten (10) days after such request unless the time for the hearing is changed by mutual agreement.

13. The Board of Education or committee of the Board, after examining the record or by taking new evidence, may alter the Superintendent's decision if it finds the decision to be severe, but may not impose a more severe sanction. If a committee of the Board hears an appeal, such committee shall make a recommendation to the Aurora Board of Education at its first regular meeting.

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14. Final action of the Board shall be evidenced by personally delivering or mailing by registered or certified mail a copy of the deliberating bodies decision to the student and parent/guardian.

15. If the student and the student's parent/guardian wish to further appeal the decision, a petition must be filed with the District Court within thirty (30) days after being notified of the final decision of the Aurora Board of Education.

16. If the student or the student's parent/guardian requests a hearing more than five (5) school days but not more than thirty (30) calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the expectations previously listed.

Immediate Removal by the Principal: The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five (5) school days of notice of expulsion or long-term suspension, if the Principal determines that such suspension is necessary to prevent or substantially reduce the risk of (a) interference with an educational function of school purpose, (b) personal injury to the student, or other students, employees, or school volunteers.

The Principal may make such determination in writing, although not required. If no hearing is requested, the immediate suspension will continue until the date of the long-term suspension, expulsion or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report or his/her findings with the Superintendent, if the Principal has made a determination as described.

Alternative Education

It shall be the policy of the Aurora Public Schools to provide an alternative school, class, or educational program for expelled students as provided by applicable law. It shall be the policy of the Aurora District to review this policy and make such amendments, as the Board may deem appropriate in the event any rule not in existence at the time of the adoption of this policy is promulgated by the appropriate authorities when any existing rule is amended.

Notwithstanding provisions of alternative school, class or educational program, it shall be the policy of the Aurora School District to authorize the administration to make judgments on a case by case basis as to whether providing an alternative school, class or educational program for a student who is at risk of being expelled to determine

whether such alternative educational settings are appropriate, given the best interest of the student, the best interest of other students and the best interest of the Aurora School District. In the event the administration determines that an alternative school, class or educational program will not be made available to a student who is at risk of being expelled, then the following procedures shall be used in a case involving expulsion in addition to all other procedures set forth in board policy to expulsions:

1. Prior to the expulsion taking place, a conference shall be held by such a school Administrator as the Superintendent may designate and the parent or legal guardian of the student, such other school representative as the Superintendent may designate and a representative of a community organization, if any, which has a mission of assisting young people, or a representative of the county sheriff's office, municipal police office, probation office or other representative of an agency involved with juvenile justice. The

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purpose of the conference shall be to develop a plan, which shall be in writing and which shall be adopted by the school administrator of the District and presented to the student and the parent or legal guardian.

2. The plan shall identify educational objectives that the student must achieve in order to receive credit toward graduation. The plan shall also specify financial resources and community programs, if any, which are, or may be available to meet the educational and behavioral objectives of the student as identified in the plan. Nothing in this policy shall be construed to prevent the suspension of a student pending an expulsion provided that such suspension shall be in accordance with applicable policies of the District pertaining to suspension. Nothing in this policy shall be construed to prevent expulsion from being carried out so long as the Aurora School District has made reasonable efforts to convene a conference as described in policy.

3. It shall be the policy of the Aurora School District to require the school administrator, when calling a conference as described in this policy, to make reasonable efforts to accommodate the schedules of all participants in the conference provided, however, any scheduling conflicts, unavailability of certain participants, or refusal of certain participants to participate in the conference shall not prohibit the Aurora School District from expelling students in a manner otherwise consistent with Board policy.

4. It shall be the duty of the Superintendent or his designee to schedule monthly reviews for any student who is expelled in order to assess the student's progress toward meeting the specified goals and objectives of the plan. It shall be the duty of any student who is expelled to attend monthly reviews at the time and place determined by the administration during the course of the expulsion.

STUDENT RECORDS

Records are maintained on all students. Your child's records are open for your review at any time. The records include the student's academic and testing record. If you have any questions, contact the office.

Directory information such as student's name, address, date of birth, etc. may be released if requested, however, the release of this information is very limited. Parents may request that such information not be released.

STUDY/BEHAVIOR PLAN

Teachers may implement a study or behavior plan to help students become more

accountable for their work or behavior. Individual teachers will communicate the procedure and plan to parents.

TEACHER QUALIFICATIONS

All teachers are certified by the Nebraska Department of Education and teaching in their endorsed area. Parents may request, from the principal, the professional qualifications of all teachers working with their child(ren).

TECHNOLOGY AND ETHICS

Elementary students will use technology on a daily basis and will be assigned an iPad or Chromebook. These devices are not to be taken out of the building without the permission of

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a teacher. Technology expectations are posted in each classroom, as each student will be expected to use their device responsibly for educational purposes to enhance their learning. Students that misuse their device will lose privileges. Possible consequences for violation are posted in each classroom. Students that have lost their technology privilege may be required to complete their work using a traditional paper/pencil method. All students must adhere to the **Student Technology Program Policy**. All students and parents must sign off on the **Handbook and Student Technology Program Policy Consent Form**, which is the last page of the Student Handbook.

TELEPHONE/CELL PHONE

Students must ask permission of a teacher or office personnel before using the school

telephone. Calls are to be limited to those of necessity only. After school arrangements should be made prior to coming to school. Students will not be called to the telephone during the school day except in the case of an emergency. The secretary will take the message and deliver it to the student.

As students have access to the school phone, cell phones and other electronic communication devices such as an Apple Watch, GizmoPal, GizmoGadget or other devices similar to these are not necessary and students will not be allowed to have them on the bus, at the elementary school (including in backpacks), or at elementary activities. This includes inactivated cell phones.

Cell phones brought to school will be confiscated. When bringing a cell phone to school, the student consents to having it searched if necessary.

TESTING PROGRAM

The school provides a testing program that includes achievement testing of students in all grades. These tests will be administered throughout the school year. If you have questions, contact your child's teacher, the counselor, or the office.

TEXTBOOKS AND LIBRARY BOOKS

Please help us teach our students to take care of their books. Students will be charged for damaged or lost textbooks and library books.

TO AND FROM SCHOOL

Aurora Elementary recognizes the importance of the children's safety to and from school and will assist parents as much as possible when problems occur. However, it is also recognized that the school's jurisdiction is limited off school grounds and that parents may need to refer problems to the police.

TOYS AND NON-SCHOOL ITEMS

Toy guns, knives, bats, balls, trading cards of any kind etc., are not to be brought to school unless the student has permission from their classroom teacher. Once again, if your child doesn't need it for school, don't let them bring the item!

Fidgets are items that are similar to toys, however can serve an educational purpose for some children who may need help with focus and attention. All fidgets will be provided by the school and should not be brought from home (this includes spinners).

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VISITORS

Parents are encouraged to visit our school. We respectfully request that you wait to visit school until we have completed 2 full weeks. This allows students the opportunity to adjust and learn routines and procedures. We recommend that parents of kindergarten children wait two or preferably three weeks before visiting. This provides your child the opportunity to get used to being away from home and adjust to the school routine. We ask any visit during the school year be no more than 45 minutes (not including lunch). A call to the school before a visit would be appreciated as this ensures that the time you have chosen will be during instruction and not assessment.

All exterior doors to our building are locked throughout the school day. Parents and other visitors may gain access to the building through the main entrance, on the north side of the building, by using the video surveillance call button. Upon entering the building, parents and visitors must immediately report to the office where they will sign in, leave their photo ID and receive a visitor's badge. Before leaving the school, all visitors are required to report back to the office to return their visitor's badge, checkout and collect their photo ID. Thank you in advance for adhering to this procedure as it is intended to help ensure the safety of both students and staff members.

VIDEO SURVEILLANCE

In an effort to maintain a safe and secure environment, the use of video surveillance may be used within and outside of the school building and on busses.

NOTICE OF NON-DISCRIMINATION

Aurora Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability or age or in admission or access to, or treatment of employment or educational programs and activities.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Superintendent, who may be contacted in writing at 300 L Street, Aurora, Nebraska, at dmcDonald@4rhuskies.org by e-mail, or by telephone at (402) 694-6923.

Any person may also contact the Office of Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by FAX at (816) 268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

"Equal Opportunity School"

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STUDENT TECHNOLOGY PROGRAM POLICY

Aurora Elementary School

Aurora Public Schools is proud to offer our students a diverse offering of technology resources for use at school and at home. The Student Technology Program, which provides computing systems and internet access to all students, has been designed to enhance the delivery and individualization of educational instruction. This policy covers all devices and accessories provided to students that are property of Aurora Public Schools. It also covers any access to school information resources and internet or intranet access. Because of the many challenges associated with this program, it is imperative that all of our students understand the privilege and responsibility that usage and operation of technology involves. In addition, we consider this to be a learning opportunity as our students become adults in our technically diverse culture. The purpose of this policy is to communicate these expectations.

Acceptable Use Requirements

Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Aurora Public Schools. Access to the Aurora Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Student Acceptable Use Policy (see attached).

Under no circumstances should device cases be opened or devices turned on while in the locker room or restroom areas.

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and device viruses.

Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the building principal or his/her designee, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Acceptable Use Policy. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

E-mail

The only e-mail account that students are allowed to access while using a school-issued device is that student's Aurora Public Schools Google account (@4rhuskies). Please note that e-mails sent via the Google server and accessed on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using an e-mail account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam. Students should maintain high integrity with regard to e-mail content.
- No private chatting during class without permission.

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Adopted on: June 11, 2012

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Student Acceptable Use Policy

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other

- forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
4. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
 5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
 6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
 8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
 10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not forge electronic mail messages or web pages.

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II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology

protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

B. Education about Appropriate Online Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyber-bullying awareness and response.
3. The school administration and/or designee shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Aurora Elementary School 2018-2019 Handbook and Student Technology Program Policy Consent Form

Please PRINT the following information:

Parent/Guardian Name (first & last): _____

Student Name (first & last): _____

Student Grade: _____ Teacher Name: _____

We agree to comply with all stipulations contained within the following policies:

- The Aurora Elementary Student Handbook.
- The Student Technology Program Policy, including the Student Acceptable Use Policy (pgs. 31-33).

By signing this Consent Form we (parent/guardian, student) have received and read the student handbook, which includes the policies and other rules and regulations of the Aurora Elementary School. Also with the respective signatures, we agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or stemming from unauthorized access or inappropriate use of technology resources.

Parent/Guardian Signature	Date

Student Signature	Date

**This form must be detached from the Handbook, signed and returned to your child's classroom teacher. A separate form must be signed and returned for each student.

