# Aurora Quest K-8

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# Student/Parent Handbook 2025-2026

## *Misson*

To inspire and empower our unique students to develop and apply their high potential within a rigorous and supportive community.

## *Vision*

To be an exemplary school that develops creative and innovative thinkers and leaders who are driven by our guiding principles, and seek opportunities to extend and apply learning beyond the walls of our school.

Our Guiding Principles- Guiding principles will support the formation of specific rules or codes of conduct. The Guiding Principles are:



## Academic Integrity

**Academic Integrity**

Aurora Quest K-8 expects all students to abide by ethical academic standards. Academic dishonesty, including plagiarism, cheating or copying the work of someone else, using technology for illicit purposes, or any unauthorized communication between students for the purposes of gaining an advantage during an examination, is strictly prohibited. Aurora Quest K-8's Academic Integrity policy covers all school related tests, quizzes, reports, projects, presentations and class assignments, both in and out of class.

**Types of Academic Dishonesty**

***Cheating*** is using or attempting to use materials, information, notes, study aids or other assistance that have not been authorized by the teacher during an assessment or other assignment. Cheating includes using another student's work to turn in as one's own, with or without their knowledge. Cheating also includes any type of forgery on any type of school document for another student.

***Plagiarism*** is defined as taking the words and/or ideas from someone else and passing them off as your own words and/or ideas without proper citation. This is considered to be "literary theft." If you revise or paraphrase the words and/or ideas of someone else, you must give them credit. This includes information found online.

**Use of Artificial Intelligence**

To best support learning, students must complete all graded assignments, without substantial use of generative artificial intelligence (AI). Please refrain from using AI tools to generate content (text, video, audio, images, code, etc.) for an assignment or classroom activity. The use of AI includes, but is not limited to: ChatGPT, and Microsoft Azure, as well as other AI equipment, (like glasses, hats, watches and goggles). **Passing off more than 20% of AI generated content as your own** (e.g., cutting and pasting content into written assignments, or

paraphrasing AI content) **constitutes a violation of the Aurora Quest K-8's Academic Integrity policy.**

### Consequences for Academic Integrity Violations

When a student is in violation of the Academic Integrity policy for an assessment, assignment or other instructional activity, teachers and administrators will follow these steps:

1. The teacher and an administrator will confer with the student to discuss the incident.
2. If a violation of the policy did occur, parents will be notified and the student will receive a reduced grade (no lower than 50% of the original assignment value) for the assessment or other work, at the discretion of the teacher. The teacher may also require that the student redo the assignment for a maximum grade of 75% of the original assignment value.
3. The teacher will document the incident on a discipline referral. The student may also receive a discipline consequence according to APS Safe School Handbook. Any additional disciplinary consequences administered will be communicated to the parents.

## Arrival and Pick-up Procedures

### Morning Arrival

The time before classes each day is used by the staff for preparation, planning and meetings. Playground supervision begins at 7:20 a.m. There is no supervision of children prior to 7:20 on the playground, and 7:20 a.m. for breakfast, so students cannot arrive before the times noted above. Unless children are in the commons for breakfast or daycare, or participating in a teacher supervised activity, they may not enter the building before school.

On Late Start Wednesdays, playground supervision begins at 8:35 a.m. There is no supervision of children prior to 8:35 a.m. on the playground, and 8:35 a.m. for breakfast, so students cannot arrive before the times noted above.

During inclement weather (20° or below including wind-chill), students will be allowed to wait for the school day to begin inside the building.

Bell tones sound at 7:37 a.m. for 8th grade students to enter the building and use their lockers, followed by a tone at 7:40 a.m., signaling 6th and 7th graders to enter. When the 7:43 bell rings, K-5 students should move to the area near their pod's entry door, as teachers will begin to bring students into the building. When the final bell rings at 7:45 a.m., students should be in the classroom and ready for the start of the school day.

On Late Start Wednesdays, outside supervision will start at 8:35 a.m.. Breakfast will be served on these Wednesdays starting at 8:35 a.m.

Late Start Wednesday Bell tones sound at 8:52 a.m. for 8th grade students to enter the building and use their lockers, followed by a tone at 8:55 a.m., signaling 6th and 7th graders to enter. When the 8:58 a.m. bell rings, K-5 students should move to the area near their pod's entry door, as teachers will begin to bring students into the building. When the final bell rings at 9:00 a.m., students should be in the classroom and ready for the start of the school day.

**AFTERNOON DISMISSAL**

Students are dismissed from class at 2:30 p.m. It is best to remind your child daily what they will be doing after school and how they will get home.

- Quest students who ride APS buses exit the building through their pod's exterior doors that lead to the bus loop. Kindergarten - First Grade students are escorted to the bus loop by staff members. 3rd - 8th grade students may use the exterior doors within their pods to access the easiest route to the bus loop.

- Students who ride bicycles can also exit the building through their pod's exterior doors to the

bike racks located on the north east side of the building near the bus loop.

- Students who are picked up by parents or carpools have different procedures to get to the front of the building. K-2nd grade students are accompanied by their teachers to the front of the building. They will exit through the exterior doors in the P-pod. 3rd - 8th grade students may exit the building from their pod's exterior doors or use the front doors.

Unfortunately, remaining on the school grounds after the school day concludes to play is not allowed. The playground, athletic fields and surrounding grounds are under contract for use by outside agencies. Also, students may not wait for a sibling or friend who is participating in any after school activity. Parents can utilize the Boys and Girls Club program if after-school supervision is needed. The Quest office staff and administrators cannot provide supervision, so it is essential that students be picked up immediately after school, or after events outside of normal school hours. Unsupervised students will be checked in to the Boys and Girls Club and child care charges may apply.

| **Arrival Schedule** | Boys and Girls Club daycare available (front door entry). |
|---|---|
| 6:30 a.m. - | Breakfast service begins |
| 7:20 a.m. - | Playground supervision begins |
| 7:20 a.m. - | 1st bell - 8th grade students enter locker hallway |
| 7:37 am. - | 2nd bell - 6th and 7th grade students enter locker hallway |
| 7:40 a.m. - | 3rd bell - K-5th grade students line up and enter building |
| 7:43 a.m. - | School begins, students should be in classrooms |
| 7:45 a.m. - | School dismissed,K-2 students escorted to bus, day care or front of building |
| 2:30 p.m. - | Students must be off campus, in childcare or in supervised activities |
| 2:45 p.m. - | |

| **Late Start Schedule** | Breakfast service begins |
|---|---|
| 9:20 a.m. - | Playground supervision begins |

| | |
|---|---|
| 9:20 a.m. - | 1st bell - 8th grade students enter locker hallway |
| 9:20 a.m. - | 2nd bell - 6th and 7th grade students enter locker |
| 9:37 am. - | hallway |
| 9:40 a.m. - | 3rd bell - K-5th grade students line up and enter |
| 9:43 a.m. - | building |
| 9:45 a.m. - | School begins, students should be in classrooms |
| 2:30 p.m.- | School dismissed,K-2 students escorted to bus or front of building |
| 2:45 p.m.- | Students must be off campus, in childcare or in supervised activities |

## Asking Questions or Raising Concerns

Parents and educators both have a responsibility to work collaboratively in establishing a positive partnership, which includes open communication and dialogue. To develop a productive partnership, parents with questions or concerns should follow the appropriate communication pathway. If you have a question or concern regarding your child, please, first meet face-to-face with the teacher or staff member with whom you have the concern. This will save time, eliminate misunderstandings and provide you with the direct answers that you need. Parents work as the advocate for their child, but educators have a unique perspective about how children interact in the classroom, away from their parents and siblings. It is best practice to get as much information as possible with the parties that are directly involved to answer the question, address the concern or solve the problem.

If a resolution can not be reached, or if you are unable to get an answer to your satisfaction, then it is appropriate to proceed to the next level by meeting with school leadership to share your questions or concerns.

Please remember the following when communicating with Aurora Quest K8 staff:

- Please be respectful and courteous in your interactions with staff. We care deeply about your child and share many of the same goals and outcomes for your child that you hold.
- Partner with the teacher in supporting your child to meet behavior expectations. Set the expectation that your child will accept responsibility for their actions and their role in the concern. Teachers will commit to sharing any observations or concerns with families when they arise.
- Be prepared to clearly state your questions or concerns. Use specific examples if you are addressing concerns about your child's interactions with others.
- Follow our community norms of assuming positive intent and seeking first to understand the perspective of the other person you are talking with.
- Address concerns with a solution-oriented focus.
- Commit to working towards a positive resolution.

- The expectation for staff is to respond to parents within 48 hours. Our teachers are often hard at work planning or delivering instruction and cannot always respond immediately.
- Be involved in your child's education through regular two-way communications. Email is a successful way to initiate conversations with teachers. In general, we encourage parents to reach out initially through email, but if there are larger concerns, we encourage parents to meet directly with teachers.

## Attendance Policy

We understand that there are circumstances when students are unable to attend school; however, we also know that when a student is absent, missed instructional time is impossible to replace. Whether excused or unexcused, time away from the structured educational environment makes it more difficult to provide students with the best possible learning experience. Excessive student absences may indicate other problems, which require joint efforts of the school, student, home and community agencies.

**TARDIES**

Any student not present in time to enter the building with his/her class shall be considered tardy.

Excused tardies consist of the following circumstances:

- Illness
- Doctor appointment
- Family emergency

If a pattern of tardiness develops, an Aurora Quest staff member will contact the parent to develop an attendance plan to minimize future tardies.

**ABSENCES**

Excused absences consist of, but are not limited to, the following circumstances:

- Doctor/dentist appointment
- Illness (if more than 3 days, a doctor's note is required)
- Court
- Death of a family member

Extended absences must be approved by a Quest administrator (Assistant Principal or Principal) **before** the absence takes place. Per APS Board of Education Policy JE- Student Attendance, only three (3) days of an extended absence will be excused if the following conditions are met:

1. Student is in good academic standing (passing

all classes with a grade of P, or C in middle school);
2. Student has no unexcused absences; or
3. Student has four or fewer excused absences in a semester or seven or fewer excused absences for the school year.

Any time there are excessive absences, a parent contact will be made to see if assistance is needed.

## Reporting a Student Absence

A parent/guardian must report a student's absence by entering it in the School Dismissal App (SDM) or by contacting Aurora Quest K-8 at 303-326-1637. If you would like assistance setting up the SDM app, please contact Claudia Dupuch, Attendance Clerk. If you wish to call during non-attendance hours, please leave a voicemail using the above phone number. This service is available 24 hours a day. Please provide the following information:

1. Student's first and last name
2. Grade level of the student
3. The reason for absence
4. Length of absence, if known
5. Who is calling (relationship to the student)

## Make-up Work due to Absence

Any time a student misses a class for any reason, that student will be expected to complete make-up work in order to achieve the learning objectives presented to students who are present. Students who have been absent from class must request make-up work from the teacher no later than the day of their return to class. Make up assignments are due within 2 days from when the absence occurred.

## Attendance Concerns

If there are any significant concerns about student attendance, Aurora Quest administration will follow the procedures as outlined in APS Policy JE- Student Attendance and APS Policy JE-R- Student Attendance.

Attendance concerns arise when students accumulate more than four (4) unexcused absences in a semester or ten (10) unexcused days in a school year.

**Medical/Dental Appointments**

Instructional time is valued at Quest and it is appreciated if efforts are made to schedule medical, dental or other appointments after school. If a student needs to be picked up from school during the instructional day, the staff in the main office will call the student's classroom and ask the teacher to send the student to the office. A photo ID is required to sign every student out of school. Students may be released by office staff to parent, guardian, or other specified person who presents a photo ID and is listed in our student database, Infinite Campus.

## Child Care

**Boys and Girls Club**

Aurora Quest has on-site child care for students ages 5 and up who are currently enrolled at Quest K-8. The Boys and Girls Club is located in the Quest K-8 cafeteria space and is open before school from 6:30 to 7:20 a.m. and after school from 2:30 to 6:00 p.m. Boys and Girls Club **may** also operate the full day (6:30 a.m. to 6:00 p.m.) during non-school days such as teacher workdays, and/or vacations and during fall, winter, spring and summer breaks, Boys and Girls Club may operate at a different school. Registration fees are $25 annually, with additional program fees for Before- and After-School programming. For more information, please go to the following link.

## Class Parties and Food

**Class Parties**

Class parties are held at the discretion of the teacher.

**Food**

There are times when parents want to bring in food to the classroom. However, we have some students and staff members that have life threatening food allergies. **To keep our students and staff safe, we ask that food and food treats are not brought in to share in**

**class.** Please consider other ways to celebrate your child's birthday with their classmates. To celebrate birthdays, you might plan a class activity or game, or your might bring in other items, such as pencils, stickers, and fidgets.

## Closing or Delayed start

When bad weather is expected, Aurora Public Schools district staff members assess weather conditions to determine if the district should delay start times, close schools or proceed with the scheduled school day. If the decision is made to delay or close schools, Aurora Public Schools will use its communication technology of School Messenger to phone each student's home with the delay or closure message. APS will also share this news with local television and radio stations and will post it on the district web site, www.aurorak12.org

### Delayed Start Times

If weather or other emergency conditions are severe but not serious enough to close schools, the superintendent may announce a late start schedule for opening of schools. All students will be on a two-hour delayed start time. Students will report to bus stops one hour later than the original pick-up times. Students who do not ride the bus need to show up to school one hour later than normal.

For Aurora Quest K-8, the delayed start time is 9:45 a.m.

School days with delayed start times will end at 2:30 p.m.

### School Closing

Full-day closures: If Aurora Public Schools closes schools, classes will not be held and students should stay home for the day. The daycare will also be closed.

Early dismissal: If an early dismissal is necessary due to extreme weather conditions, students will only be released to parents or guardians, or the emergency contacts listed on Infinite Campus.

## Dress Code

The purpose of a dress code at Aurora Quest is to establish a safe, respectful, professional learning community. The responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities and *should not be disruptive or detrimental to the learning environment* The general standards listed below will be in effect:

**Clothing**

A student's clothes and accessories may not contain messages or images that promote illegal activities or are provocative or offensive. This includes any clothing that is promoting or referring to alcoholic beverages, tobacco, drugs or weapons and/or offensive and inappropriate messages. Students may not wear clothing that is see-through, or shows any part of the torso or abdomen. This includes sleeveless t-shirts that expose any part of the torso, low riding pants, as well as any bandeau style shirts. Additionally, all shorts, dresses and skirts must reach mid-thigh. Beach or swimwear is not allowed at school, unless specifically requested for a school activity. Parents and students should consult their activity calendar daily to ensure the student's attire is appropriate for the activity, which could range from attending a symphony performance to rock climbing.

**Footwear**

Shoes, sandals or boots must be worn in the school building at all times, without exception.

**Safety**

Reasonable cleanliness is expected as a matter of general health and welfare. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom activities may not be worn. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's judgment.

**Consequences**

Disciplinary action for violation of dress standards will include parent and student notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the teacher, or the administrative team, a conference with parent(s) or guardian(s).

## Dropping Off/Picking Up Students

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| **Quest Bus Loop** | The Quest bus loop is for APS buses only. Students may not be picked up or dropped off by parents in this area. |
| **Kiss and Go Lane** | Please wait for students in designated areas. The front drive has two lanes. The right lane, or the "kiss and go" is adjacent to the front sidewalk and is designed for quick drop off or pick up only. This lane is also a fire lane, so do not park or leave your car unattended in this lane. Students should exit the car from the passenger side to avoid stepping into traffic in the pull through lane. Additionally, if your K-8 child needs to exit a car parked in the parking lot or on the street, please have an adult escort them to the crosswalk. |
| **Parking Lot** | Student safety is our "Quest." To keep all students and families safe, please keep your speed in our parking lot to no more than 10 MPH. Please also be aware of students who may dart from between parked cars. |

## Field Trips

In the instructional program, valuable field trips are planned for students during the school year. Prior to every scheduled field trip, a school communication giving detailed plans for the trip will be sent home.

Teachers and adult volunteers provide field trip supervision. Due to supervision requirements, siblings may not attend. Fees associated with the trip may be charged to the students. A limited amount of scholarship money is available courtesy of the Quest PTA for students unable to pay field trip fees. Families can notify the classroom teacher or an administrator if financial assistance is needed.

## Grades/Progress Reports

The goal of Standards-Based Grading (SBG) is to more accurately measure and communicate how students are developing proficiency toward Colorado State Standards. Colorado State Content Standards are based on National Standards for what students should know and be able to do in content areas.

Standards-Based Grading enables teachers to accurately monitor and report how students are learning specific content areas, such as math, reading, writing and science. Standards-based grading measures students' knowledge of grade-level content over time by reporting the most recent, consistent level of performance.

Kindergarten students receive three report cards during the year: November, February, and at the end of the school year in May.

All first through fifth-grade students will receive a quarterly report card, which reflects the current APS 1-5 report card structure. Written comments will communicate the student's proficiency level, and one developmentally appropriate strength and one next step in reading, writing, and math. Students will also receive an "effort" score in each content area.

**1st-5th Grading Marks**

| Grade | Description |
|---|---|
| A | **Advanced Proficient**<br>Demonstrates consistent competence in the skills and knowledge beyond the grade level/course content standards and applies them in a variety of contexts and mediums. |
| P | **Proficient**<br>Demonstrates consistent competence in the skills and knowledge of the grade level/course content standards. |
| PP | **Partially Proficient**<br>Inconsistently demonstrates competence in the skills and knowledge of the grade level/course content standards |
| U | **Unsatisfactory**<br>Does not demonstrate competence in the skills and knowledge of the grade level/course content standards. |
| N | **No Evidence**<br>Insufficient evidence exists to gauge competence in the skills and knowledge of the grade level/course content standards. |
| ME | **Medical Exemption**<br>The student has been exempted from completing the class due to medical reasons as accompanied by appropriate medical documentation. |

| Work Habit | Description |
|---|---|
| Effort | Perseveres and attempts quality work. |
| Engagement | Participates and listens. |

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| Homework | Complete and on time. |
| Responsibility | Follows rules and directions; manages time; advocates for self. |

| Score | Description |
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| 4 | Consistently |
| 3 | Frequently |
| 2 | Sometimes |
| 1 | Rarely |
| 0 | Never |

Every 6th-8th grade student will receive a report card using the marks listed below. They may also receive a progress report at mid-quarter indicating proficient levels and any areas of concern in the core content areas.

**6th-8th Grading Marks**

| Grade | Description |
|---|---|
| A | **90-100 (Percentage) 4.0 (Regular)**<br>Demonstrates consistent competence in the skills and knowledge of the course content standards and advanced application/analysis through a variety of contexts and mediums. |
| B | **80-89 (Percentage) 3.0 (Regular)**<br>Demonstrates consistent competence and proficiency in the skills and knowledge of the course content standards. |
| C | **70-79 (Percentage) 2.0 (Regular)**<br>Demonstrates competence and proficiency in the skills and knowledge of the course content standards. |
| D | **60-69 (Percentage) 1.0 (Regular)**<br>Demonstrates minimal evidence of competency and/or proficiency in the skills and/or knowledge of the course content standards.. |
| F | **50-59 (Percentage) 0 (Regular)** |

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| | Insufficient evidence exists to gauge competence in the skills and knowledge of the course content standards. |
| I | **Incomplete.** A student shall be allowed to make up an incomplete grade within a two-week period after the end of the quarter unless prior arrangements have been made in writing with the teacher. In the absence of prior arrangements, the incomplete shall become a letter grade after the two-week period. |

## INSTRUCTIONAL PLANS

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| **504 Plan** | A 504 Plan is a plan that is developed to ensure that a child who has a qualifying disability (identified under the Americans with Disabilities Act) and is attending an elementary or secondary educational institution can receive accommodations that will ensure their academic success and access to the learning environment. |
| **Advanced Learning Plan (ALP)** | An Advanced Learning Plan (ALP) is *"a written record of gifted and talented programming utilized with each gifted child and considered in educational planning and decision making."* Criteria for ALPs are detailed in the Rules promulgated by the State Board of Education. ALPs are maintained only for those students who have been formally identified as gifted. |
| **Individualized Education Plan (IEP)** | An Individualized Education Plan (IEP) is a written statement that outlines educational programming and services for a child with a qualifying disability under the Individuals with Disabilities Act (IDEA 2004). The IEP is developed, reviewed, and revised in annual |

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| | meetings with a collaborative team of specialists, general education teachers and parents in keeping with certain requirements of law and regulations. |
| **Kindergarten Readiness Plan** | Kindergarten Readiness plans outline a kindergarten student's strengths and needs across developmental and academic domains. The plan helps identify what next steps and supports will provide the greatest opportunity for each child's growth and success, so that schools and teachers may provide a responsive learning environment. |
| **READ Act Plan** | A READ Act Plan is developed for any student in grades K-3 who is identified as reading significantly below grade level expectations on diagnostic or interim assessments. A READ Act Plan is an individual reading intervention plan that identifies specific interventions that will be implemented at school to support student growth in reading. |

## Lost and Found

It is recommended that parents label all personal belongings that their child brings to school. Any student items that are left at school are placed into Lost and Found, which is located outside of the main office. Items not claimed will be donated to charitable organizations on the last day of each quarter, so families and students are encouraged to routinely check for lost items. School personnel are not responsible for lost/stolen items.

## Medications

For all medications, a completed medication administration authorization form is required in the clinic. For all prescription and non-prescription medications, both parent/guardian and physician signatures are required. All medication must be administered through the school health office. Acetaminophen (Tylenol) or Ibuprofen (Advil/Motrin) may be given to a student with signed parent permission on the Student Health Information form.
If you have any questions, please feel free to reach out to Nurse Susan Golden: sgolden@aurorak12.org or call the school at 303-343-3664.

## Nutrition Services

Nutrition services at Aurora Quest provides free, nutritious breakfast and lunch options for students daily.

**Free and Reduced Lunch**

To apply for Free or Reduced Lunch, please go to: https://aurorak12.payschools.com/ and select the register button. While all meals are free, we still ask families to complete this form.

**2025-2026 Meal Prices**

Breakfast: Free
Lunch: Free

**Meal Times**

Breakfast
7:20-7:40 a.m. Monday, Tuesday, Thursday and Friday
8:35-8:55 a.m. Wednesday

Lunch
K/1- 10:15-10:35 a.m.
2/3- 11:05-11:25 a.m.
4/5- 12:15-12:35 a.m.
6- 11:50-12:10 p.m.
7- 11:30-11:50 p.m.
8- 12:40-1:00 p.m.

**Menu**

Monthly menus can be found at: https://nutrition.aurorak12.org/category/school-menus/.

**Student Lunch Accounts**

Student lunch accounts are managed through https://www.payschoolscentral.com. To add money to lunch accounts, if you wish for your student to purchase lunch snacks, students may bring money directly to the cafeteria, or parents may make payments online. Please note that there is a small fee to process online payments in lunch accounts.

## Open Enrollment Policy

Aurora Quest K-8 is the Gifted and Talented magnet school for Aurora Public Schools. All students that attend Aurora Quest K-8 are bound to the expectations set forth in APS Board of Education Policy Intra-District Choice/Open Enrollment JFBA/JFBA-R.

Open enrollment status is reviewed on an annual basis. Open enrollment may be rescinded at the end of the current school year if students are not adhering to the expectations outlined on page six (6) of APS Board of Education Policy Intra-District Choice/Open Enrollment JFBA/JFBA-R. A review will be held at the end of the first semester for any students who are not meeting these expectations. Families will be notified that their student has been placed on a plan for improvement outlining specific criteria that students

will need to meet in order to remain eligible to attend Aurora Quest for the next school year. If this criteria outlined on the plan for improvement is not met, then open enrollment may be rescinded.

## Parent-Teacher Association (PTA)

It is the mission of the Aurora Quest K-8 PTA to foster community inclusion and academic excellence by facilitating communications, supporting teachers and staff, raising funds and enhancing the educational, social and physical environment of each student at Aurora Quest K-8 in an effective, efficient and respectful manner. The PTA is an all volunteer organization and provides vital support of Aurora Quest staff.

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| **PTA** | Consisting of parent volunteers, staff and administration, the purpose of our PTA is to support and provide extended opportunities for our students. |
| **Quest Accountability Committee** | The Quest Accountability Committee is a principal advisory group that works to implement the School Improvement Plan, and support school initiatives. |

## Parent-Teacher Conferences

Parent/teacher conferences will be scheduled for all students in the fall and for others as needed during the school year. Parents and teachers are encouraged to set up special conferences any time the need arises.

- Middle School: September 25th & November 20th
- Grades K-5: October 23th & November 6th
- All Grades: February 19th

## Passing out Invitations at School

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| **Party Invitations** | To support an inclusive and supportive classroom culture, teachers and students are not allowed to pass out party invitations at school, unless everyone in the homeroom is invited. Parents may pass out invitations after school to individual families, if they choose to do so. |

## Personal Property

**Student Responsibility**

All property brought to school is brought entirely at the owner's risk. Aurora Quest does not assume responsibility for students' personal property.

**Electronic Equipment**

Personal headphones, earbuds, cell phones, i-Pads, electronic gaming devices (ex. Nintendo Switch) are brought to school at the owner's risk. Aurora Quest does not assume responsibility for students' electronic equipment. Additionally, these devices should not be used during the school day without teacher permission.

**Cell Phones**

Personal cell phones are not to be used during the school day. Cell phones must be turned off and put away in lockers or backpacks once students arrive at school. APS Policy JK.1-R states that "all personal electronic devices shall not be seen, used, nor heard during the school day on Aurora Public Schools property by students grades K-12." Failure to comply with teacher requests may result in confiscation of the cell phone by administration. Students may retrieve confiscated cell phones at the end of the school day. Repeated violations may result in a parent conference. Cell phones should not be used in hallways or classrooms.

Additionally, at Quest, we want students to interact and connect with each other during lunch and recess, so those devices must remain in their lockers or backpacks.

**Long-Boards, In-line skates, Skateboards, Hoverboards, etc.**

Long-boards, in-line skates, skateboards and hoverboards are not allowed on school campus. They must be off of all boards at the school boundary and stored in the office during the school day. If used on school campus, skates and/or boards will be confiscated on the first offense, to be picked up at the end of the school day by the student. Subsequent offenses will result in a loss of privilege to have skates and/or boards on school property, student-parent conference with administration, as well as a release of the skates and/or boards to parents only.

**Locker Usage**

Students in grades 6-8 are expected to use their lockers daily to store and secure personal items, such as backpacks, school materials, electronic devices, and fitness clothes. Students are expected to bring their materials to each class. Daily usage of lockers supports healthy backs, and assists with the general safety and security of students.

**Money**

Students should not need to routinely bring a large sums of money to school. However, if students are turning in money for athletics, all money should be turned in to the front office as soon as the student arrives at school.

**Toys**

It is recommended that students do not bring toys to school. Items such as Pokéman cards, Bey Blades and stuffed animals can create significant temptations for students during the school day, distracting from their learning. Teachers may have individual days in which permission is granted for students to bring specific items into school (like stuffed animals for a class reward), but we ask that students keep their toys at home.

## Quest Accountability Committee

The purpose of the Quest Accountability Committee (QAC) is to provide accountability in an advisory capacity by informing, encouraging and providing opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes. The QAC serves as an advisory role to the school's leadership team by making recommendations concerning the school's budget, performance/ improvement plan. The QAC meets monthly and has public agendas and meeting minutes posted at: quest.aurorak12.org.

## Student Code of Conduct

We expect students at Aurora Quest to demonstrate safe and civil behaviors while on campus, or when participating in school activities and athletics. Aurora Quest students are expected to follow the expectations outlined in the APS Board of Education Student J

Policies. Aurora Quest administrators will adhere to APS discipline guidelines when consequences are necessary for student behavior.

## Student Use of Technology

**Acceptable Use of Technology**

Students at Aurora Quest are expected to adhere to the APS Board of Education Policy Student Use of the Internet and Electronic Communications JS about the appropriate use of technology. Board policy states:

*Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.*

*Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy.*

The expectation is that your student will travel with the Chromebook throughout the school day, use it for teacher directed and approved educational purposes during class time only and properly check-in and plug in at the end of every school day. All students may only log in with their assigned district login information.

Use of the Chromebook and iPad for anything other than teacher directed and approved activity is strictly prohibited at all times. Any messaging is only permissible through direct permission from teacher. This includes but is not limited to games and other entertainment

activities, instant messaging, chat and use of the devices for anything other than academic pursuits.

Examples of unacceptable uses of technology at Aurora Quest include, but are not limited to:

- Access and use of another student's electronic accounts, with or without permission
- Accessing inappropriate or content that would be considered to be above PG-13 and/or R rating.
- Sending, posting or publishing unkind or inappropriate content to other students
- Hacking into student information and grading systems
- Using source code to find answers for assessments

Any such activities will result in a behavior referral and if appropriate, to local, state or federal authorities.

**General Use and Care of Chromebooks**

Aurora Quest K8 is excited to be a 1:1 school, in which all students will be assigned to an individual chromebook. To ensure that our Chromebooks remain in good working condition, we ask that students follow the expectations below:

- Chromebooks should only be moved when the screen is fully closed. If students walk with the Chromebook lid open, this puts stress on the laptop and the screen;
- Chromebooks should only be picked up from the bottom, and never by the screen.
- The LCD screen is the most sensitive part of the Chromebook. Heavy objects should never be placed on or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc...
- The Chromebook should be protected from water, other liquids, and food. Eating or drinking near laptops is not allowed.

Chromebook use is a privilege to support global citizenship and 21st century teaching and learning. We expect and trust that you will demonstrate great care and responsibility with your assigned device and support of others with theirs so that we have functioning Chromebooks for as many years as we can.

Families will also be asked to sign the Aurora Public Schools Acceptable Use of Technology for Students form.

**Privacy**

Students should have no expectations of privacy for any use of the district network, or any district device, including iPads or Chromebooks. The District has the right to inspect these devices randomly and on a regular basis. This includes, but is not limited to: browser history, email, and media that has been accessed, downloaded or created. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.

Chromebooks will be assigned to each individual student by Chromebook number. The number should remain visible on each Chromebook at all times. Students should never "swap" or "share" their Chromebook with another student, or share their user log-in information with anyone at any time.

**Consequences for NOT following rules**

- 1st Offense: lose access for the day & conference with teacher
- 2nd Offense: lose access for week & conference with teacher
- 3rd Offense: lose access until parent-teacher conference is held with student to determine next steps and future responsibility terms

## Volunteering in the Classroom

Honest, dependable and respectful volunteers are an essential part of the Aurora Public Schools team. Virtually every teacher in the elementary school now has the assistance of classroom volunteers, and there are many volunteers helping at the middle school level as well.

Volunteers do so much more than assist in the classroom. They help in lunchrooms, libraries, and the school board office; teach after-school classes; perform exterior maintenance work; work with booster clubs and technology groups; offer economic donations, skills advisement and sharing; and contribute in countless other ways. In the classroom, volunteers are considered important and valued members of our teaching teams, helping provide each child with a fair measure of time and attention.

To ensure that our volunteers enhance the safety, security, well-being and success of our students, The Security department is now registering all volunteers and providing them with ID badges. In addition, a background check is performed on each volunteer. If the volunteer is committing to only a **one-time event**, he or she will simply need to register at the front office of the school or site.

**To register, volunteers will need to complete the following:**

1. Complete the online **Volunteer/Partner Screening and Badge Request Form** to start the process. ***Filling out this form is required every year.***
2. Create an account and request a background check directly from the Sterling Volunteers website. ***Screening is required every year.***

NOTE: After completing the request form, the confirmation will show you a link to the Sterling Volunteers website. Follow that link and you will have to log in using your established login credentials for that platform to request the background check. The Security Office is not able to help with password/login issues.

The "good deed code" to use in order for Aurora Public Schools to pay the background check fee is: **aps301v** - You must use that code to ensure we pay and receive the results. ***Screening is required every year.***

**IMPORTANT: Please know that nothing happens for any applicant until an approval is submitted.**

3. School staff or approvers at the district level will obtain an electronic copy of the applicant's picture ID **and** a current picture of the applicant. **No pictures of pictures are allowed, no pictures with filters are allowed, and we will not accept the picture on the ID either.**

4. The staff member will also need to complete the electronic **Volunteer/Partner Approval Form,** and on the form attach the ID and picture files of the volunteer/partner they are approving.

**IMPORTANT: Please know that nothing happens for any applicant until an approval is submitted.**

**View this information on our Volunteer Web Site.**

Once the background check has been cleared (it can take 1-6 days) the volunteer ID will be sent to the school for the volunteer to pick up. If the background check is not acceptable, the Security department will decline their offer to volunteer and notify the appropriate site.

Even after receiving a volunteer badge, all volunteers must report to the front office at the school their child attends to sign in and for scheduling and assignment of duties. The volunteer will have an ID badge, to be worn at all times while on school property for volunteer purposes

All volunteer badges are issued for the current school year only and expire on July 31st, and must be renewed each year.

For more information about volunteering at Quest, you may reach out to Mr. John Adams (school family liaison) at jadams@aurorak12.org.

## Visiting School

Parents are encouraged to visit their child's classroom throughout the school year. We ask that you make arrangements with the teacher prior to your visit. Since small children and infants can distract our students, we also ask that parents not bring younger children when visiting or volunteering in their child's classroom.

Aurora Quest uses the Raptor System, which requires state issued ID's to screen visitors to ensure student safety. All parents and visitors are required to check in at the office with a

state issued ID, or APS Employee ID badge upon entering the school and are required to wear their volunteer badge or visitor's badge while in the building.

If you enter Aurora Quest without checking in at the front office, you may be directed by a Quest staff member to go check in at the front office. Thank you for understanding that we are trying to maintain the safety of everyone at Aurora Quest K-8.