



*Aurora Tutoring
School and Resource
Center*

STUDENT HANDBOOK

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ABOUT THE HANDBOOK

Aurora Tutoring School has endeavored to make this school handbook as complete and precise as possible. The handbook has been written by the administration of Aurora Tutoring School and Resource Center. Since there is a possibility that facets of the school's operation have been omitted or that circumstances may arise that are not covered in the handbook, the administration of Aurora Tutoring School and Resource Center retains sole authority to make over the omissions or circumstances in question.

PURPOSE

The purpose of Aurora Tutoring School and Resource Center is to educate and train the whole student: physically, socially, intellectually, and spiritually. Because the Lord requires a fit vessel, guidelines for personal habits, definite dress codes, and proper leisure-time activities are provided. The principle of self discipline is the basis of our disciplinary structure. **Attendance at ATSRC is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards, ideals, and rules of the church and school whether they are at school or away.** We believe the student must honor the rights of others and respect the individual's freedom. Not only must a young person have his appearance and actions reflect the Lord Jesus (both at school as well as away), but he must also have wisdom, knowledge, and understanding to serve the Lord in a task He would choose. The Bible is taught so the student will develop sound values the will govern every step in life. Aurora Tutoring School desires to send out into the world young people who will be lights in this night of spiritual darkness. The objective of our school is to prepare full-time Christian workers to be thrust into the harvest field.

STATEMENT OF FAITH

Aurora Tutoring School and Resource Center is a ministry of three God fearing women. ATSRC has a diverse student body and faculty in relation to doctrinal positions. There are doctrines that are not specifically addressed in the following statement of faith and it is felt that those are best left to the home and church for discussion.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God eternally in three persons; the Father, the Son and the Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelations 19:11).

4. We believe in salvation by faith through faith in God. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).

5. We believe in the present ministry of the Holy Spirit by whose in-dwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).

6. We believe that God is almighty and deserves our praise and worship. The method used to worship God is not as important as the fact that we do worship Him. We are created for the pleasure of God and to fulfill this purpose. God seeks true worshipers to worship Him in spirit and truth.

7. We believe in Creation, not evolution; that man was created by the direct act of God and in the image of God.

PHILOSOPHY OF EDUCATION

Our school is a ministry designed to assist families in rising up their children for Christian service. Our major goal is to produce Christians who have instilled within them Christian character and Christian leadership. We will accomplish this through three areas of emphasis:

To teach students the Word of God so that it becomes a practical and workable tool in their lives.

To instill in each student a desire to reach the lost for Christ.

To give a solid foundation in academics so that the student is able to effectively meet the challenges of today and tomorrow.

Please tear this page out and sign on the dotted line to indicate you have received the handbook and have reviewed the information.

Parent Signature _____

Date: _____

Student Signature: _____

Date: _____

ADMISSION

Acceptance: Aurora Tutoring School and Resource Center admits students of any race, color, and national or ethnic origin. Any students admitted must agree to abide by our standards of conduct and parents must sign a pledge of cooperation. ATSRC is not a public school; therefore, student's who are not faithful to church attendance may be subject to withdrawal. Transfer students are admitted on a conditional basis until all transcripts and records from their previous school are received. The administration reserves the right to review applications with extenuating circumstances on a case-by-case basis.

Accreditation: ATSRC is not accredited by any State or Federal agency. Accreditation of a private church school is not necessary for a graduate of that school to enroll in most colleges or universities. Registrars of most institutions are interested in the academic merits of individual students not in the name of their school of graduation. Thus they evaluate each applicant's academic aptitude through nationally standardized tests. This school does not seek accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program, and takes part in nationally standardized testing.

Admission Confirmation: A student's confirmation of admission is dependent upon the administration's review and approval of all forms, documentation, testing scores, and interview with parents and student(s). Parents will be notified of the student's acceptance or refusal.

Appointment: All parents or legal guardians of new students must set up an appointment date for an interview with the administration before they can register their child (ren) in school.

Entrance Test: New students may be required to take an entrance test. Returning students are not required to take this test.

Probation: All new and re-enrolling students will be placed on nine-week probation to determine their capacity of maintaining the academic, spiritual, and behavioral, standards of school. If the administration feels that the student is unable to conform to any of these three, he will be subject to immediate removal without refund of registration, tuition, lab fees, testing fees, or book monies.

Psychological Assessment: The staff of ATSRC is neither trained, nor able to conduct or provide student psychological assessment test, or review in any form for the purpose or use of any state agency or school. ATSRC will not provide this service for any reason.

Registration: Open enrollment begins in January for the following school year. Every student must pay required registration fee each year. Upon receipt of the non-refundable registration fee, required forms, and documents, a student is considered registered for the upcoming school year. Only if the school is unable to accept the student will the registration fee be refunded.

Signing of Forms: *Signing of the registration forms indicates an annual agreement with the student handbook, all philosophies, financial arrangements, standards, and rules of Aurora Tutoring School and Resource Center. These forms must be in the school office before the student will be allowed into class.*

Tuition: See *Finances*, below.

Transcripts: Transcripts are **required** upon enrollment. Under certain circumstances a student may be admitted to attend classes prior to our receiving their transcripts; however, it is with the understanding classes may change to meet credit requirements.

FINANCES

Our school is not designed for profit. **Our school and teachers are dependent on the prompt payment of tuition from each school family.** Tuition may be paid in full or on a monthly basis beginning the first of September. The **grace period for overdue tuition ends on the 5th day of the month** in which a payment is due. If tuition is not received by the 5th day, a late payment will be assessed at \$35.00 per week. The current years tuition when paid by September 1, receives a 5% discount.

DELIQUENT ACCOUNTS: Since the finances of the school and the payment of teachers' salaries are dependent on the tuition each month, no account can be permitted to be more than 15 days overdue. Children may not continue to attend school if the account becomes two months past due. No student will be accepted for re-admission until their total bill is current. Tuition fees (9 or 10 monthly payment periods beginning on September 1st through May 1st) are as follows:

Tuition: One Child: \$2925.00 per year Four Children: \$9225.00 per year
Two Children: \$5400.00 per year Five Children: \$10,800.00 per year
Three Children: \$7425.00 per year

The school day for K4 and K5 students ends at 12:00p.m. Please note that a \$40.00 fee will be assessed for all returned checks. If a family has two returned checks they will forfeit the privilege to pay their expenses to ATSRC by check. (Only cash, credit card, and money orders will then be allowed for payment.) **For the convenience of our families we offer auto pay. Please inquire at the office to fill out the proper forms.**

Please note: It is understood that there are nine months of actual school and that the tenth payment is due on June 1st. The ten monthly payment periods are for your convenience. If a student's tenth payment is not paid on time, re-enrolling your student may require a first payment on August 1st rather than September 1st, or payment based on nine payments rather than ten in the next calendar school year. The tenth payment **for all graduating K-5, must be paid before the night of their graduation.** Also, those parents that re-enroll their children and pay registration for the next year will have their registration put toward their tenth payment and will not be enrolled until the balance of the tenth payment is made. Curriculum expenses will be announced prior to the start of each year. **Students attending one day of any quarter will owe the full quarters tuition.**

Attendance to ATSRC is a privilege and not a right. Students who forfeit that privilege will only receive credit for the semester prior to being expelled. They will not be allowed to take mid-terms or final exams or participate in any school-related activities. Once a student is expelled, the educational relationship is ended. Materials will not be loaned or ordered for the student.

Any tuition payments made while the student is enrolled will **NOT** be reimbursed in the event the student is expelled.

RECESS

All students should have the proper cold weather attire.

Student will not go to recess when temperatures reach -10.

Students are to go outside for recess unless they have a written note from their parent/guardian.

SUPPLIES

Please bring your supplies to your students' classroom.

Your account will be charged \$75.00 for supplies that are not brought in by September 6th.

INTEGRATED CLASSES FOR HOME SCHOOL/PUBLIC SCHOOL STUDENTS :

All students enrolled to take classes whether during regular class time or after hours will be expected to keep regular attendance. Students are permitted to have ***nine*** absences during a semester. A doctors note will be required to return to class if absences exceed the allowable amount.

Students attending classes between the hours of 9 a.m.— 3 p.m. are expected to follow our dress code policy. Please see the dress code policy on page 14 to be aware of the expectations. If dress code becomes a problem, students will be sent home and parents will be notified.

PARENT VOLUNTEER HOURS:

Parents are expected to volunteer 5 hours per semester during field trip days and fund-raising events. Failure to volunteer will incur a fine of \$100.00 per semester. Showing support for our school is just one way to work together in the overall development of our children and school.

2nd offence- All of the above in the 1st will take place. The students will go to In – House suspension and will remain for three days. All of the missed assignments will receive no-credit. The student will go before the staff along with the parents to see if they will be allowed to remain at ATS.
3rd offence- The student will be asked to leave.
Cheating policy for 2nd-5th

1st offence – An automatic detention will be given and no-credit will be given for that days assignments.
2nd offence – The student will be given an In – House suspension and receive no credit for that days assignments. Parents will be called and a meeting will be set up.
3rd offence – student maybe asked to leave.

B. Truancies

Five truancies equal 1 day absent for all grades.
Students will not be counted tardy if there is a doctor or dentist appointment.
All students will be considered half day present if they arrive at 10:30 am.

SUSPENSION

1st suspension – 1 day
2nd suspension – 2 days
3rd suspension – 3 days
4th suspension - 4 days
5th suspension – 5 days

Passing unauthorized petitions or assembling for unauthorized meetings may result in suspension.

EXPULSION OFFENSES

The following offenses will result in immediate expulsion from school:

- Abuse of school property
- Arrest or involvement in crime
- Blasphemy
- Extreme disrespect
- Direct and defiant disobedience
- Fighting
- Gambling
- Immorality in any form
- Possession of knives , firearms, or any other fighting instruments
- Striking a teacher
- Swearing
- Theft
- Use of illegal drugs or alcohol
- Use of tobacco in any way

CHARATER DEVELOPMENT

One of our chief goals is to develop Christian character within each student. This will be evidence by his outward deportment, whether he/she be at home, school, or elsewhere. Acceptance, as well as continued student status, will be directly affected by how a student conducts himself both at school as well as away. It is expected that all students will abide by the letter as well as the spirit of the rules and expectations of ATSRC both at school as well as away. Failure to do so could result in the reevaluation of your student and loss of the privilege of attending ATSRC. An undisciplined life is largely an unproductive life. Each student will be challenged to accept responsibility for his assignments and will be expected to accomplish his work promptly and efficiently. This prepares one for a life of stewardship. Students are reminded that “Whatsoever ye do, do all to the glory of God.” 1 Corinthians 10:31.

Classroom Behavior: Students are expected to respect the authority of teachers and adults at all times. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students will not be permitted out of their seats without permission. Disruptive behavior is not tolerated in the classroom.

Personal Behavior: Students are to be honest and exhibit kindness and respect of others at all times. We expect our students to reply to adults courteously. They should behave as young ladies and gentlemen. No student shall use profanity. “Let no corrupt communications proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Ephesians 4:29

DISCIPLINE

Biblical discipline provides lessons for the students both now and for the future. Lessons of discipline include the following: teaching the fear of the Lord (Proverbs 1:5-7); teaching students to stand alone for righteousness (Proverbs 1:10-19, 29-33); teaching God’s laws of cause and effect (Galatians 6:7, Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 4:23-24, 18:15)

Purpose of Discipline: Our purpose in student discipline is to provide a foundation and produce the character of Christ through the implementation of Biblical principles of correction. According to God’s Word, obedience to rules is designed to protect a person for God’s best rather than for a life of surrender to the world.(Genesis 2:17, Romans 6:13)

Philosophy of Discipline: Our philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. Our concern is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at Aurora Tutoring School and Resource Center is never carried out

with a goal of hurting (or demoralizing), but rather to protect the student from unprofitable life directions. Control is also very necessary in discipline in that our disciplinary system is designed to be meted out with equity based not on who the student is, but the basis of what principle and policy the student has violated.

Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). ATSRC expects full cooperation from both the students and parents in the academic and spiritual education of the student. If, at any time the school administration feels that this cooperation is lacking for any reason, the student's privilege to attend ATSRC will be revoked without refund of tuition or curriculum expense.

DEMERITS

Grades K through 12th are on a demerit system. Demerits result from a violation of policy and misconduct and the numbers of demerits are assigned in proportion to the offense. All students are subject to the demerit system. (For list, see Demeritable Offenses)

We realize there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding; however, the consequences of demerits must still be applied to the fashion of the student's failure. In such case, a minimal number of demerits will be administered. In contrast, cases of deliberate disobedience reflecting purposeful or premeditated action will meet with full consequences of demerits. Demerits may be assigned by a part-time or full-time staff member of Aurora Tutoring School and Resource Center. The demerit slip must be signed by the parent and returned with the student the following morning.

Demerit Process Grade K through 7: After filling out the demerit slip, the demerit is given to the student the day of the offense and must be returned by the student to the teacher the following morning.

If a demerit slip is not returned to school the following morning during the designated times the student will receive a second demerit. The student will receive only one demerit for the demerit that has not been returned. Every demerit slip must be signed and returned during the designated times. If a student loses a demerit slip, the staff may (under special consideration) accept a written note from the parent, which includes the date, signature of parent, and an explanation of the offense in place of the actual demerit slip. Every demerit is recorded in the school office and kept up-to-date on a daily basis. There will be a limit of one week from the date a demerit slip is sent home for parents to contact either the teacher or the administrative staff if there is a question concerning the validity of a demerit. After this time, the demerit will stand. There will be no review of demerit issued when a student is confronted with a suspension or expulsion.

- Incomplete home work
- Name calling; verbal teasing or provoking (*automatic detention/suspension*)
- Note passing
- Off-limit areas
- Physical contact, rough housing, teasing (*automatic detention/suspension*)
- Playing; horseplay in classroom, bathroom, or hallways
- Running, pushing, bumping in line in the classroom
- Talking without permission
- Unnecessary disturbing noise i.e. whistling, tapping, or shouting
- Unprepared
- Writing on clothing
- Attitude: disrespect, envy, haughtiness, lack of participation, pride, rebellion, selfishness, slothfulness, ingratitude, expression of negative facial expression, gestures, slander, throwing up of arms, whining, grumbling, etc.
- Biting
- Doing homework from one class in another without permission from a teacher
- Dress code violation for immodesty and sent home to change
- Inappropriate literature (book, magazine, etc.)
- Negative comments about school or staff
- Tattling
- Throwing objects
- Provoking a fight
- Cheating – 10
- Damage to school property – plus reimbursement for repairs – 5- 10
- Direct disobedience – 5
- Fighting or bullying – 10 demerits/expulsion
- Inappropriate address to teacher, staff member, student, etc. – 5
- Lying/forging signature – 10
- Stealing – 10
- Unacceptable language – 5
- Unpatriotic behavior – 5
- Inappropriate physical contact with the opposite gender (such as holding hands, kissing, hugging, hitting, kicking, etc.) - 10-25
- Playing hooky (ditching class or school) - 25
- Disrespect and insubordination to teachers – 10 – 15 - 25

A. Cheating

Cheating or plagiarism is not accepted. If caught, the following will take place for grades (6-12)

1st offence – All assignments must be completed but no credit will be given. Students will be sent to In – house suspension for the remainder of the day. The parents will be called and a meeting with the teacher, administrator, student and parents will take place. The student will write a paper on the importance of being honest and not lying. They must use scripture to reference. The students will make a confession to the class.

At any time the garment looks to be short or immodest the student will be notified to change the garment immediately. The parent may need to be notified in order for a new garment to be obtained. The student will receive demerits and will be unexcused from class while gone due to a dress code violation.

REGULATIONS

- The safekeeping of hardcover books is the responsibility of the student to whom the book is loaned. Loss or damage will be charged to the student.
- Members of the opposite sex may not touch each other in any manner.
- All students are to maintain the six-inch rule. (The spirit of the six-inch rule is to protect anyone from injury or inappropriate behavior.)
- A student may communicate with a teacher concerning school work, during school hours.
- If a student is to be picked up by someone other than a parent or guardian with whom he/she is leaving, a note of explanation must be turned in to the office in advance.
- Verification must be obtained to guarantee the individual's identity. No staff member has authority to release a child to anyone other than the parent/guardian. Staff will refer all requests to the school office.
- Smoking is not allowed at any time.

DEMERITABLE OFFENSES

The degree of punishment and recommended number of demerits for the items listed below are as noted. Blatant or repeat offenses will result in a greater number of demerits (1st offense – 1, 2nd offense – 3, 3rd offense – 5) and/or degree of punishment such as suspension or expulsion. Every 5 demerits warrant a detention. The administration reserves the right to judge case by case in determining the appropriate number of demerits or degree of punishment.

The following are demeritable offenses:

- Cell phone on/using during school/unauthorized use of telephone
- Chewing gum
- Disturbance in chapel
- Dress code violation
- Eating before or after lunch time and in classroom without permission
- Entering building by means other than an unlocked door
- Failure to return signed parents notices, quizzes, tests, or demerit slips
- Out of class without permission
- Inappropriate (*questions, response, dress code*)

GENERAL POLICIES

ACADEMICS:

- A student's average will consider passing K-12th grade based on the core subjects: math, English, science, and history (with special attention to math and English). Students who do not achieve skills in math and English will continue to struggle as they proceed to the next grade.
- Failing grades in either Mathematics or Language Arts for the year shall be sufficient cause to retain a student in elementary school.

ATTENDANCE

Regular attendance is essential to successful class work. A note from the parents must be given to the office within one day of the student's return from an absence, tardy, or early out; at that time it will be determined excused or unexcused. Failure to do so will result in the student receiving an unexcused absence or unexcused tardy. In the event a student is absent for a portion of class they are responsible for the work they missed.

Absent:

All students who are out of school more than 3 hours will be considered absent for the day. Students dismissed after 11:30 a.m. will be considered present for that day. If it is necessary for a child to leave school early, a note must be sent to the office that morning explaining the reason for the early departure. Parents may then call for the student at the office and the student will be summoned. Any student who is absent 16 days or more in one semester will be in jeopardy of not receiving credit for that semester's work. In case of an extended illness, the limit will be determined by the administration.

Excused Absences:

Reasons for an excused absence include the following: illness of student, death in the family, and medical or dental appointments. Work missed during an excused absence may be made up with the same number of days the student has been absent. Church sponsored activities will be excused; however, work missed during this type of absence may be counted for credit only if all scheduled projects, homework assignments, tests, and quizzes are completed prior to the absence. A zero will be given for every homework assignment, scheduled project, test, and quiz not completed prior to the absence.

Unexcused Absences:

It is important that the student be present for class. Sometimes, there are reasons other than an illness to be absent from class.

Tardy:

All students who miss less than 3 hours of school will be considered tardy. A note from the parents must be given to the office before a tardy to school will be determined excused.

Excused Tardy:

Reasons for excused tardy include the following: illness of student, death in the family, and medical or dental appointment.

Unexcused Tardy:

A tardy is considered unexcused with the exception of illness of student, death in the family, and medical or dental appointment. 5 unexcused tardy will result in one unexcused tardy.

Student Vacation Time:

Here are some rules to remember concerning family vacations:

- Homework missed during a family vacation can be counted for credit only if all scheduled projects, tests, and quizzes are made up prior to the vacation. A zero will be given for all work, scheduled projects, test, and quiz not completed prior to the vacation.
- When considering vacation days, please keep in mind that all quarter or semester grades, including tests, quizzes, and projects, must be completed prior to vacation.
- Family vacations will count as an excused absence.
- Students coming in on vacation time to turn in scheduled projects, or take a quiz or test, must be dressed according to school standards.

THE BIBLE

Since it is the purpose of Christian education to develop redeemed man in the image of God, Christian educators must point students to God Himself. Students come to know God by studying His revelation of Himself in His Holy Word and in His works. The Bible is not only the most important subject matter, but also the source of the principles determining the other subject matters and the way in which they are taught. The presentation of Biblical truth is thus not confined to a single segment of the curriculum, the study of the Bible, but diffused throughout the teaching of all subjects.

The administration reserves the right to be the final judge of clothing or fashions which it deems inappropriate for any reason.

Boys Hair (K-12th grade): Hair must be neat and clean, and cut above the brow. Extreme styles are not acceptable, such as but not limited to unusual coloring (Multiple colors of any color, natural or other wise), or shaving of the head. Boys' hair must not go past the middle of the ear on the sides or tee shirts collar on the back.

GIRLS HAIR (K-12TH Grade): Hair must be neat and clean. ***Extreme styles such as but not limited to, unusual coloring (multiple colors of ANY COLOR, natural or otherwise AS WELL AS ANY STRANDS, NO MATTER HOW WIDE), shaving of the head, and extreme hair cuts or styles are NOT ALLOWED.***

Clothing not to be worn: Lycra pants, hats in the building, over-sized clothing, sweat pants, no spaghetti straps, hip hugging, attire with questionable sayings (for example, drugs, alcohol, or tobacco advertisements, secular rock bands, inappropriate logos, etc.) pictures, patches or decals that suggest negative attitudes. Boys' may not wear earrings. Girls or boys may not have facial or body piercings.

Yoga Pants: May be worn only on Fridays along with sweat pants.

Girls: When wearing leggings, a skirt or long shirt must be worn to cover the front and back that reach the finger tips to promote modesty.

When wearing skirts, they must reach the knee. When sitting down the skirt must be no more than the width of a dollar bill above the knee.

Clothing: Clothing must be neat, clean, hemmed without holes. Pants must also fit appropriately without hanging below the hips or waist. Skinny jeans may be worn if they do not appear skin tight. This rule is at the discretion of the administration.

Jewelry: Jewelry is to be modest. Only 2 earrings per lobe are allowed.

Makeup: 8th-12th Makeup may be worn with discretion.

Boys: T-shirts with no holes and nice pants (i.e. jeans and khaki)

Girls: Nice shirts and nice pants/skirts (i.e. jeans and khaki)

General Guidelines: (K-12th Grade) only approved attire may be worn in the classroom. At any time, if the garment looks to be short or immodest the student will be notified to change the garment immediately. The parent may need to be notified in order for a new garment to be obtained. The student will receive demerits and will be unexcused from class while gone due to a dress code violation.

SOCIAL ACTIVITIES

In grade K-4 through 12th there may be classroom observance of special occasions, such as birthdays and holidays. Occasional field trips may be scheduled throughout the year; parents will be notified in advance of such a trip and the costs involved.

TERA NOVA TESTING

Each year students are required to take the Terra Nova Test. A yearly standardized test is required by Alaska State Law and is used to evaluate the student's progress. Our school's scores are compared with those of other schools across the nation. Students absent during these scheduled days will be required to make up the test when they return. All work missed during the makeup day must be completed prior to the make up to receive credit. Any work, tests, or quizzes not completed prior to the makeup day will be counted as a zero.

TELEPHONE

Students are allowed to use the office phone during school hours in the event they have an emergency. Cell phones must be turned **completely** off during school hours. Please make all arrangements before school (transportation, lunch, P.E. clothes, etc...). Do not expect to call a teacher or a student from class to the telephone. In case of emergency, a message may be left with the school office.

WITHDRAWAL

In order to withdrawal, families must follow the ATRSC withdraw policy. If a student is withdrawn after August 1, but prior to the start of school, a 10% withdrawal fee of the annual contract will be due. If a student withdraws after the start of school, tuition is pro-rated on a daily basis. A 10% withdrawal fee of the annual contract will be added to the pro-rated tuition, and the total amount is due. Requests for the transfer of student transcripts or records during the academic term will be processed only when a student's account with Aurora Tutoring School and Resource Center is current. ***Year-end transcripts will not be sent until the family's account is paid in full.***

DRESS CODE

The purpose of the guidelines set down by the administration for the appearance of each student is not to dictate morality (which must come from the heart) but rather to encourage Christian young people to be concerned with the Biblical principle of modesty neglected by many Christians today.

Proper dress also encourages and complements a serious approach to academic subjects by each student. We should ask ourselves these questions regarding dress:

Is it modest?

Does it call undue attention to itself?

Does it identify with a rebellious element of society that is contrary to God and the Gospel of Jesus Christ?

CHAPEL

Chapel is considered part of Bible class. Chapel is held regularly for all students, at which time special speakers and music are presented.

DAMAGE TO PROPERTY

It is expected that all damage, even accidental, will be acknowledged by the person involved and a plan for reimbursement made to the school. As well, any defacement of property will not be allowed. Students are not to write in grade books, attendance books, on walls, or furniture. Neither are students to take time to write "messages" or "draw" on chalkboards/whiteboards without permission.

DISCIPLINE COMMITTEE

If there is a question regarding the validity of a demerit, the parent may appeal to the Discipline Committee. The appeal must be made within one week of the date the demerit was issued. The parents must either write a letter of appeal or personally meet with the Discipline Committee, the student, and the teacher. (The Administrator will determine the method on a case-by-case basis.) Parents will receive a letter stating the decision that was made.

GRADING

Report cards are issued every nine weeks to indicate to the parents and students the progress that is being made. All report cards will be sent home in a communication envelope. If students have been absent, they will have as many days to make up their work as they missed. After the allowed make-up days have expired, students will be given a zero for work missed; then their average can be calculated.

Grade Scale:

Report cards grades for K5 through 6th are generally determined by the following standard:

-25% quiz	A+ 100-97	C+ 79-77
-25% homework	A 96-93	C 76-73
-50% tests	A- 92-90	C- 72-70
	B+ 89-87	D+ 69-67
	B 86-83	D 66-63
	B- 82-80	D- 62-60

HOMEWORK

Making up homework, tests, and quizzes is the responsibility of the student.

Homework will be checked daily.

Importance: Homework is a very important part of a student's education. Homework serves three main purposes:

1. The practice and/or refinement of skills learned in the classroom.
2. The research and preparation for discussion of the next day's lesson.
3. To extend the effectiveness of the school by giving the student work to do at home.

Incomplete Homework:

Any student who fails to complete his homework will receive a zero for the assignment, but **MUST** complete the assignment and turn in to the appropriate teacher the following day. In the event the assignment is still incomplete or not turned in, the student will phone the parents and will be required to stay after school for a detention.

For incomplete projects, a maximum of one week will be allowed for projects to be turned in after due date. Teachers will take off 10 points for each day a student is late in turning in the project. If a project is not turned in by the end of the grace period, the student will receive a zero.

Students who have an excused absence will receive the same number of days to complete assignments that they missed during the absence. Students who have an un-excused absence will not receive credit for the assignment unless it was turned in prior to the unexcused absence.

MEDICINES

All medicine (including cough drops) that is sent with a student must be turned in to the school office. Medicine brought by the student should be in a zip lock bag with the student's name and date, and should include dosage level and times to administer written on the outside. Students with asthma or any other breathing problems need to keep an inhaler in the school office. All prescription drugs must be maintained by the school office. Prescription medication should be prescribed for the specific child and should include dosage level and times to administer. The only medication provided by the school and administered to your child with your consent will be acetaminophen. No medication shall be administered by injection except when a student is susceptible to predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.

PARENT NOTES

Students may not sign notes for their parents at any time.

PROGRAMS

Students are expected to participate in school programs (i.e. Parent teacher meetings, Christmas, etc.), and they are expected to learn their parts and be prompt. A student can derive much benefit from such opportunities, not the least of which is learning to be reliable. Costumes may be required if a student does participate in a dramatic role. The teacher will work with the parents concerning provisions for costumes.

SCHOOL HOURS

School hours are from 8:45 a.m. to 3:00 p.m. Half day school dismissal will always be at 12:00 p.m. Students may not arrive at school earlier than 8:45 a.m. and must be picked up from school no later than 3:20 (or 20 minutes after school dismissal). Students may not enter the building before 8:45 a.m. and must go to the appropriate waiting area. While waiting, students are expected to be quiet and respectful of others.

After Dismissal: We understand situations arise in which students are not picked up on time. **Each family** picked up later than 3:20, based on the office clock, will be assessed a \$10.00 fee, to be charged on the next month's bill. Each additional hour families will be charged an additional \$15.00.

SNOW DAYS

We follow the Fairbanks North Star Borough School District calendar to determine if we alter classes for weather related reasons. Please listen to your local radio station or TV for an announcement. You may call Aurora Tutoring School for a recorded message that will advise you of any current information needed.