

Aurora School

Student/Parent Handbook

Lifetime Learners; Lifetime Leaders

2020-2021

Aurora School
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Aurora, WV 26705

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All Preston County Board of Education policies are available on-line at:

<http://preston-k12.wvnet.edu/boe>

Our Mission:

Lifelong Learners; Lifelong Leaders

Our Vision:

Aurora School's vision is to prepare and motivate our students to become lifelong learners who exhibit leadership, citizenship, kindness, perseverance, and compassion by instilling in them critical thinking skills, collaborative skills, and high expectations that are critical in today's global environment. We seek to foster relationships between families, our community, and our school to educate the whole child and to ensure they are prepared for the future.

Our Core Beliefs:

- Student success takes collaboration and cooperation among students, faculty, families, and the community.
- Given the proper supports, all students have the ability to learn.
- Every student must have an equal opportunity to learn to succeed in school and life.
- Learning is a lifelong endeavor that extends beyond the school walls.
- Educating the whole child requires teaching personal skills and traits such as kindness, compassion, empathy, resiliency, etc., as well as academic skills.
- A safe, secure, and supportive environment that meets the basic needs of students and enables them to focus on learning must be provided.
- High expectations must be set so that students work in a manner that develops high self-esteem.

Aurora School

2020-2021 Bell Schedule

Regular Schedule	
Links	8:00 – 8:15
1 st Period	8:15 – 8:55
2 nd Period	8:55 – 9:35
3 rd Period	9:35 – 10:15
4 th Period	10:15 – 10:55
5 th Period	10:55 – 11:35
6 th Period	10:35 – 12:15
Lunch	12:20 – 12:50
7 th Period	12:55 – 1:35
8 th Period	1:35 – 2:15
9 th Period	2:15 – 3:00

Lunch:

K-2: 10:55 – 11:25
 3-5: 11:30 – 12:00

Recess:

K-2: 11:30 – 12:00
 3-5: 12:05 – 12:35

2-Hour Delay	
Links	10:05 – 10:05
1 st Period	10:05 – 10:33
2 nd Period	10:33 – 11:01
3 rd Period	11:01 – 11:29
4 th Period	11:29 – 11:57
5 th Period	11:57 – 12:25
6 th Period	12:15 – 12:53
Lunch	12:58 – 1:28
7 th Period	1:33 – 2:00
8 th Period	2:00 – 2:28
9 th Period	2:28 – 3:00

Lunch:

K-2: 11:23 – 11:53
 3-5: 12:03 – 12:33

Recess:

K-2: 11:58 – 12:28
 3-5: 12:38 – 1:08

2-Hr Early Dismissal	
Links	8:00 – 8:05
1 st Period	8:05 – 8:33
2 nd Period	8:33 – 9:01
3 rd Period	9:01 – 9:27
4 th Period	9:27 – 9:55
5 th Period	9:55 – 10:23
6 th Period	10:23 – 10:51
Lunch	10:56 – 11:26
7 th Period	11:31 – 11:59
8 th Period	11:59 – 12:27
9 th Period	12:27 – 1:00

Lunch:

K-2: 10:21 – 10:51
 3-5: 11:31 – 12:01

Recess:

K-2: 10:51 – 11:21
 3-5: 10:23 – 10:53

Arrival to School:

All students should arrive at Aurora School no later than 8:00am. Parents dropping off students are to park in the lower paved parking lot and walk their children across the crosswalk to the front door to the teachers on bus duty. Parents are not permitted to enter the building or walk their children directly to their classroom.

Students arriving by bus will unload their bus individually at the front doors. Each bus will pull up to the front doors, students will exit the bus and enter the building. Other buses will wait in line with students remaining on the bus until their turn to unload. Students will enter the building and report immediately to their homeroom. Buses will begin to arrive at approximately 7:45.

These arrival procedures will help to prevent large groups of students from congregating outside the front doors and on the sidewalk and allow for better social distancing.

Vehicles should not enter the bus loop between 7:40am and 8:15am.

Students are to report directly to their homeroom upon arrival.

Dismissal from School:

Students are dismissed at approximately 3:00 and there will be one bus run in the evening county-wide. Buses from Preston High School bound for Aurora will be dismissed from Kingwood at 1:50 and arrive at 2:45. PHS students will then be given several minutes to change to their appropriate bus home. We will operate on a staggered dismissal schedule to prevent large groupings of students.

PK – exit the building at 2:50

K – exit the building at 2:52

1st – exit the building at 2:54

2nd – exit the building at 2:56

3rd – exit the building at 2:58

4th – exit the building at 3:00

5th – exit the building at 3:01

6th – exit the building at 3:02

7th – exit the building at 3:03

8th – exit the building at 3:04

Parents picking up their students are not to impede the flow of buses. Parents are asked to please wait until all buses have left before entering the bus loop. Parents can then pull up to the front of the building to pickup their child. As students leave the building for the bus, those whose parents are picking them up are to wait on the back of the sidewalk closest to the building to provide better distancing from those loading the bus.

Vehicles should not enter the bus loop between 2:40pm and from when the last bus leaves.

Cheating:

Cheating is any form of academic dishonesty. It includes, but is not limited to; copying another student's work, using any form of assistance during an exam or assignment that is not approved by the teachers, and plagiarizing (using an external source of information without proper documentation or presenting information as a student's work that is copied from an external source). Cheating is a violation of both the school and county discipline policy.

Grading Scale:

100 – 90	A	Excellent
89 – 80	B	Above Average
79 – 70	C	Average
69 – 60	D	Below Average
0 – 59	F	Failure

Standards-Based Grading Scale (Grades K-4):

AM – Above Mastery

M – Mastery

PM – Partial Mastery

N – Novice

Homework:

The administration and staff of Aurora School believe that homework can be essential to student learning. Homework helps to establish positive study habits, develops initiative, and allows for the development of time management skills in students.

Purposes for Homework:

- a. Provide practice for the reinforcement of learned skills.
- b. Provide review of previously learned concepts.
- c. Provide preparation for future learning and assessment.
- d. Provide extended learning and/or long-term learning.

Algebra I Criteria:

The following criteria will be used when determining eligibility for 8th grade Algebra I:

- a. Grade of 'A' in Math 7
- b. Score in green level of STAR benchmark 4 during 7th grade year
- c. Score in level 4 or top of level 3 on 7th grade West Virginia General Summative Assessment
- d. Teacher recommendation (final entrance acceptance or denial is at the discretion of the teacher)

Report Cards:

Report cards are issued at the end of each 9-week grading period. Final report cards for the year are presented to each student on the last day of school. Parents/students in grades 5-8 can check grades at any time by logging into their LiveGrades account. Parents/students in grades K-4 can check their standards-based grades by contacting the classroom teacher.

Athletics:

Interested students in grades 6, 7, or 8 must meet the eligibility requirements of the West Virginia Secondary Schools Activities Commission (WVSSAC) to participate on a school-sanctioned athletic team. The WVSSAC requires that students maintain a 2.0 GPA in order to participate on a sports team. Eligibility for fall activities is calculated using grades from the second semester of the previous school year. Eligibility for spring activities is calculated using grades earned the first semester of the current school year. If a student's GPA falls below the requirement during the course of the season/activity, the student will be declared ineligible and will be dismissed from the athletic activity.

Attendance:

We believe the most important factor for a student's academic success is regular school attendance. Most subjects are taught in sequence requiring the understanding of each concept in the order of presentation. Persistent absenteeism, or truancy, creates a genuine hardship for the student and seriously hinders the student's academic growth.

Attendance Calculations:

In order to be counted present for a full school day, students must be in the building for 74% of the day. Students present for 50% - 73% of the day will be counted as present for ½ day.

Reasons for Excused Absences from School:

Aurora School allows the following excused absence reasons as defined by Preston County Schools Policy 11-12-9.

1. Medical and/or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist.
2. Illness of the student verified by the parent/guardian, not to exceed three consecutive or five total days per semester. Verification by the physician will be required if absences exceed three consecutive days. In the event of a major outbreak of a particular illness, such as the flu, occurring within the school population, the superintendent may exercise their emergency powers and issue a county-wide waiver of the required physician's verification of absences extending beyond three days.
3. Illness or injury in the family when the student's absence is verified as essential by a physician.
4. Illness of the infant child of an enrolled student who is the child's primary caregiver, not to exceed five days per semester. Verification must be from a physician, student's parent/guardian, or student 18 years of age or older.
5. Calamity, such as a fire in the home, flood, or family emergency upon approval by the school principal.
6. Death in the family; limit three days for each occurrence except in extraordinary circumstances. 'Family' is defined as: mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law,

brother's children, sister-in-law, sister's children, student's children, or any person living in the same household.

7. Leaves of educational value for family educational trips, 4-H educational activities, serving as a legislative page, etc. Parents must complete an educational leave form request to the principal at least 30 days prior to the leave. The leave may not exceed five days and there must be verification of implementation of the education plan upon the student's return. A leave that extends more than five days required approval from the principal and the Preston County Board of Education.
8. School-approved extra-curricular activities.
9. Legal obligation with verification.
10. Failure of bus to run or extremely hazardous conditions. The county transportation office will verify that the bus did not run.
11. Observance of religious holidays.
12. Handicapped students' absences should be addressed in accordance with SBP 2419, Regulation for the Education of Students with Exceptionalities.

Absences occurring for reasons not provided in policy will be unexcused, including out-of-school suspensions.

According to WV Code 18-8-4, absence notes must be turned into the school within three instructional days of the student returning to class. The school may not accept absence notes submitted three instructional days after the student returns to class.

In order to participate in any after-school activity, students must be counted as present for the school day. This includes sporting events, practices, etc.

Homebound Instruction:

A student with an illness or injury verified by a health care provider that requires absence from school beyond three weeks may be provided home/hospital instruction pursuant to Preston County Board of Education Policy 3-30. A written statement by a licensed physician or other licensed health care provider must be provided. That statement should include the specific reason the student must remain home or in the hospital, along with the criteria or conditions under which

the student can return to school and an expected date of return. A written statement by a licensed physician or other licensed health care provider must be resubmitted every two months for temporary home/hospital instruction to continue.

Make-Up Work:

Students not in attendance for regular classroom instruction for any reason shall be provided the opportunity to make up any missed class work. Students will be assigned make-up work upon returning to school. The student shall be allowed the number of days absent plus one day to complete the missed assignments. Teachers may grant an extension to a student if the request is based upon justifiable reasons. Failure to complete the work assigned by the teacher will result in the student receiving a zero as the grade for the assignments.

Acceptable Use Policy:

Students are required to follow local school, county, and state guidelines for acceptable use of technology during their time of school enrollment. The Acceptable Use Policy Form is signed by both students and parents. The form stays on file at the school. Failure to sign the form will result in the student's technology account being disabled. Violations of the AUP will result in disciplinary action in accordance with county guidelines.

After-School Activities:

A student may not stay after school for any reason without written permission by a parent/guardian. A student may never stay after school to 'hang out.' Each student staying after school for a valid reason must be supervised by an approved adult in a designated area. Additionally, a student may never leave the school campus while waiting for a bus or parent/guardian to pick them up.

Assemblies:

Due to the COVID-19 pandemic and in accordance with guidance from the West Virginia Department of Education, all schoolwide assemblies have been cancelled for the 2020-2021 school year.

Change of Address:

It is important that every student maintain a current address and phone contact in the school office. Parents/guardians should update the school secretary anytime there are changes. Both a physical and mailing address must be on file.

Field Trips:

The West Virginia Department of Education has instructed schools to not schedule field trips during the 2020-2021 school year due to the COVID-19 pandemic.

Lost and Found:

Students are reminded to periodically check the items at the lost and found. Unclaimed items are periodically donated to charity throughout the year. Please notify your child's homeroom teacher if he/she has a missing item. It is suggested that coats, jackets, lunchboxes, etc. be marked with the student's name.

Nutrition Program:

Breakfast and lunch are served daily in the school cafeteria. All students are eligible for breakfast and lunch at no cost. Menus are prepared and posted on the school website.

Breakfast Procedures:

Students will enter the building in the morning and report directly to their homeroom. Cooks will deliver grab-and-go breakfast to the classroom. Students are to throw breakfast trash away in the designated cans in the hallway instead of classroom trash cans.

Backpack Program:

Food for Preston provides a weekend backpack food program for students and families in need. Students, parents, and families wishing to take part should contact the counselor for more information.

Visitors:

Per county guidance, visitors and volunteers are not permitted in the building during the 2020-2021 school year.

Student Sign-In/Sign-Out:

Per county guidance, parents are not permitted inside the building when signing students in and out during the 2020-2021 school year. Parents are to utilize the intercom at the front door and let the secretary know who they are signing in or out. If parents are signing a student in, the secretary will go to the door, partially open it, and hand the parent the log to sign in the student. The student can then enter the building.

Parents signing students out will utilize the intercom at the front door and let the secretary know who they are signing out. The secretary will call that student to the office, walk them to the front door, and partially open the door for the parent to sign the sign out log. The student will then be permitted to leave.

Discipline:

Authority of School Personnel:

The teacher shall stand in place of the parent/guardian in exercising authority over the school and control of all students enrolled in the school from the time they arrive at the school until they have left the school grounds. The bus driver in charge of the school bus shall exercise authority and control over the students while they are in transit to and from the school.

Level 1 Offenses	Interventions and Consequences
Cheating, Deceit, Disruptive/Disrespectful Conduct, Failure to Serve Detention, Falsifying Identity, Inappropriate Appearance, Inappropriate Display of Affection, Inappropriate Language, Possession of Inappropriate Personal Property, Skipping Class, Tardiness	Administrator/student conference or reprimand, Administrator and teacher-parent/guardian conference, academic sanctions, counseling referrals, daily/weekly progress reports, behavioral contracts, change in student's schedule, school service assignment, confiscation of inappropriate items, revocation of privileges, restitution/restoration, denial of participation in class and/or school activities, exclusion from the classroom, weekend detention, in-school suspension

Level 2 Offenses	Interventions and Consequences
<p>Gang-Related Activity, Habitual Violation of School Rules and Policies, Insubordination, Leaving School Without Permission, Physical Fight Without Injury, Possession of Imitation Weapon, Possession of Knife Not Meeting Dangerous Weapon Definition (WV Code 67-7-2), Profane Language/Obscene Gesture/Indecent Act Toward an Employee or Student, Technology Misuse</p>	<p>Administrator/student conference or reprimand, Administrator and teacher-parent/guardian conference, academic sanctions, counseling referrals, daily/weekly progress reports, behavioral contracts, change in student's schedule, school service assignment, confiscation of inappropriate items, revocation of privileges, restitution/restoration, denial of participation in class and/or school activities, exclusion from the classroom, weekend detention, in-school suspension, weekend detention, out-of-school suspension, placement in alternative education program, expulsion</p>
Level 3 Offenses	Intervention and Consequences
<p>Battery Against a Student, Defacing School Property/Vandalism, False Fire Alarm, Fraud/Forgery, Gambling, Hazing, Larceny, Sexual Misconduct, Threat of Injury or Assault Against an Employee or Student, Trespassing, Possession, Use, Distribution, or Sale, Inhalant Abuse, Possession/Use of a Substance Containing Tobacco and/or Nicotine.</p>	<p>Administrator/student conference or reprimand, Administrator and teacher-parent/guardian conference, academic sanctions, counseling referrals, daily/weekly progress reports, behavioral contracts, change in student's schedule, school service assignment, confiscation of inappropriate items, revocation of privileges, restitution/restoration, denial of participation in class and/or school activities, exclusion from the classroom, weekend detention, in-school suspension, weekend detention, out-of-school suspension, placement in alternative education program, expulsion</p>

- Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer, or arrest.

Level 4 Offenses	Interventions and Consequences
Battery Against a School Employee, Felony, Illegal Substance Related Behaviors, Possession and/or Use of a Dangerous Weapon	Out-of-School Suspension, Expulsion, Law Enforcement Intervention (as in Level 3)

Dress Code:

Students are expected to dress appropriately for school and all school-related/sponsored activities.

1. Shorts/skirts must not be shorter than the mid-thigh when a student is standing with arms straight down at the sides.
2. Tops should not show undergarments. Spaghetti straps and sleeveless shirts that are cut out under the arms are not permitted.
3. Clothing that is overly revealing in any way may not be worn, this may include yoga pants and other extremely tight-fitting clothing. See-through clothing is not appropriate.
4. Hats, head bandanas worn as hats, sunglasses, etc. may not be worn indoors. Hood on sweatshirts are considered hats and must not be worn over the head.
5. Clothing that depicts violence, obscenities, gang membership, terrorism, sexual suggestions, alcohol, drugs, tobacco, or profane language is not acceptable.
6. Chains in excess of 12 inches and spiked jewelry are not acceptable.
7. Excessively baggy clothing or clothing that hangs so loosely that undergarments are exposed is unacceptable.
8. Jeans that have holes above the knees may not be worn unless visible leggings, etc. are worn under them.
9. Any clothing that distracts from the education process may be deemed inappropriate.

Administration will make the final determination if there is any question about the inappropriateness of student apparel. Students will be provided alternate clothing if available. Otherwise, parents will be called to bring in clothing.

Cellphones and other Electronic Devices:

Cellphones, tablets, and the like have become a way of life. They are technological conveniences that impact our lives in some way. However, in a school environment, they have become a distraction, interruption, and a way for the inappropriate sharing of information. Distractions and interruptions caused by such devices take away from the valuable time needed for instruction and student learning. With that in mind, Aurora School has implemented the following rules regarding cellphone and device use/possession:

All cellphones are to be turned off or placed on silent, not vibrate, and put away in the student's locker.

However, if a student brings their device to class and the teacher sees the student trying to use it or if it goes off, it will be confiscated and turned into the office. The student must report to the office at the end of the day to claim their device and disciplinary measures will be applied. From this point forward, that student must check their device in with the office in the morning upon arriving to school and check their device out with the office in the afternoon at dismissal for the remainder of the nine week grading term. Failure to do so will result in additional disciplinary measures being applied.

Students can use cellphones and devices if approved by the teacher and part of the day's lesson. Parents/Guardians should refrain from calling or texting students during the school day. Students should not have cell phones out while being transported to or from school on school buses.

Students are not permitted to photograph or video record any other individual for any reason other than instances where it is necessary for an educational activity approved by an adult. No photographs or videos of any other individual are allowed to be transferred at any time for any reason other than instances where it is necessary for an educational activity approved by an adult.

Backpacks, Cinch Bags, Purses, etc.:

Duffle bags, backpacks, cinch sacks, purses and other similar bags are not to be used other than to transport needed materials to and from school.

Lockers:

Lockers are the property of the school and must be kept neat and clean. Locker checks may be utilized by the administration to ensure locker cleanliness. Students should only store coats, hats, backpacks, and other necessary items in lockers. No locks are supplied and individual locks are not to be used on them. Students are permitted at lockers upon arrival to school, at lunch, and at dismissal only.

Per county guidance, students will not be allowed to use lockers during the 2020-2021 school year due to the potential for large congregations in the locker area. Students will have to keep their coats and bookbags in the classroom. Students should follow their teacher's room-specific rules for the storage of bookbags and coats.

Aurora School PTO:

The Aurora School PTO is highly involved in the improvement of our school. Meetings are held on the second Tuesday of each month. Parents are urged to become part of this organization and to attend their regular meetings.

Local School Improvement Council:

The Local School Improvement Council is mandated by WVDE Policy. This council consists of three parent representatives, three teachers, two service personnel representatives, one business representative, one community representative, and one student. The purpose of the council is to provide input in regard to local school policies and regulations. The membership of this group is published each school year. The group welcomes parent and community input. Meeting dates and times are posted on the school website. All meetings are open to the public. The LSIC makes recommendations for program changes at the local school level to the county and state boards of education.

Community and Parent Volunteers:

Per state and county guidance, volunteers are not permitted to enter the building during 2020-2021 school year due to the COVID-19 pandemic.

Guidance Services:

A guidance counselor is on staff and scheduled in the building regularly. The counselor assists students with educational planning, career preparation, testing information, special classes, and general assistance with school, home, and social concerns.

Medication at School:

If a student needs to take a daily medication during school hours, a medication release must be completed and signed before any medication may be dispersed to a student. NO medication of any type can be given to a student unless a standing order is in place with the school nurse. In order for medication to be dispersed, the following requirements must be met:

1. An adult must bring the medication in the original container.
2. The container must have a label with the student's name, drug identity, dosage instructions, doctor's name and prescription date.
3. The medication be accompanied by a note giving the student's name, dosage amount, specific dosage times, and other instructions as necessary. The note must be signed and dated by a doctor.
4. Must contain no more than one month of medication at a time.
5. Must be distributed only by designated school personnel.

Nurse:

The school nurse is located by the main entrance. When a student is ill or injured at school the following procedure is used:

1. In a non-emergency, the student reports to the classroom teacher and then to the school nurse.
2. In an emergency, the student reports to the nearest adult/administrator/nurse as quickly as possible. In either case, emergency or non-emergency, the school nurse or administrator will determine the proper course of action, notify the parent/guardian as needed, and monitor the student as needed.

STUDENTS ARE NOT TO CALL PARENTS ON THEIR CELL PHONES WITHOUT REPORTING TO THE SCHOOL NURSE OR ADMINISTRATION. THE NURSE WILL DETERMINE IF THE STUDENT NEEDS TO LEAVE THE BUILDING AND WILL NOTIFY PARENTS AS NEEDED.

Student Assistance Team (SAT):

The Student Assistance Team is mandated by BOE Policy 3-12. This team consists of grade level staff members who meet regularly to provide assistance to any student who demonstrates difficulty in the areas of academics, attendance, conduct, hearing, vision, social/emotional, etc. The SAT recommends and implements interventions within the regular educational program and/or refers students for multi-disciplinary evaluation when necessary.

Reserve Clause:

The 2020-2021 school year is a year like none other due to the COVID-19 pandemic. Aurora School reserves the right to change policies within this handbook if necessary. Students and parents will be notified of any changes.

Aurora School Student/Parent Handbook Verification

My child has informed me that Aurora School’s Student/Parent Handbook has been reviewed with him/her during homeroom. He/she understands the information included and we are in agreement that all policies will be followed throughout the school year.

Parent/Guardian Signature

Date

Student Signature

Date

-

I am acknowledging that I have reviewed the information in Aurora School’s Student/Parent Handbook with the above student who is a member of my homeroom class.

Signature of Homeroom Teacher

Date