

Aurora Frontier

Student & Parent Handbook



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Aurora, Colorado 80015

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(303) 695-1995



The P-8 experience is unique as it offers students smaller learning communities with fewer transitions. Our students have the opportunity to build relationships with our staff over a course of 10 years. They can maintain relationships with past teachers they feel most connected with, and seek them out when they need advice or support.

OUR MISSION

To maximize the potential of every learner in a challenging, rigorous, encouraging, and diverse environment.

OUR VISION

Paving the road to college – every Aurora Frontier student proficient or beyond by 8th grade.

OUR VALUES

Aspiring to create a safe, supportive, and fun environment.

Empowering students, staff, families, and community to collaborate towards educating the whole student.

Providing school-wide practices which encourage positive interactions in an environment where the student and adults feel safe.

Supporting all members of our community in their learning, their confidence to grow and change, and their right and responsibility for leadership.

TABLE OF CONTENTS

ACCESS TO STUDENT INFORMATION/STUDENT RECORDS RIGHTS AND PRIVACY	5
ANIMALS AT SCHOOL	6
ANNUAL NOTICE TO PARENTS: DISABILITY DISCRIMINATION	6
ARRIVAL & DISMISSAL PROCEDURES	6
ASBESTOS MANAGEMENT PLAN DESIGNED FOR SCHOOL SAFETY	7
ASSEMBLIES	8
ATHLETICS AND ACTIVITIES	8
ATTENDANCE POLICY	9
BICYCLES, SKATEBOARDS AND SCOOTERS, ETC	10
BREAKFAST AND LUNCH PROGRAM	10
BUS PROCEDURES/RULES	11
CELL PHONES/ELECTRONIC ITEMS	11
CLASSROOM PARTIES AND FOOD	11
CLOSING/DELAYED START	11
COLORADO READ ACT	12
COMMUNICATION (SCHOOL TO HOME)	12
COMMUNICATION, QUESTIONS AND/OR CONCERNS	12
CRITICAL INFORMATION	12
DISCIPLINE POLICIES (SUMMARY)	12
DISMISSAL DURING THE INSTRUCTIONAL DAY	17
DRESS CODE (P-8)	17
EIGHTH GRADE END-OF-YEAR GUIDELINES	18
EMERGENCY CONTACT INFORMATION	18
EMERGENCY DRILLS/PROCEDURES	18
ENGLISH LANGUAGE ACQUISITION (ELD)	18
FIELD TRIPS	18
HARASSMENT - RACIAL/SEXUAL	19
HEALTH/IMMUNIZATION/MEDICATION	19
HOMELESS CHILDREN & YOUTH - MCKINNEY-VENTO ACT	19
HOMEWORK	20
LOST AND FOUND	20
NO CHILD LEFT BEHIND: PARENT'S "RIGHT TO KNOW"	20
NON-CUSTODIAL PARENT RIGHTS	20
NOTICE OF NONDISCRIMINATION	20
OPEN ENROLLMENT	21
PARENT/TEACHER CONFERENCES	21
PBiS - POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBiS)	21
PROTECTION OF PUPIL RIGHTS ACT (PPRA) NOTICE	21
PTO - FRIENDS OF FRONTIER PARENT TEACHER ORGANIZATION & ACCOUNTABILITY COMMITTEE	22
PUBLIC DISPLAYS OF AFFECTION	22

RECESS GUIDELINES	23
REPORT CARDS/PROGRESS REPORTS	23
SENATE BILL 03-072/SEX OFFENDER LIST	23
SPECIAL NEEDS	23
STORM WATER MANAGEMENT PROGRAM	23
STUDENT ACCIDENT INSURANCE	23
STUDENT INSTRUCTIONAL DAY	23
STUDENT USE OF TECHNOLOGY	24
TRANSFERS AND WITHDRAWALS	24
VALUABLES AT SCHOOL	24
VISITING SCHOOL	24
VOLUNTEERS	24
DISTRICT INFORMATION – SPANISH	25

ACCESS TO STUDENT INFORMATION/STUDENT RECORDS RIGHTS AND PRIVACY

From time to time, Aurora Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student. Aurora Public Schools is unable to provide this information because it is illegal according to federal law (Family Educational Rights and Privacy Act). There are some exceptions which include requests of information through a subpoena, information classified as "directory information" (such as email address, date of birth and photograph), and information which is shared with a different school in which the child seeks to enroll or when parental consent is given. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that APS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow APS to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want APS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing, within 15 days of the start of school or within 15 days of receipt of this notice for those parents of students who do not start the year with APS. APS has designated the following information as directory information:

- a. student's name,
- b. date and place of birth,
- c. electronic mail address,
- d. photograph,
- e. grade level,
- f. major field of study,
- g. participation in officially recognized activities and sports,
- h. weight and height of members of athletic teams,
- i. dates of attendance,
- j. awards received,
- k. most recent previous educational agency or institution attended by the student or other similar information,
- l. other similar information.

Student telephone numbers and addresses will not be disclosed pursuant to this section.

ANIMALS AT SCHOOL

Per district policy, animals are not permitted on school grounds unless for educational purposes. Pets should not be brought to the school/department for the convenience of the owner or for "fun." Animals are unpredictable and even the most gentle animal can react in a stressful situation putting students and staff in danger. Since we cannot predict the behavior of animals around large groups of student, we ask that you not bring animals on school grounds, even when dropping off and picking up students. Additionally, we have many students with allergies and/or asthma who should not be around animals.

ANNUAL NOTICE TO PARENTS: DISABILITY DISCRIMINATION

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability. Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above. In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities. For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in Health Services, at phone number 303-344-8060, ext. 28511, or write to the 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011. For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

ARRIVAL & DISMISSAL PROCEDURES

Dropping off and picking up your student, please regard our student's safety when dropping off and picking up by obeying slow speeds and treating other drivers and pedestrians courteously. Refrain from using cell phones and texting during drop off and pick up.

Lanes directly in front of the school building

- Students can ONLY be released from cars in the lane closest to the building.
- Please do not leave your car unattended for any amount of time, as this is a fire lane.

- The second lane next to the parking lot is for pass through only. Please do not unload students from this lane. It is very dangerous to have the students crossing the inside lane.

Conservatory Pkwy

- City code does not allow for unattended cars in the bike lane. If you drop off your student in this lane, you must remain with your vehicle.
- Please do not drop off your student in the continuous lanes next to the bike lane.
- U-turns across the double yellow lines are not permitted.
- Please stay clear of exits from the school parking lot.

Parking lots (front and back)

- Please use these areas when you need to walk into the building. Dropping off your students in the parking areas (front and back) is not allowed.
- If you are leaving your car, it must be in a designated parking area.
- The back parking lot is reserved for busses only- not for student drop off or pick up at any time before school, after school or during the school day.

Cross walks

- Please use only designated areas to cross streets.

A.M. Arrival Procedures

All students enter the back of building through the doors by the playground. Staff will pick students up outside promptly at 7:45a.m. on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, Staff will pick students up outside promptly at 9:30 a.m. Consequently, we appreciate help in timing the departure of student from home so they arrive on the grounds no earlier than 15 minutes before the bell rings (7:30 Mondays, Tuesdays, Thursdays, and Fridays and at 9:15 on Wednesdays). Supervision begins 15 minutes before school starts in the morning (7:30 on Mondays, Tuesdays, Thursdays, and Fridays and at 9:15 on Wednesdays). Supervision of students prior to the time that adult supervision begins is the responsibility of the parent. Unless students' are in the cafeteria or participating in an activity, students should not enter the building before school except during inclement weather, 20 degrees or below including wind-chill. Students may be allowed to wait in the building in these conditions, but no earlier than 10 minutes before starting time is recommended. A school wide announcement will be made if we are having indoor morning line up.

P.M. Dismissal Procedures

When excused from school at the end of the instructional day, students are to leave the grounds and proceed directly home unless they are involved in an organized club, sport, or tutoring. Only students who are in a teacher sponsored club or sport may stay after school. Students are to be picked up promptly at dismissal. Supervision of students after school or off school grounds is the responsibility of the parent/guardian. If students are not picked up promptly after school, the school principal or his/her designee is authorized to surrender the physical custody of the student to the Aurora Police Department.

Grades K-3

On a daily basis, classroom teachers will walk their class out the front of the building where students will wait in a common area to be picked up by parents or an approved adult. After school care students will report directly to the cafeteria area. Students taking the bus will be escorted by a staff member.

Grades 4-8

On a daily basis, classroom teachers will dismiss, making certain that all bus students, walkers, students being picked up, and after school daycare students know where to go.

ASBESTOS MANAGEMENT PLAN DESIGNED FOR SCHOOL SAFETY

The safety of students and employees in all Aurora Public Schools facilities is the number one priority for the Environmental Compliance Branch. Our procedures for dealing with asbestos reflect that priority. As required by the Asbestos Hazard Emergency Response Act (AHERA), Aurora Public Schools has conducted an extensive asbestos survey of all the district buildings. Based on the findings of these inspections, a comprehensive management plan has been developed for each school. Each plan identifies locations and types of asbestos-containing materials in the building and details the district's ongoing effort to maintain or remove those materials. The plans are continually updated with documentation of asbestos related work performed at each site

ASSEMBLIES

School-wide assemblies are held quarterly to recognize positive student behaviors throughout the previous quarter. SOAR tickets are placed into a box and winners are selected for various prizes. Any parents interested in volunteering to help with our assemblies should contact Thomas Gibbens at tpgibbens@aps.k12.co.us.

ATHLETICS AND ACTIVITIES

Aurora Middle Schools are:

Aurora Frontier P-8	Clyde Miller P-8	Mrachek Vista Peak P-20	South
Aurora Hills	Columbia	Murphy Creek P-8	West
Boston P-8	East	North	

Activities:

Middle school students have the opportunity to explore a wide variety of activities which include interscholastic athletics, intramurals, clubs and hobbies and social activities.

Sports Offered:

Basketball (Boys and Girls)	Swimming (Girls)	Volleyball (Girls)
Soccer (Boys and Girls)	Track (Boys and Girls)	Wrestling

ELIGIBILITY

Team members and managers in the athletic program are limited to 6th, 7th and 8th grade students. A student must remain eligible to participate in sports competitions. Eligibility is determined by a student's work habits as indicated on the Work Habits Rubric, shown below. If a student receives a score below a 3 in any area from two classroom teachers, that student is deemed ineligible to compete for the following week. Coaches will notify students and parents if a student is deemed ineligible.

Work Habits Grading Rubric

INDICATORS	4 <i>Consistently meets expectations</i>	3 <i>Frequently meets expectations</i>	2 <i>Infrequently meets expectations</i>	1 <i>Does not meet expectations</i>
Effort	Consistently shows commitment to academic growth. Consistently demonstrates positive attitude and/or eagerness toward learning	Frequently shows commitment to academic growth. Frequently demonstrates positive attitude and/or eagerness toward learning	Infrequently shows commitment to academic growth. Infrequently demonstrates positive attitude and/or eagerness toward learning	Does not show commitment to academic growth. Does not demonstrate positive attitude and/or eagerness toward learning
	Consistently interacts respectfully. Always participates appropriately in class (independently, in small group, pair discussions and listens actively) . Consistently challenges oneself	Frequently interacts respectfully. Frequently participates appropriately in class (independently, in small group, pair discussions and listens actively). Frequently challenges oneself	Infrequently interacts respectfully. Infrequently participates appropriately in class (independently, in small group, pair discussions and listens actively). Infrequently challenges oneself	Does not interact respectfully. Does not participate in class discussion or listen actively. Does not challenge oneself
Homework	Consistently completes on time. Consistently demonstrates high quality	Frequently completes on time. Frequently demonstrates high quality	Infrequently completes on time. Infrequently demonstrates high quality	Does not complete on time. Does not demonstrate high quality
Responsibility	Consistently present, on time, and prepared to learn. Consistently meets deadlines and completes makeup work. Consistently demonstrates academic honesty	Frequently present, on time, and prepared to learn. Frequently meets deadlines and completes makeup work. Frequently demonstrates academic honesty	Infrequently present, on time, and prepared to learn. Infrequently meets deadlines and completes makeup work. Infrequently demonstrates academic honesty	Rarely present, on time, and prepared to learn. Rarely meets deadlines and completes makeup work. Rarely demonstrates academic honesty

Participation:

In order to participate on any athletic team, the student must have the following on file before participating in practice:

1. A form indicating a physical examination has been performed, signed by a physician or nurse practitioner, indicating the student is able to participate.
2. A parent permission form signed by student’s parent(s) or legal guardian giving authorization for student to participate in the athletic program and travel with the team when necessary.
3. A form signed by the student’s parent(s) or legal guardian indicating that the student is covered by a school insurance plan, a military insurance plan or a family insurance plan.

The Aurora Public Schools may charge fees and fines to students for specific classes, use of instructional materials, rental of equipment and participation in activities. Students may be assessed fines or other penalties for lost, damaged, or defaced books, materials or equipment. Students shall not be denied participation due to indigence in any class, program or sport for non-payment of fees. The principal may waive payment of fees upon verification that the family is eligible for aid to dependent student or where the student is judged to be indigent.

For a list of specific fees and fines, please visit the district's Web site at www.aps.k12.co.us/pol-reg and look for the JQ policy on student fees in Section J: Students. A copy of the fee schedule may also be obtained from the school office.

INTERSCHOLASTIC ACTIVITIES/ATHLETIC PARTICIPATION FOR STUDENTS IN HOMEBASED EDUCATION, PRIVATE SCHOOLS AND CONTIGUOUS BOUNDARY PROGRAMS

Home-based education students may participate in interscholastic activities/athletics if they meet the following requirements.

- The parent/guardian has submitted written notification to the school district of the establishment of a home-based education program for the student.
- The student resides in the attendance boundary of the school and is eligible to enroll by virtue of age and academic preparation.
- All non-enrolled students participating in activities/athletics must meet all of the school and the district eligibility requirements in the interscholastic activities/athletics.
- Home-based education students must submit, in writing, to the middle school principal, a list of all classes being taken. Each week, on a day designated by the school, the parents/guardians must submit to the middle school principal a note indicating the student is eligible to participate.
- All non-enrolled students must meet all citizenship, behavior and performance requirements, and fulfill the same responsibilities, including related classroom or practice requirements, as other students participating in the interscholastic activity/athletics of the team, squad or group.
- Non-enrolled students must meet the same previous semester eligibility requirements as enrolled athletes.
- Non-enrolled students will be given the same opportunity as other candidates for a spot on the activity group/team but is not guaranteed a position.
- Non-enrolled students will be expected to pay appropriate fees.

ATTENDANCE POLICY

Students enrolled in the Aurora Public Schools are required to attend classes, unless excused for good reason in accordance with the Colorado Compulsory Attendance Law. Please help your student understand the importance of arriving at school on time and being present each day. When students are absent and/or tardy they miss out on valuable learning that sets the stage for their current and future success. Currently, Aurora Public Schools is reviewing our Attendance Policy. More information will be made available in the near future.

TARDIES

Any student not present in time to enter the building with their class shall be considered tardy and must go to the office to check in and receive a tardy slip. A late student must have a tardy slip to enter the classroom. If your student arrives late to school, ONE of the following must occur:

- A parent/guardian must accompany the late student into the building, OR
- A parent/guardian must send a written note with the late student indicating the reason for tardiness.

Excused tardies consist of the following circumstances:

- Illness
- Doctor appointment
- Extreme family emergency

ABSENCES

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

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

Reporting a Student Absence

A parent/guardian must report a student's absence by contacting Aurora Frontier P-8 School at (303) 693-1995. If you wish to call during non-attendance hours, please leave a voice mail using the above phone number. This service is available 24 hours a day. Please provide the information stated below:

- Student's first and last name
- Grade level of the student
- The reason for absence
- Length of absence, if known
- Who is calling (relationship to the student)

If the length of absence is not known, daily calls are requested. Calls must be made within 24 hours of the day of absence (by 9:30 a.m. the following morning- at the latest) for the student to be excused. After 24 hours, the absence is automatically recorded as **unexcused** if a call is not made. Late calls will not be accepted to excuse a student.

MAKE-UP OF ABSENCE

Any time a student misses a class for any reason, that student will be expected to do 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.

BICYCLES, SKATEBOARDS AND SCOOTERS, ETC

It is a parent's decision and responsibility as to whether a student rides a bicycle, skateboard, scooter to school. The parent/guardian must carefully consider the route, distance, other safety factors, and the student's coordination and maturity when making the decision as to whether to allow a student to ride a bike. Young students should have an adult or guardian riding or walking alongside them. All students riding bicycles need to wear helmets and other safety gear. Students are responsible for locking their bicycles, skateboards and scooters in the racks provided. Bicycle storage area will be locked at 7:50a.m. and unlocked at 2:30p.m. each day. Please note that the security of bicycles, skateboards and scooters is not the responsibility of the school.

BREAKFAST AND LUNCH PROGRAM

Each student is given a keypad number that will be entered by the student on the keypad when the student comes in for breakfast/lunch. This keypad number identifies the student's account, so it is important for the student to learn the number as quickly as possible. These numbers are confidential and should not be shared with friends. Students are encouraged to pay for their meals in the morning before school starts so they will have optimum time to eat lunch.

Parents or students are encouraged to purchase daily meals or multiple-day meals. Checks need to include the student's first and last name, room number, and keypad number to make processing easier. A \$.50 discount is given with a purchase of 10 meals. Personal checks should be made payable to Aurora Public Schools. We also have an on-line meal payment program that is easy and convenient. Go to www.paypams.com. You will need your student's keypad number to deposit money on-line. If you would like more information, please call Nutrition Services at 303-343-0295, extension 28551.

Money may be taken out of a sibling's account to cover a meal if the student informs the cashier that there is a sibling attending that school. Also, a parent can request a historical printout of their student's account at any time throughout the school year. Students cannot charge meals or snacks. If students do not have money in their account, they will be given a fruit, vegetable, and milk free of charge. If this continues over an extended period of time, a free/reduced meal application will be sent home with the student. The Nutrition Services staff will make a note of students who demonstrate a pattern of being without meal money and will call to counsel parents or guardians regarding the issue and possible alternatives, including the availability of free and reduced meal programs.

Cost of Breakfast and Lunch

Kindergarten - 4th Grades

Student breakfast, \$1.15

Student lunch, \$2.25

Milk, .75

5th – 8th Grades

Student breakfast, \$1.40

Student lunch, \$2.75

Breakfast Schedules:

Monday, Tuesday, Thursday and Friday:

Kids Adventure students 7:20 a.m.

Other students 7:25 a.m.

Serving ends at 7:40 a.m.

Serving ends 9:30 a.m.

Wednesday:

Kids Adventure students 9:05 a.m.

Other students 9:10 a.m.

BUS PROCEDURES/RULES

The right of any student to ride the school bus is contingent upon the observance of all safety rules and the demonstration of acceptable behavior at all times. The Transportation Behavior Management Department will work with the bus drivers to determine fair and appropriate disciplinary action for violations of these rules. Should an infraction occur the department will notify the parent and/or guardian. If you have problems concerning your child or incidents that have occurred on the bus, please contact one of the Transportation Department's Behavior Management Specialists at 303-326-1986, Celia Leibson (Spanish speaking) extension 28863 or Sally Judd extension 28804.

- Recording devices are located on APS busses.
- All general education stop locations are identified by a sign or yellow curbside stencil that contains the school abbreviation. Students should arrive at the bus stop no more than five minutes before the bus is scheduled to depart.
- The Transportation Department works diligently to ensure that the buses arrive on time to all bus stops, however, occasionally buses may be late because of traffic, vehicle malfunctions or weather conditions.

CELL PHONES/ELECTRONIC ITEMS

Aurora Public Schools believes in "providing environments that optimize learning and teaching, and are safe, secure, and well maintained." As such, and except for approved educational purposes, all personal electronic devices shall not be seen, used, nor heard during the school day on APS property by students K-12. At Aurora Frontier P-8, students will be expected to put away and turn off all electronic devices at the first bell (Monday, Tuesday, Thursday and Friday at 7:45a.m. or Wednesday at 9:30a.m.) until the end of the school day (2:30p.m.). Any electronic device confiscated during the school day will be kept with an administrator until such time a parent comes to pick it up and appropriate discipline consequences will be followed. School personnel will not accept responsibility for lost or stolen electronic devices, nor will school personnel spend time investigating the loss of these unauthorized items.

CLASSROOM PARTIES AND FOOD

Classrooms may have three parties: fall, winter, and Valentine's Day. The classroom teacher may contact parents to assist in the planning. All treats must be pre-packaged and no homemade goods of any kind can be distributed. Birthday parties may be allowed in some classrooms and will happen in the last 15 minutes of the instructional day. Due to student food allergies, non-food items are encouraged. Perhaps donating a book to the school library in your student's honor.

CLOSING/DELAYED START

Weather-Related Delays or Closures

When bad weather is expected, Aurora Public School 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 Aurora Public Schools closes schools or delays start times, Aurora Public Schools will share this news with local television and radio stations and will post it on the district Web site, www.aps.k12.co.us.

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 ONE-HOUR DELAYED START TIME. STUDENTS WILL REPORT TO BUS STOPS ONE HOUR LATER THAN ORIGINAL PICK-UP TIMES. STUDENTS WHO DO NOT RIDE THE BUS NEED TO SHOW UP TO SCHOOL ONE HOUR LATER.
- Schools with delayed start times will end at their regularly scheduled times.

School Closings

- Full-day closures: If Aurora Public Schools closes schools, classes will not be held and students must stay home for the day.
- Early dismissal: If early dismissal is necessary due to extreme weather conditions, students will only be released to the individuals that parents have identified on the student's Emergency School Closure Card.

COLORADO READ ACT

The Colorado Reading To Ensure Academic Development Act (Colorado READ Act) was passed by the Colorado Legislature during the 2012 legislative session. The READ Act repeals the Colorado Basic Literacy Act (CBLA) as of July 1, 2013, keeping many of the elements of CBLA such as a focus on K-3 literacy assessment, and individual plans for students reading significantly below grade level. The READ Act differs from CBLA by focusing on students identified as having a significant reading deficiency, delineating requirements for parent communication, and providing funding to support intervention. See this site for more information: <http://mtss.aurorak12.org/read-act/>

COMMUNICATION (SCHOOL TO HOME)

K-4th grade students have a Friday Folder. Whenever possible, school and class announcements will go home on Friday in these folders.

5th - 8th grade

- All communication will be sent home to families in planners on a daily basis.
- All assignments will be written in planner on a daily basis, each student needs to log in their planners, for each subject, what was done in class and what is for homework. They will be labeled CW (class work) and HW (homework).
- Teachers may choose to also post homework on a homework hotline or on the internet, but all homework must be written in the planners by the students.

COMMUNICATION, QUESTIONS AND/OR CONCERNS

Parents and educators both have a responsibility to do their part to create a positive relationship. To develop a productive relationship, parents with questions should follow the proper communication chain.

- If you have a question or concern regarding your student, first meet with the teacher with whom you have the concern.
- If your question and/or concern is still unanswered, then it is appropriate to proceed to the next level, school administration.

CRITICAL INFORMATION

It is critically important that parents provide the school with updated home and work telephone numbers, as well as the mailing address, throughout the school year. In addition, the school must have the name of an adult to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their children in case the unexpected happens (early dismissal, parent delayed, etc.).

DISCIPLINE POLICIES (SUMMARY)

The goal of this section is to present the highlights of the discipline policies of the Aurora Public Schools in an easy-to-understand way. This is only a summary- some concepts are simplified and some are left out. Please refer to the policies (along with the regulations and exhibits which accompany the policies) for details of discipline issues. All policies are available at each school building and at the Administration Building, 1085 Peoria Street in Aurora. Individual school discipline plans are available at each site. A copy of the Safe Schools booklet containing Aurora Public Schools discipline policies and regulations was distributed to students at the beginning of the school year along with new student registrations. The schools district's policies that contain the rules of conduct for students and explain consequences for breaking these rules are:

- Policy JKD/JKE (suspension/expulsion);
- Policy JK.1 (student discipline)
- Policy JICI (weapons)/ and
- Policy JICF (gangs)

These policies are intended to help us provide a safe and productive learning environment for all our students. Some of the highlights of these policies are:

- **Habitually Disruptive Students:** In compliance with Colorado Law, students must be expelled if they commit three disruptive acts. A disruptive act is an act which (1) causes a “material and substantial disruption” in a school-related setting or vehicle; and (2) an act for which the student is suspended. Schools are required to notify the parent in writing of each suspension that will be counted as one of the three disruptive acts.
- **Parent Attendance at School as an Alternative to Suspension:** Our policies allow parents to agree to attend class with the student as an alternative to suspension (except where an expulsion is pending). Teachers must consent to such an arrangement. Specific information on this procedure may be obtained at your school.
- **Off Campus Behavior:** Behavior that takes place off school grounds may result in suspension or expulsion where the behavior is detrimental to the safety or welfare of persons at the school. Not all off-campus behavior will have adverse effects at school, but behavior that does may result in discipline.
- **Mandatory Expulsion Offenses:** All students who commit one of the four “mandatory expulsion offenses” will be expelled. If an offense is not one of these four, the school may decide that expulsion is necessary, even though it’s not mandatory.

The four mandatory expulsion offenses are:

1. Assault (either 1st or 2nd degree assault by a student who is at least 10 years old)
2. Possession of a dangerous weapon **
3. Robbery by a student who is at least 10 years old
4. Sale of drugs or controlled substances; purchase is also a mandatory expulsion offense in nearly all cases

Whether an expulsion is mandatory for an offense may depend upon the grade level (elementary, middle or high school) of the student. Also, the length of the expulsion may be different depending upon how serious the offense is- not all expulsions are for the same period of time. We have zero tolerance policy for unsafe behavior; including bullying and bringing any type of weapon- even toys- to our schools. Students who violate our safety expectations will receive disciplinary consequences which may include suspension, extended suspension, or a recommendation for expulsion. This chart summarizes the **minimum** penalties (longer periods of expulsion up to a year, may be imposed): “26 Day Expulsion” means expulsion for 26 school days or until the end of the semester, whichever is less.

	Dangerous Weapons*	Drug Sales	Assault	Robbery
Elementary School	School Year Expulsion	26 Day Expulsion	26- Day Expulsion (1 st or 2 nd degree assault only)	26 Day Expulsion
Middle School	School Year Expulsion	School Year Expulsion	26- Day Expulsion	School Year Expulsion

*If a student brings a dangerous weapon to school by mistake, realizes he has done so, and immediately reports it to a teacher, an administrator or other authorized person, then possessing a dangerous weapon at school is not a mandatory expulsion offense.

WEAPONS OFFENSES:

There are three types of weapons under the district’s weapons policy (policy JICI):

- Dangerous weapons - items such as guns, knives, bb guns or pellet guns
- Facsimile weapons - imitation weapons that look like real weapons
- Weapons - objects that may not usually be thought of as weapons, but when used in a certain way are weapons - for example, a chair that is used to threaten or to hit another person

The penalties for weapons offenses are:

- Dangerous Weapons other than firearms: possession or use will result in expulsion for a school year at all grade levels.
- Dangerous Weapons that are firearms: possession or use will result in expulsion for a calendar year at all grade levels.
- Offenses involving “weapons” or “facsimile weapons”: the penalty depends upon the grade level of the student.

A complete copy of the district’s discipline policies can be found on our Web site at www.aps.k12.co.us or in the Aurora Public Schools Safe Schools booklet.

BEHAVIOR PLAN

There are three distinct pieces to our school behavior plan:

- I. Positive Behavior Support
- II. Bully proofing
- III. Leveled Pyramid of Interventions/Consequences

II. BULLY PROOFING OUR SCHOOL

Aurora Frontier P-8 has defined bullying as ongoing behavior that is mean, unkind, or unpleasant to another. It is a purposeful attempt to hurt or harm someone else, either physically, emotionally, or psychologically. **When students feel unsafe or have witnessed an unsafe situation, it is crucial for them to report these situations as soon as possible.** Students need to fill out a witness statement which is available in the main office. When a student cannot communicate the situation in writing, an administrator will interview the student. When a student has displayed a bullying behavior, a three strikes policy will be in effect. The school counselor will oversee and manage the following process:

1st Offense: The student will

- Receive a formal warning
- Write a letter of apology to the victim
- Re-read the signed bully contract (sent home in opening day packets)
- Place a phone call to parent
- Complete a Restitution Activity (1)

2nd Offense: The student will

- Write a letter of apology to the victim
- Place a phone call to parent
- Complete a Restitution Activity (2)

3rd Offense: The student will

- Write a letter of apology to the victim
- Place a phone call to parent
- Receive an office referral with administrative action and consequences
- Complete a Restitution Activity (2)
- Receive a referral to a 6 week bully program taught by school counselor

**Even when there is a formal administrative consequence, the student will also write a letter of apology and complete two acts of restitution.

Restitution activities are aimed at helping the student to rebuild the school community as a whole. Examples of this include:

1. Doing written observations of caring acts on the playground during recess
2. Picking up trash on the playground during recess
3. Picking up trash and cleaning tables in the cafeteria during recess
4. Assisting a special needs student during lunch/recess
5. Talking to class at his/her own grade level about bullying and its effects on the victim
6. Volunteering in the kindergarten classroom

Aurora Frontier P-8 School defines bullying as “any ongoing behavior that is mean, unkind, or unpleasant to another. It is a purposeful attempt to hurt or harm someone else, either physically, emotionally, or psychologically.”

Bullying includes but is not limited to the behaviors listed below:

Making Fun/Teasing/Taunting

- Laughing at someone
- Playing pranks/pestering mimicking/teasing saying hurtful responses
- Using the phrase “just kidding”
- Making negative remarks about the looks, abilities, or skills of another

Physical Bullying:

- Pulling hair/pinching/tripping
- Shoving/twisting arms/kicking
- Punching/flicking/hitting
- Pushing someone into a wall
- Being overly aggressive
- Blocking another person’s way
- Glaring/Staring

Other Types of Bullying

- Put downs/Insults
- Calling someone Stupid
- Cussing/using derogatory remarks /finding fault with others
- Starting or spreading rumors
- Making inappropriate remarks about another’s family members
- Using words or actions to turn students against other students

Exclusion:

- Saving seats/places in line
- Not giving others a chance to be involved
- Leaving a small number of people or an individual out of an activity
- Singling people out due to differences
- Telling secrets
- Talking behind people’s backs

III. LEVELED PYRAMID OF INTERVENTIONS/CONSEQUENCES

Our best hope is that through our Positive Behavior Support Plan and our Bully proofing Plan, we can promote and recognize positive choices. There are, however, those times when students need additional interventions/consequences to realize the effect their behavior has on the school community. The following pages will reference the plan for addressing these behaviors. The Pyramid of Intervention denotes whether the behavior is teacher managed or administrator managed. The “Possible Consequences” tables indicate potential consequences for identified Minor and Major behaviors. Please note that consequences may vary depending on the seriousness of the behavior and age of the student. Our goal is to recognize the behavior and help the student to learn from the intervention.

POSSIBLE CONSEQUENCES FOR MINOR AND MAJOR INAPPROPRIATE BEHAVIOR

- Consequences may vary depending on seriousness of infraction and age of student.
- Please refer to Aurora Public Schools Safe Schools Policies and Regulations for additional information

Behavior	First Offense	Second Offense	Repeated Offenses
Continued willful disobedience (Refusal to comply with reasonable request)	Conference w/student Parent contact Office detention Work detail Structured day Exclusion from extra-curricular activities	Minor suspension -up to 24 hours Work detail Office detention Structured day Exclusion from extra-curricular activities	Out of school suspension, 1-3 days
Defiance Disobedience w/a serious verbal challenge or challenge of some other kind	Minor suspension -up to 24 hours Work detail Conference w/student Office detention Parent contact Structured day Exclusion from extra-curricular activities	Out of school suspension, 1-3 days Minor suspension -up to 24 hours Work detail Structured day Exclusion from extra-curricular activities	Out of school suspension, 1-5 days
Continued disruption of learning	Conference w/student Parent contact Office detention Exclusion from extra-curricular activities Work detail Structured day	Minor suspension -up to 24 hours Work detail Structured day Exclusion from extra-curricular activities	Out of school suspension, 1-3 days
Profanity towards a student or an adult	Minor suspension (24 hours) Work detail Office detention Conference w/student Parent contact Structured day Exclusion from extra-curricular activities Out of school suspension, 1-3 days	Out of school suspension, 1-3 days	Out of school suspension, 3-5 days
Racial Slurs (Racially derogatory verbal, written, or pictorial comments)	Office detention Conference w/student Parent contact Work detail Structured day Apology Exclusion from extra-curricular activities	Minor suspension -up to 24 hours Work detail Office detention Structured day Parent contact Exclusion from extra-curricular activities	Out of school suspension, 1-3 days
Academic Dishonesty	Conference w/student Parent contact Office detention Work detail Exclusion from extra-curricular activities	Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities	Out of school suspension, 1-3 days
Dishonesty	Conference w/student Parent contact Office detention Work detail Exclusion from extracurricular activities	Minor suspension (up to 24 hours) Work detail Exclusion from extra-curricular activities	Out of school suspension, 1-3 days
Misuse of computers and/or internet	Conference w/student Parent contact Office detention Work detail	Out of school suspension, 1-3 days One week restricted from computer use	Out of school suspension, 3-5 days Permanent restriction from computer use, if

	Minor suspension -up to 24 hours 3 day computer restriction Exclusion from extracurricular activities		enrolled in a computer class may be withdrawn
Destruction or vandalism of school property	Conference w/student Parent contact Office detention Work detail	Exclusion from extra-curricular activities Work detail Out of school suspension, 1-5 days Police involvement	Out of school suspension, 3-10 days Expulsion Police involvement
Destruction or vandalism of another student's property	Exclusion from extracurricular activities Out of school suspension, 1-3 days Police involvement		
Theft	Conference w/student Parent contact Exclusion from extracurricular activities Office detention Work detail Out of school suspension, 1-3 days Police involvement	Exclusion from extra-curricular activities Work detail Out of school suspension, 1-5 days Police involvement	Out of school suspension, 3-10 days Expulsion Police involvement
False fire alarm	Out of school suspension, 1-3 days Apology letter to fire department, school Minor suspension -up to 24 hours	Out of school suspension, 1-5 days Student and parent to meet w/fire department	Out of school suspension, 5-10 days Expulsion

Note: After investigation, administrator will determine severity of fight before administering consequence.

Fighting (or 3 rd degree assault) • Intent of making physical contact • Making physical contact	Out of school suspension, 1-3 days Police involvement	Out of school suspension, 3-5 days Police involvement	Out of school suspension, 5-10 days Police involvement
Assault (other than 3 rd degree) • Intent of bodily injury	Refer to Safe Schools Policies and Regulations		
Encouraging or inciting a fight or assault	Minor suspension -up to 24 hours Work detail Structured day Exclusion from extra-curricular activities	Out of school suspension, 1-3 days	Out of school suspension, 3-5 days
Threatening/Intimidation	Minor suspension -up to 24 hours Work detail Structured Day Exclusion from extra-curricular activities	Out of school suspension, 1-3 days	Out of school suspension, 3-5 days
Sexual Harassment	Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities Structured day Apology Out of school suspension, 1-3 days Parent Contact Conference with student	Minor suspension - up to 24 hours Work detail Exclusion from extra-curricular activities Structured day Apology Out of school suspension, 3-5 days Parent Contact Conference with student	Out of school suspension, 5-10 days
Racial Harassment	Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities Structured day Apology Out of school suspension, 1-3 days Parent Contact Conference with student	Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities Structured day Apology Out of school suspension, 3-5 days Parent Contact Conference with student	Out of school suspension, 5-10 days

Gang activity/Apparel	Conference w/student Parent contact Office detention	Work detail Exclusion from extra-curricular activities Minor suspension -up to 24 hours	Out of school suspension, 1-3 days
Possession or use of dangerous weapon	Refer to Safe Schools Policies and Regulations		
Use of an object as a weapon to threaten or harm another	Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities Contact parents Conference w/student Out of school suspension, 1-3 days Structured day	Out of school suspension, 1-5 days	Out of school suspension, 3-10 days
Possession of potentially dangerous objects Examples of, but not limited to: Pocket knives Lighters Fire crackers	Call to parents Conference w/student Office detention Minor suspension -up to 24 hours Out of school suspension, 1-3 days Structured day	Out of school suspension, 1-5 days	Out of school suspension, 3-10 days
Possession, use of or under influence of alcohol, drugs, or other controlled substances	Out of school suspension, 1-3 days Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities Police involvement	Out of school suspension, 1-5 days	Out of school suspension, 3-10 days
Sale or purchase of drugs	Refer to Safe Schools Policies and Regulations		
Possession, use, or sale of tobacco products	Out of school suspension, 1-3 days Minor suspension -up to 24 hours Work detail Exclusion from extra-curricular activities	Out of school suspension, 1-5 days	Out of school suspension, 3-10 days

DISMISSAL DURING THE INSTRUCTIONAL DAY

Students will only be released by Office Staff to a parent, guardian, or other specified persons on the emergency contact list found in Infinite Campus and with proper photo identification. Office Staff will contact the student's teacher to let him/her know that the student is leaving. The student will report to the office to be officially signed out. Only the Office Staff can release students to parents, guardian, or other specified persons during the day. Students will only be released to persons listed in Infinite Campus (IC) and presenting a photo identification. If there is a current restraining order that would prohibit a person from picking up or contacting a student at the school, a copy needs to be on file in the school office. If there is no court order on file with the school, the school will assume that none exists and will dismiss students according to information in Infinite Campus (IC). Anyone coming to pick up a student during school hours must check in at the office - not the classroom - for security reasons. It is important that the whereabouts of each student is known throughout the day. This is for the student's own protection. Parent/Guardians should make every effort to schedule medical/dental or any other appointments after school hours. However, if an appointment is necessary during a school day please follow the procedures below:

- Parent/Guardian report to office. For reasons of safety, student will only be released to parent/guardian/individuals listed in the Infinite Campus (IC) system or on the student's emergency card.
- Provide first and last name of student to clerk.
- Provide a picture ID.
- Sign the "Sign Out" sheet and provide information required.
- Students will not be allowed to meet or wait for parent/guardian in the parking lot.

DRESS CODE (P-8)

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance to the educational process and is not

acceptable. While preserving the individuality of our students is important, we also see the importance of preserving the educational process. While school administrators make final determination regarding dress code, the following are guidelines to assure that we are able to educate our students in a community focused on learning:

- Overly revealing clothing may not be worn by any student. This includes, but is not limited to, tops with spaghetti straps that are less than 2 inches wide, shorts or skirts that do not reach the students' fingertips when their arms are relaxed at their sides, and shirts that do not cover the midriff skin or are overly revealing.
- Clothing and personal items that promote or support alcohol, offensive in manner, drugs, tobacco, gangs, profanity, sexual conduct, and violence will not be worn on campus.
- Sports bras and boxer shorts should be completely covered by outer wear. Pajamas and slippers may not be worn.
- Jeans, trousers, and shorts must be worn at the waist. Belts may not hang below the shirt.
- Hats, caps, blankets and sunglasses are not to be worn in the building. Students may wear appropriate hats, caps, and sunglasses outside, but they must remove them when entering the building. Bandanas, hairnets, chains, spikes and doo-rags are not allowed.

EIGHTH GRADE END-OF-YEAR GUIDELINES

8th grade students will receive a copy of these guidelines in the first week of 2nd semester. Both parents and students will sign the agreement so they are aware of the guidelines.

EMERGENCY CONTACT INFORMATION

It is critically important that parents provide the school with updated home and work telephone numbers, as well as the mailing address, throughout the school year. In addition, the school must have the name of an adult to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their student in case the unexpected happens (early dismissal, parent delayed, etc.).

EMERGENCY DRILLS/PROCEDURES

The safety of students and staff is a top priority at Aurora Frontier P-8. Our school will focus on security measures that include lockdown, fire drills, tornado drills, and evacuation drills. In the event that our school goes into lockdown, **all** outside entrances will be immediately locked until school personnel, the district, or an agency such as the police or fire department determines that it is safe to unlock outside doors. In a lockdown, visitors, including parents, will not be allowed to enter or leave the building. In the event that the school is evacuated and students are on the playground or in parking lots, parents will not be able to take their student until after the students have returned to their classrooms and routine student sign out procedures are followed. In the event that students need to be transported to another site, information about where they have been taken will be made available through radio stations, television channels, and on the district Web site: www.aps.k12.co.us. Parents or emergency contacts designated by the parents will be directed to pick up their student at a designated site. Our reunification site will be at Rangeview High School in the event of an emergency evacuation. It is crucial that parents/guardians work with Aurora Frontier P-8 to keep emergency contact information updated. Students will only be released by Office Staff to a parent, guardian, or other specified persons on the emergency contact list found in Infinite Campus and with proper photo identification. Please check with our office to update emergency contact names and numbers.

ENGLISH LANGUAGE ACQUISITION (ELD)

ELD is an instructional program designed to help students learn English as a second language by developing their listening, speaking, reading and writing skills in English. These students have schedules which may include three different levels of ELD classes as well as ELD Social Science depending on their assessed level of English proficiency. As they become more proficient, sheltered classes are provided in reading and writing, social sciences, sciences and algebra. Instructors are ELD trained teachers and classroom teachers trained in sheltering techniques. This model was developed to provide grade level content at the same time students are becoming proficient in English.

FIELD TRIPS

In the instructional program, valuable field trips are planned for students during the school year. Prior to every scheduled field trip, a letter giving detailed plans and arrangements for the trip will be sent home. Teachers, paraprofessionals and adult volunteers provide field trip supervision. Due to supervision requirements, other siblings may not attend. Fees associated with the trip may be charged to the students. Students who are unable to pay these fees will not be denied participation. Please talk to the teacher if you are unable to come up with the field trip funds.

HARASSMENT - RACIAL/SEXUAL

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications. It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with the Deputy Superintendent, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, or designee. Please see website www.aurorak12.org; Policy Code JBB.

HEALTH/IMMUNIZATION/MEDICATION

- **Health**

It is extremely important for parents to advise the school health staff if a student has health problems or allergies. The school must be notified when a student is diagnosed with a communicable disease such as measles, (whooping cough), mumps, chicken pox, etc. A student with a serious health problem (examples include diabetes, seizures, etc.) must have an individual health plan, written by the school nurse, on file before attending school.

- **Immunization**

All students must show proof of immunization before attending school. Failure to meet Colorado immunization law will result in suspension from school until there is compliance with the law. The law states that a student may be exempted from immunization with a physician's medical recommendation or a written statement signed by the parent or guardian stating opposition based on religious or personal beliefs.

- **Medicaid**

Our district participates in the School Medicaid Program, which allows APS to earn funds to expand health services for students. If/when your student is Medicaid-eligible, APS can bill the Medicaid program for services delivered in school, (like therapy or nursing services, audiology, psychology or social worker services). A parent's signature on the Student Emergency Card gives the Medicaid program permission to earn these funds. School Medicaid reimbursement does **not** affect the family's other Medicaid benefits in any way.

- **Medication**

For all non-prescription medications, a student's parent or guardian shall make a written request for school personnel to administer medications by providing a completed medication administration authorization form. For all prescription medications, both parent/guardian and physician signature are required. All medication must be administered through the school health office. (More information to be sent home at beginning of the year from the Health Office.)

- **Student Emergency Card**

This form is very important to your student's safety. It must contain current names and phone numbers for parents and others who can respond in case of a student's illness or injury. It also provides information about the student's health.

The card should be completed at registration and updated as necessary, whenever any information changes. Parents are responsible to notify the school nurse regarding their student's health conditions or medications.

HOMELESS CHILDREN & YOUTH - MCKINNEY-VENTO ACT

If a student meets the federal definition for homeless, the parent(s) and the student(s) have the right to enroll in the student's designated attendance area and to fully participate in any school programs offered to students, for which they meet eligibility requirements. Homeless students are not required to attend a separate school for homeless youth and will not be stigmatized by school personnel. Homeless parent(s) and student(s) do not need to provide school documents, proof of residence or immunization records when enrolling. Schools may assist parents with information on clinics for immunization or with requesting school documents. Homeless students will be provided comparable services including transportation, education and meals. If a parent is denied enrollment they may appeal the decision for non-enrollment to the district's homeless liaison. Upon review of the situation, the district's homeless liaison will make a final decision on the enrollment of the student. If a family or youth becomes homeless during the school year, parent(s) may request assistance with transportation for their child to continue attendance at the school of origin. This request is only applicable if the family or youth needs to move to a location outside of the school's attendance area. This assistance with transportation to the school of origin will be provided for the balance of the current school year. In determining transportation options, the homeless family liaison will consider the hardship of the student if transportation is deemed too long for the student to ride on the bus or if the time involved would also cause some hardships for the student and their family. For more information on homeless and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-344-8060 X28426.

HOMEWORK

Aurora Frontier P-8 staff recognizes that homework can serve an important role in the education process. Homework should be regarded as an opportunity to provide independent practice of skills learned during class time, enrichment activities and application of specific skills, knowledge and facts. Recognizing that classroom instruction and interaction are the essential pieces of a student's learning, homework serves as an additional support to what occurs in the classroom. Assignments can serve as a means of providing a bond of common effort between parent, student and teacher. Homework provides parents with an opportunity to impact their student's learning through one on one feedback. All Aurora Frontier P-8 staff members will notify parents and students of homework requirements as well as where to access information for daily/weekly assignments (i.e., homework hotline, student planner, classroom website, homework folders, etc.). The access to homework information will vary depending on grade level and classroom teacher. At a minimum, students might expect the following amount of homework:

Regardless of age, nightly reading is recommended.

1st - 2nd grade - 20 minutes per night

3rd grade - 30 minutes per night

4th grade - 45 minutes per night

5th 8th grade - 60-90 minutes total per night (individual teachers will limit their particular assignments to 20-30 minutes per night when assigning homework)

LOST AND FOUND

It is the parent's responsibility to mark their student's personal belongings that are brought to school. Lost and found articles may be claimed at school. Items not claimed will be donated to charitable organizations on the last school day of each month. School personnel are not responsible for lost/stolen items.

NO CHILD LEFT BEHIND: PARENT'S "RIGHT TO KNOW"

The federal law called the "No Child Left Behind Act" requires that all public schools inform parents whose children participate in Title I programs of the professional qualifications of their teachers. Aurora Public Schools will provide this information to you upon request. Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained by writing to the Division of Human Resources located at 1085 Peoria Street, Aurora, Colorado 80011 or by calling 303-344-8060. All written requests will be processed by the Division of Human Resources. Within 30 days of receiving a request, you will be provided written information by mail. Human Resources staff **will not** provide information over the telephone.

NON-CUSTODIAL PARENT RIGHTS

By law the district is required to allow non-custodial parents (those who do not have legal custody of their children) access to all records concerning their children unless there is a court order denying them access to such records or, in rare cases, where the district believes the children could be in danger. This means that if you are divorced, separated or for some other reason not living with the parent of your child, and the non-custodial parent asks the school for any records concerning your child, the school is required to provide the records to him/her, unless there is a court order which says they are not entitled to such records. Please note that school records include names and addresses of students. It is the responsibility of the parent who has custody of a student to provide the district with a copy of the most recent court order related to custodial rights and any order relating to the right of the non-custodial parent to have access to records involving a student. Such a court order must be provided as close as possible to the time of registration of the student or to the time the court issues the order. If there is no court order on file with the school, the school will assume that none exists.

NOTICE OF NONDISCRIMINATION

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex or need for special education services, and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964. Questions, complaints or requests for

additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance officer for these issues, Damon Smith, Chief Personnel Officer (employees), 1085 Peoria Street, Aurora, CO 80011, phone: (303) 344-8060, dsmith@aps.k12.co.us, or designee and William Stuart, Deputy Superintendent (all other complaints), 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, wmstuart@aps.k12.co.us, or designee. This notice is available in alternative forms.

OPEN ENROLLMENT

Students who live within the attendance boundaries of a school will be given the first priority to enroll in that school, followed by students who live within the Aurora Public Schools boundaries but not within the attendance boundaries of the school in which they wish to enroll (intra-district.) If the school still remains below its program capacity after these students have had the opportunity to enroll, students who do not live within the Aurora Public Schools boundaries will be considered (inter-district.) Open enrollment is based on program/building capacity. *Approval is granted or denied at the end of the first two weeks of school for both intra and inter-district applicants and again at the beginning of the second semester for intra-district applicants. The final decision for granting open enrollment is made by the principal of the requested school.*

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.

PBiS - POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBiS)

Positive Behavior intervention Support is a school-wide system of looking at student behavior. It is a proactive, research based approach designed to reward positive behavior in an immediate fashion. When paired with effective instructional strategies, PBiS sets the stage for student success and positive behavior achievements. In order to establish and maintain an effective school environment that maximizes the academic achievement and behavioral competence of our students, Aurora Frontier P-8 has developed a Positive Behavior Support Plan. This plan is based on 4 attributes or characteristics we would like our Falcons to model. **(S.O.A.R.)**

Supportive – “I willingly offer help to others.”

Overcome – “I can problem solve to rise above challenges.”

Accountable – “I take responsibility for my actions and decisions.”

Respect – “I am polite to others and treat property with good intentions.”

Students will be taught what each of these attributes looks like in the following settings: lunchroom, playground, hallways, buses, and assemblies. Additionally, the same attributes will be used to establish each classroom’s expectations. SOAR tickets will be given out to students for making positive choices. The tickets will serve to recognize positive behavior. Parents will also be given tickets to recognize students who are practicing our four attributes at home. These tickets will be returned to school by the student and entered in our recognition drawings.

PROTECTION OF PUPIL RIGHTS ACT (PPRA) NOTICE

Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. For a full description of rights under PPRA, please visit the district’s Web site at www.aurorak12.org (go to “Parents” then click on “Legal Rights”).

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Aurora Public School District (APS) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (APS) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (APS) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (APS) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202

PTO - FRIENDS OF FRONTIER PARENT TEACHER ORGANIZATION & ACCOUNTABILITY COMMITTEE

Consisting of any interested parents, staff, and administration, the purpose of our Friends of Frontier-PTO is to support and provide extended opportunities for our students. The Accountability Committee is a smaller group which will work together to implement the Unified Improvement Plan. Accountability Committee members are elected at a PTO meeting. The PTO and Accountability Committee are our most vital communication systems for strong public relations and support for our total program. We invite you to get involved!

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, such as hugging, hand-holding, and kissing are not acceptable in school. Disciplinary action will be taken if incidents are repeated.

RECESS GUIDELINES

It is an expectation that students well enough to be in school are well enough to participate in all activities, including outdoor recess. It is suggested that student be dressed for the changeable Colorado weather. Current weather conditions will determine whether or not students are sent outside. Outdoor recess will be held if the temperature is about 20 degrees or above. The decision for recess will also be based on weather conditions at the school site.

REPORT CARDS/PROGRESS REPORTS

First through eighth grade students will receive a quarterly report card which reflects the current APS P-8 report card structure. The following identifiers will be used in each content area: unsatisfactory (U), partially proficient (PP), proficient (P), and advanced (A). Written comments will minimally communicate one developmentally appropriate strength and one next step in reading, writing, and math. Students will also receive an “effort” score in each content area. Every student in first through eighth grade will receive a brief progress report at mid-quarter indicating proficiency levels and any areas of concern in the core content areas.

SENATE BILL 03-072/SEX OFFENDER LIST

A state law (Senate Bill 03-072) passed in 2003, requires all schools to notify parents that they have the right to access law enforcement agency information concerning adult registered sex offenders. Concerned parents may request this list at the local law enforcement office that governs your address or the address of the school your children attend. This could be either the Aurora Police Department or the sheriff’s office in either Adams or Arapahoe counties, depending on your address. You must go to their office in person and show proof of residency.

City of Aurora Police Department 303-739-6050

Adams County Sheriff’s Department 303-655-3488

Arapahoe County Sheriff’s Department 720-874-3875

SPECIAL NEEDS

Please contact your school building administrator or the Director of Health Services, at phone number 303-344-8060, ext. 28511 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements. This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in Braille) upon request. Please contact the principal of your school for more information.

STORM WATER MANAGEMENT PROGRAM

Aurora Public Schools has developed a Storm Water Management program intended to reduce nonpoint source pollution into the local waterways. As storm water flows over driveways, lawns, and sidewalks, it picks up debris, chemicals, sediment, and other pollutants. Storm water can flow into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation’s greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately. The program is available for review at the Environmental Compliance Branch at 1369 Airport Boulevard. Questions are welcomed and should be directed to the Environmental Compliance Branch Manager at 303-367-3000 ext 28685.

STUDENT ACCIDENT INSURANCE

For those families who do not have health insurance, Aurora Public Schools offers a low cost Student Accident Insurance Plan. Information on this plan is available at all school sites. Additional information can be obtained by contacting the Aurora Public Schools department of Risk Management at 303-365-7816.

STUDENT INSTRUCTIONAL DAY

The take-up bell is at 7:45 a.m. on Mondays, Tuesdays, Thursdays and Fridays and 9:30 on Wednesdays. Instruction begins for students at 7:50 a.m. on Mondays, Tuesdays, Thursdays and Fridays and at 9:35 on Wednesdays and ends at 2:30 p.m. Supervision of student outside of instructional periods is done by administration, teachers, and classified employees. Supervision begins 10 minutes before the take-up bell, at 7:35a.m. on Mondays, Tuesdays, Thursdays, and Fridays and at 9:20a.m. on Wednesdays. Teachers may use recess and before/after school time in order to provide extra help to students

and/or as a consequence to support behavior. Teachers may extend the student's school day up to 30 minutes, and the teacher will notify the parents a day in advance. Teachers may not cause a student who is transported by school bus to miss a bus. Teachers who choose to extend the student's day during recess or before/after school are responsible for the supervision of the student during the extension.

STUDENT USE OF TECHNOLOGY

Technology helps individuals and organizations access information and communicate. These outside sources of information and communication will be used to support district curriculum and/or enrich classroom assignments. The staff will take reasonable precautions and use reasonable procedures to assure that the information, communication, and materials a student is exposed to are appropriate. If a student deliberately seeks inappropriate information and material, and uses electronic technologies inappropriately or illegally, he or she will be subject to school and/or legal disciplinary actions.

TRANSFERS AND WITHDRAWALS

If students withdraw during the school year, the school office must be notified as soon as possible so that the necessary forms and attendance records can be completed. When your student registers in the new school, the new school will request records from the current school. The current school will mail the records to the new school. All district property, such as library books and textbooks, must be returned before the student withdraws.

VALUABLES AT SCHOOL

School personnel will not be responsible for any valuables brought to school.

VISITING SCHOOL

Parents and/or guardians are encouraged to visit their student's classroom throughout the year. Please make arrangements in advance with the student's teacher. Since small student and infants tend to distract the pupils, we ask that parents not bring young children when visiting their student's classroom. Older student not enrolled at the school must be accompanied by an adult when visiting school. All parents and visitors are required to check in at the office upon entering the school, provide identification and are required to wear a name/visitors badge while in the building.

VOLUNTEERS

Parent and community volunteers are encouraged to contribute at Aurora Frontier P-8. All volunteers must be approved by the District and receive an official District ID prior to volunteering in a classroom or at the school. Volunteer paperwork is available in the Main Office.

AVISO DE NO-DISCRIMINACIÓN

Las Escuelas Públicas de Aurora (Aurora Public Schools, o APS) están comprometidas a la política que indica que toda persona tendrá acceso equitativo a sus programas, instalaciones y empleo, sin importar su raza, edad, color, creencia, nacionalidad, orientación sexual, discapacidad, religión, ascendencia, género o su necesidad de recibir servicios de educación especial, y proporciona acceso equitativo a los *Boy Scouts* y otros grupos de jóvenes nombrados. Las oportunidades de educación técnica y de carreras serán ofrecidas sin importar estas clases protegidas. Al cumplir con esta política, las Escuelas Públicas de Aurora cumplen con el *Title IX of the Education Amendments of 1972* (Título IX de las Enmiendas de Educación de 1972), la *Americans with Disabilities Act* (Ley para Personas con Discapacidades), la *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del Acta de Rehabilitación de 1973), la *Age of Discrimination Act* (Ley Contra la Discriminación por Edad) y *Title VI* (Título VI) y *Title VII* (Título VII) de la *Civil Rights Act of 1964* (Ley de Derechos Civiles de 1964).

Las preguntas, quejas o solicitudes de información sobre estas leyes o cuestiones relacionadas a la discriminación (incluyendo información sobre cómo reportar una queja, si cree que usted ha sido víctima de discriminación) deben ser dirigidas al coordinador de cumplimiento para estos asuntos, Damon Smith, Director del Personal, 1085 Peoria Street, Aurora, CO 80011, número telefónico (303) 344-8060, dsmith@aps.k12.co.us; o su designado y William Stuart, Vice-Superintendente (todas las otras quejas), 15701 E. 1st. Avenue, Suite 206, Aurora, CO 80011, número telefónico 303-344-8060, wmstuart@aps.k12.co.us, o su designado. Éste aviso está disponible en formatos alternativos.

Acceso a la Información estudiantil/Expedientes estudiantiles: Derechos y Privacidad

De vez en cuando, el personal de las Escuelas Públicas de Aurora recibe peticiones para compartir información estudiantil con alguien que no es el padre o tutor del estudiante. Las Escuelas Públicas de Aurora no pueden compartir ésta información porque es ilegal, de acuerdo a la ley federal *Family Educational Rights and Privacy Act* (Ley de Derechos y Privacidad Educativa de la Familia). Hay algunas excepciones, incluyendo peticiones de información por medio de un citatorio, información clasificada como “información del directorio” (tal como una dirección de correo electrónico, fecha de nacimiento y la fotografía), y la información que se comparte con otra escuela en donde el estudiante está tratando de inscribirse o cuando el consentimiento de uno de los padres es otorgado.

La Ley de Derechos Educativos y Privacidad Familiar (FERPA, por sus siglas en inglés) ofrece a los padres y estudiantes de 18 años o más (“estudiantes elegibles”) ciertos derechos con respecto a los expedientes académicos del estudiante.

Estos derechos son:

- 1. El derecho a inspeccionar y revisar los expedientes académicos del estudiante, dentro de los 45 días después del día en que la escuela reciba una solicitud de acceso. Los padres o estudiantes elegibles deben presentar al director de la escuela, o al funcionario escolar apropiado, una solicitud por escrito, que identifique los expedientes que deseen inspeccionar. El funcionario escolar hará arreglos para el acceso y notificará al padre o estudiante elegible del tiempo y lugar donde los expedientes pueden ser inspeccionados.*
- 2. El derecho de solicitar la corrección de los expedientes académicos del estudiante que el padre o estudiante elegible crea que son incorrectos, malinterpretados, o que de otra manera estén en violación de los derechos de privacidad del estudiante bajo la ley FERPA.*

Los padres o estudiantes elegibles que deseen pedir a la escuela que corrija un expediente, deben escribir al director de la escuela (o al funcionario escolar apropiado), claramente identificar la parte del expediente que ellos quieren cambiar y especificar por qué debería ser cambiado. Si la escuela decide no corregir el expediente como fue solicitado por el padre o estudiante elegible, la escuela notificará al padre o estudiante elegible, de la decisión y le notificará de su derecho a una audiencia con respecto a la petición para la corrección. La información adicional, con respecto a los procedimientos de audiencia, será proporcionada al padre o estudiante elegible cuando le sea notificado del derecho a una audiencia.

- 3. El derecho de proporcionar consentimiento por escrito, antes que la escuela divulgue información personal identificable (PII, por sus siglas en inglés) de los expedientes académicos del estudiante, excepto en la medida en que FERPA autoriza la divulgación sin consentimiento.*

Una excepción, que permite la divulgación de información sin consentimiento, es la divulgación de información a los funcionarios escolares con intereses académicos legítimos. Un funcionario escolar es una persona empleada por la escuela como un administrador, supervisor, maestro o miembro del personal de apoyo, (incluyendo personal de salud o médico, y personal de un cuerpo de la agencia de seguridad), o una persona que sirve en el consejo directivo de educación. Un funcionario escolar también puede incluir un voluntario o una persona o compañía que la escuela ha contratado para realizar un servicio institucional de la función por la cual la escuela, de otra manera, usaría sus propios empleados y quien está bajo el control directo de la escuela con respecto al uso y mantenimiento de PII de los expedientes académicos, tal como: un abogado, auditor, consultor médico o terapeuta, un padre, estudiante voluntario que sirva en un comité oficial, tal como un comité disciplinario o de queja; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar en la realización de sus tareas. Un funcionario escolar tiene un interés académico legítimo, si el funcionario necesita revisar un expediente académico para cumplir su responsabilidad profesional.

Al recibir una petición, la escuela divulga los expedientes académicos sin consentimiento, a los funcionarios de otro distrito escolar en el cual un estudiante busca o intenta inscribirse, o donde ya está inscrito, si la divulgación es para propósitos de la inscripción o transferencia del estudiante.

4. *El derecho de reportar una queja al U.S Department of Education (Departamento de Educación de los EE.UU) con respecto a presuntas fallas por parte de la escuela para cumplir con los requisitos de FERPA. El nombre y dirección de la oficina que administra FERPA es:*

*Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue, SW
Washington, DC 20202*

La Ley de Derechos Educativos y Privacidad Familiar (FERPA), es una ley federal que requiere que las Escuelas Públicas de Aurora, con ciertas excepciones, obtenga el consentimiento de usted por escrito antes de la divulgación de información personal identificable de los expedientes educativos de su hijo. Sin embargo, las Escuelas Públicas de Aurora pueden divulgar “información del directorio” adecuadamente indicada, sin consentimiento por escrito, a menos que usted haya notificado al distrito de lo contrario, de acuerdo con los procedimientos del distrito. El propósito primordial de la información del directorio es permitir al distrito de las Escuelas Públicas de Aurora incluir este tipo de información de los expedientes académicos de su hijo, en ciertas publicaciones de la escuela. Los ejemplos incluyen: un cartel mostrando el papel de su hijo en una producción teatral; el anuario; el cuadro de honor u otros listados de reconocimiento; los programas de graduación; y las hojas de actividades deportivas, tal como lucha libre, mostrando el peso y altura de los miembros del equipo.

La información del directorio, la cual es información que generalmente no es considerada nociva o una invasión de la privacidad si es divulgada, puede también ser divulgada a organizaciones externas, sin el consentimiento previo por escrito de uno de los padres. Las organizaciones externas incluyen, pero no se limitan a compañías que fabrican anillos de graduación o publican anuarios.

Si usted no quiere que las Escuelas Públicas de Aurora divulguen información del directorio que está en los expedientes académicos de su hijo sin su consentimiento previo por escrito, usted tiene que notificarle al distrito por escrito dentro de los 15 días de inicio de la escuela, o dentro de los 15 días de recibo de este aviso, para aquellos padres del estudiante que no inicia el año en las Escuelas Públicas de Aurora. Las Escuelas Públicas de Aurora han designado la siguiente información como información del directorio:

- a. nombre del estudiante,
- b. fecha y lugar de nacimiento,
- c. dirección de correo electrónico,
- d. foto,

- e. grado,
- f. área de especialización de estudio,
- g. participación en actividades y deportes oficialmente reconocidos,
- h. peso y altura de los miembros de equipos deportivos,
- i. fechas de asistencia,
- j. premios recibidos,
- k. la agencia o institución académica a la que el estudiante asistió más recientemente, u otra información similar, y
- l. otra información similar.

Los números de teléfono y dirección del estudiante no serán divulgados en conformidad con ésta sección.

Aviso anual para los padres: Discriminación por discapacidad

En cumplimiento con la ley federal conocida como *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del Acta de Rehabilitación de 1973), el distrito de las Escuelas Públicas de Aurora proporcionará a cada estudiante protegido por la ley y que tiene una discapacidad, sin discriminación o costo para el estudiante o la familia, esos servicios de apoyo suplementario o adaptaciones que son necesarios para proporcionar oportunidad equitativa de participar en y obtener los beneficios del programa y las actividades extracurriculares de la escuela, al máximo nivel apropiado para las habilidades de la persona. Para calificar como estudiante protegido por la ley y que tiene una discapacidad, el niño tiene que cumplir con la siguiente definición: él o ella tiene que estar en edad escolar y tener una discapacidad física o mental que lo limite sustancialmente en una o más actividades de la vida (tal como el aprendizaje), o que le impida la participación o el acceso en algún aspecto del programa escolar. Además, alguien que en el pasado haya tenido tal discapacidad o que para otros parezca tener tal discapacidad, también puede ser protegido por la ley, en contra de la discriminación basada en la discapacidad.

- Incluso los estudiantes que no tienen derecho a recibir servicios de acuerdo a los programas tradicionales de educación especial, los cuales son provistos por medio de la *Individuals with Disabilities Education Act* (Ley para la Educación de los Individuos con Discapacidades), pueden tener derecho a recibir apoyo, servicios y adaptaciones, suplementarios, siempre y cuando califiquen para la definición de discapacidad mencionada arriba.
- Para mayor información sobre los procedimientos de evaluación y estipulaciones de servicios otorgados a estudiantes con discapacidades, comuníquese con el coordinador del distrito encargado de *Section 504 Compliance* (Cumplimiento de la Sección 504), en el departamento de *Health Services* (Servicios de Salud) al número (303) 344-8060, ext. 28511, o escríbale al: 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011.
- Para información específica relacionada con los servicios de educación especial para estudiantes con discapacidades de acuerdo a la *Individuals with Disabilities Act*, comuníquese con el *Department of Exceptional Student Services* (Departamento de Servicios para Estudiantes Excepcionales), en el 15751 E. 1st Avenue, Aurora, CO 80011, 303-340-0510.

Plan de administración del asbesto, diseñado para la seguridad de las escuelas

La seguridad de los estudiantes y empleados de todas las instalaciones las Escuelas Públicas de Aurora son la prioridad principal para la Environmental Compliance Branch (Departamento de Cumplimiento Ambiental). Nuestros procedimientos para tratar el asbesto son el reflejo de dicha prioridad.

- Como es requerido por la ley *Asbestos Hazard Emergency Response Act (AHERA, por sus siglas en inglés)* (Ley de Respuesta a Emergencias por Riesgos de Asbesto, las Escuelas Públicas de Aurora han hecho una inspección extensa de asbesto en todas las instalaciones del distrito. Basado los resultados de estas inspecciones, se ha desarrollado un plan de administración extenso para cada escuela. Cada plan identifica los lugares y tipos de materiales que contienen asbesto en el edificio, y detalla el esfuerzo constante del distrito para mantener o remover estos materiales. Los planes son continuamente actualizados con documentación del trabajo rendido en relación al asbesto en cada plantel.

Información crítica

- **Es sumamente importante que los padres de familia faciliten a la escuela números telefónicos actualizados del hogar y del trabajo, al igual que la dirección postal, durante todo el año escolar.** Además, la escuela debe de tener el nombre de un adulto para contactar en caso de una emergencia, por si no pudiéramos comunicarnos con uno de los padres. Si no podemos comunicarnos con alguien, la policía será contactada. Es también importante que los padres revisen con sus hijos planes auxiliares, en caso de que pase algo inesperado (salida temprana, retraso de los padres, etc.)

Acoso: Racial y sexual

- El Consejo Directivo de Educación de las Escuelas Públicas de Aurora, reconoce que todos los estudiantes tienen el derecho de buscar su educación en ambientes escolares que estén libres de acoso racial y sexual. Con este fin, el consejo directivo prohíbe el acoso de los estudiantes a través de la conducta o las comunicaciones.
- Es política del consejo directivo que cualquier queja sea investigada y que los culpables sean tratados de acuerdo a la ley estatal y las políticas del distrito. Los individuos que deseen formalmente entregar una queja de acoso racial y/o sexual, lo pueden hacer comunicándose con el director de la escuela o enviando su queja a William Stuart, Vice-Superintendente, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, número telefónico: (303) 344-8060, wmstuart@aps.k12.co.us, o a su designado.
- Por favor visite el sitio web: www.aurorak12.org; busque el código de política JBB.

Niños y jóvenes sin hogar: La ley McKinney-Vento Act

- Si el estudiante reúne los requisitos de la definición federal para personas sin hogar, el padre(s) y el estudiante(s) tienen el derecho de inscribirse en la escuela del área a la que pertenecen y participar por completo en cualquiera de los programas ofrecidos a los estudiantes, siempre y cuando reúnan los requisitos de elegibilidad. A los estudiantes sin hogar no son obligados a asistir a una escuela separada para jóvenes sin hogar y no serán estigmatizados por el personal escolar. El padre(s) y el estudiante(s) sin hogar no necesitan proporcionar documentos escolares, comprobantes de domicilio, o expedientes de vacunas para inscribir al estudiante. La escuela les puede ayudar a los padres con información sobre clínicas para vacunación o pidiendo expedientes escolares por ellos. A los estudiantes sin hogar se les proporcionará los servicios comparables, incluyendo transporte, educación y comidas. Si a un padre se le niega la inscripción de su hijo, él/ella puede apelar la decisión con la persona de enlace familiar para las familias sin hogar del distrito escolar. Después de analizar la situación, la persona de enlace familiar tomará la decisión final, sobre la inscripción del estudiante.
- Si alguna familia o algún joven queda sin hogar durante el transcurso del año escolar, el padre(s) puede pedir ayuda con el transporte para que su hijo continúe asistiendo a la escuela original. Esta petición solo se aplica si la familia, o el joven, tiene que mudarse a una dirección fuera del área de asistencia que corresponde a la escuela. Esta ayuda con el transporte se otorgará por lo que reste del año escolar actual. Al determinar las opciones de transporte, la persona de enlace familiar para familias sin hogar considerará las necesidades del estudiante y si el viaje en el autobús es muy largo o si el tiempo que éste requiera causaría momentos difíciles para el estudiante y su familia.
- Para más información sobre a los estudiantes sin hogar, o los derechos de los padres y jóvenes sin hogar, por favor comuníquese con el Metro Migrant Education Program, Escuelas Públicas de Aurora, al 303-344-8060 x28426.

Que Ningún Niño se Quede Atrás: El “Derecho de saber” de los Padres

- La ley federal llamada “Que ningún niño se quede atrás” requiere que todas las escuelas públicas les informen a los padres cuyos niños participan en programas de *Title I* (Título I) de las cualificaciones profesionales de sus maestros. De ser solicitada, Las Escuelas Públicas de Aurora le proporcionarían esta información.
- Si usted deseara obtener información sobre la licencia y los títulos de los maestros de clase bajo el Título I, por favor llene el formulario “*Title I Teacher Qualification Request Form*”. Este formulario se puede obtener solicitándolo por escrito al *Division of Human Resources* (la División de Recursos Humanos) ubicada en el 1085 Peoria Street, Aurora, Colorado 80011 o llamando al 303-344-8060. Todas las solicitudes enviadas por escrito serán procesadas por el *Division of Human Resources*. Dentro de 30 días de haber recibido su solicitud, se le proporcionará la información por escrito a través del correo. El personal de Recursos Humanos **no proporcionará** información por teléfono.

Derechos de los padres sin la custodia legal de sus hijos

- Por ley, se exige que el distrito permita a los padres que no tienen la custodia legal de sus hijos, acceso a todos los expedientes académicos concernientes a sus hijos, a menos que exista una orden de la corte que les niegue el acceso o, en casos raros, cuando el distrito crea que el niño pudiera estar en peligro. Esto significa que si usted está divorciado, separado o por alguna otra razón no está viviendo con el padre de su hijo, y el padre que no tiene la custodia solicita a la escuela cualquier expediente concerniente a su hijo, la escuela tiene la obligación de dárselos, a menos que haya una orden de la corte que diga que no tiene derecho al acceso de tales expedientes. Por favor, tome nota que los expedientes escolares incluyen nombres y direcciones de los estudiantes.

- Es responsabilidad del padre que tiene la custodia del estudiante, proporcionar al distrito la copia de la orden más reciente de la corte, relativa a los derechos de la custodia, esto incluye al derecho de los padres sin custodia a tener acceso a los expedientes del estudiante. La orden de la corte deberá presentarse lo más cerca posible a la hora de inscripción del estudiante o al momento en que la corte haya expedido dicha orden. Si la escuela no tiene la orden de la corte en sus archivos, la escuela asumirá que dicha orden no existe.

Aviso de la Ley de Protección de los Derechos del Estudiante (Protection of Pupil Rights Act (PPRA))

- Según la ley federal *PPRA*, los padres tienen el derecho a aviso previo de: (1) cualquier actividad que implica la recopilación o divulgación de información personal del estudiante para propósitos de mercadeo; (2) la administración de cualquier encuesta que es diseñada para recopilar información privada del estudiante (incluyendo información acerca de la afiliación política, ingresos de la familia, problemas mentales, conducta ilegal, conducta y actitudes sexuales y creencias religiosas); y (3) cualquier examen físico o evaluación médica, que no sea de emergencia y que sea invasiva, la cual sería requerida como condición de asistencia, administrada por la escuela y programada con anticipación y que no sería necesaria para proteger en forma inmediata la salud y seguridad del estudiante o de otros estudiantes. Para ver una descripción completa de los derechos indicados en *PPRA*, por favor visite el sitio web del distrito en aurorak12.org (seleccione “Parents” y después haga clic en “Legal Rights”).
- La *PPRA* proporciona a los padres ciertos derechos en relación a la realización de encuestas, recopilación y uso de información para propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:
 - *Consentimiento* antes que los estudiantes estén obligados a someterse a una encuesta que se refiera a una o más de las siguientes áreas protegidas (“encuesta de información protegida) si la encuesta es financiada en su totalidad o en parte or un programa del Departamento de Educación de los Estados Unidos.
 1. Afiliaciones o creencias políticas del estudiante o del padre del estudiante;
 2. Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
 3. Conductas o actitudes sexuales;
 4. Conducta ilegal, anti-social, de auto incriminación o degradante;
 5. Evaluaciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
 6. Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
 7. Prácticas, afiliaciones, o creencias religiosas del estudiante o de los padres; o
 8. Ingresos, aparte de lo requerido por ley para determinar la elegibilidad del programa.
 - *Recibir notificación y una oportunidad de optar a un estudiante fuera de -*
 1. Cualquier otra encuesta de información protegida, independientemente de la financiación;
 2. Cualquier examen físico, o revisión médica, que no sea de emergencia y que sea invasiva, requerida como condición de asistencia, administrado por la escuela o su agente para proteger la salud y seguridad inmediata de un estudiante, a excepción de revisiones de audición, visión o escoliosis, o cualquier examen físico o revisión permitido o requerido por la ley estatal; y
 3. Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los estudiantes para propósitos de mercadeo o su venta, o distribuir la información a otros.
 - *Revisar*, cuando sea solicitado o antes de administrar o usar:
 1. Encuestas de información protegida de los estudiantes;
 2. Instrumentos usados para recopilar información personal de los estudiantes, para cualquiera de los propósitos de mercadeo, venta u otros propósitos de distribución, indicados arriba; y
 3. Material instructivo usado como parte del currículo educativo.

Estos derechos se transfieren de los padres al estudiante que tiene 18 años o menores de edad emancipados bajo la ley estatal.

El distrito escolar de las Escuelas Públicas de Aurora (APS, por sus siglas en inglés) ha desarrollado y adoptado políticas en consulta con los padres, en relación a estos derechos, así como arreglos para proteger la privacidad de los estudiantes en la administración de encuestas sobre información protegida y la recopilación, divulgación o uso de información personal para mercadeo, ventas u otros propósitos de distribución. APS les notificará directamente

a los padres sobre estas políticas, por lo menos anualmente, al inicio de cada año escolar y después de cualquier cambio significativo. APS también notificará directamente, como a través del correo o correo electrónico, a los

padres de los estudiantes que están programados para participar en las actividades o encuestas especificadas a continuación y proveerá una oportunidad a los padres de optar para que su hijo no participe en la actividad especificada o encuesta. APS hará esta notificación a los padres al inicio del año escolar, si el distrito ha identificado las fechas específicas o aproximadas de las actividades o encuestas, en ese momento. Para las encuestas y actividades programadas después de que haya empezado el año escolar, se les proporcionará a los padres avisos razonables de las actividades y encuestas planeadas y enumeradas abajo; y se les proporcionará una oportunidad de optar para que su hijo no participe en dichas actividades y encuestas. También se les proporcionará a los padres una oportunidad de revisar cualquier encuesta pertinente. A continuación hay un listado de las actividades y encuestas específicas cubiertas bajo este requerimiento:

- La recopilación, divulgación o uso de información personal para propósitos de mercadeo, ventas u otra distribución;
- La administración de cualquier encuesta de información protegida no financiada en su totalidad o en parte por el Departamento de Educación de los Estados Unidos; y
- Cualquier examen físico o revisión médica, que no sea de emergencia y que sea invasiva, como está descrito más arriba.

Los padres que creen que sus derechos han sido violados pueden presentar una queja a:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Proyecto de Ley 03-72 del Senado: Lista de Delincuentes Sexuales (*Senate Bill 03-72/Sex Offender List*)

- Una ley estatal (Proyecto de ley 03-72 del Senado) aprobada en el 2003, requiere que toda escuela notifique a los padres del derecho que tienen para obtener información de ofensores sexuales registrados en las agencias legales. Los padres interesados pueden solicitar esta lista en la oficina de la policía local, que administra su dirección o la dirección de la escuela a la cual sus hijos asisten. Esta puede ser o el *Aurora Police Department* (Departamento de Policía de Aurora) o las oficinas del *sheriff* en los condados de *Adams* o *Arapahoe*, dependiendo de su dirección. Tiene que ir en persona a esta oficina y presentar comprobante de su domicilio.

City of Aurora Police Department 303-739-6050
Adams County Sheriff's Department 303-655-3488
Arapahoe County Sheriff's Department 720-874-3875

Necesidades Especiales

- Por favor comuníquese con su escuela o con el Director de Servicios de la Salud de las Escuelas Públicas de Aurora al número telefónico 303-344-8060, ext. 28511 o al 303-326-1585 (TDD) si, debido a su discapacidad, usted requiere de asistencia especial para poder participar en una actividad escolar. Se les pide a las personas con dichas necesidades que se comuniquen por lo menos dos semanas antes del evento, si es posible, para permitirle tiempo al personal de coordinar los arreglos necesarios.
- Esta y la mayoría de las otras publicaciones de su escuela, están disponibles en otros formatos (ej. en letra grande, en grabación y en Braille) cuando son solicitadas. Para más información, por favor comuníquese con el director de su escuela.

Programa de manejo del agua producida por una tormenta

- Las Escuelas Públicas de Aurora han desarrollado un programa de manejo del agua producida por una tormenta con la intención de reducir las fuentes de partida de contaminación de los conductos de agua locales. Al correr sobre las vías de acceso, jardines, y banquetas, el agua de una tormenta acarrea desechos, químicos, sedimentos y otros contaminantes. El agua de tormenta puede entrar en el sistema de drenaje pluvial o directamente en un lago, arroyo, río, pantano o agua costera. Cualquier cosa que entra en el drenaje pluvial es desechada, sin tratar, en los mantos de agua que utilizamos para la natación, pesca y provisión de agua potable. El agua residual que está contaminada es la mayor amenaza nacional para el agua limpia. Si usted es testigo de basura ilegalmente dejada en propiedad escolar, por

favor comuníquese con el *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental) inmediatamente.

- El programa está disponible para su revisión en el *Environmental Compliance Branch* en el 1369 Airport Boulevard. Sus preguntas son bienvenidas y deben ser dirigidas al director del *Environmental Compliance Branch*, al 303-367-3000 ext. 28685.

Reglas y procedimientos del autobús

El derecho de cualquier estudiante de viajar en el autobús escolar depende del atacamiento a todas las reglas de seguridad y la demostración de un comportamiento aceptable en todo momento. El *Transportation Behavior Management Department* (Departamento de Transportación - Control del Comportamiento) trabajará con los conductores de autobús para determinar la acción disciplinaria justa y adecuada para las violaciones de estas reglas. En caso de que ocurra una infracción, el departamento notificará a los padres y/o tutor. Si tiene problemas con respecto a su niño o incidentes que hayan ocurrido en el autobús, por favor póngase en contacto con uno de Especialistas en el Control de Comportamiento del Departamento de Transportación al 303-326-1986, Celia Leibson (habla español) extensión 28863 o Sally Judd extensión 28804.

- Hay aparatos de vigilancia en todos los autobuses de APS.
- Todas las paradas de autobús están identificadas con un letrero o están marcadas en la banqueta en color amarillo con una abreviación del nombre de la escuela. Los estudiantes deben llegar a la parada del autobús, no más de cinco minutos antes de la hora de salida programada para autobús.
- El Departamento de Transportación trabaja diligentemente para asegurar que los autobuses lleguen a tiempo a todas las paradas de autobús, sin embargo, a veces los autobuses pueden llegar tarde debido al tráfico, fallas del vehículo o condiciones climáticas.