

AURORA PUBLIC SCHOOLS



Family and Student Handbook
2021-22

<p>English</p> <p>If you do not speak English and need an interpreter to communicate effectively with your school, interpreter services are available to you at no cost. In addition, free translation of some documents is also available. If you have questions about either translation or interpreter services, please contact the Central Language Services Office (CLSO) at 303-365-7805 or email at interpretation@aurorak12.org.</p>
<p>Spanish</p> <p>Si no habla inglés y necesita un intérprete para poder comunicarse efectivamente con su escuela, contamos con servicios gratuitos de interpretación. Además, contamos con servicios de traducción de ciertos documentos sin costo adicional. Si tiene alguna pregunta sobre los servicios de traducción o interpretación, por favor póngase en contacto con la Oficina Central de Servicios de Idiomas (CLSO, en inglés) al teléfono 303-365-7805, o bien al correo electrónico interpretation@aurorak12.org.</p>
<p>Amharic</p> <p>እንግሊዝኛ የማይናገሩ ከሆነ እና ከት/ቤትዎ ጋር በአግባቡ ለመግባባት አስተርጓሚ የሚስፈልግዎት ከሆነ የአስተርጓሚ አገልግሎት በነጻ (ያለምንም ወጪ) ይገኛል። በተጨማሪም የአንዳንድ ሰነዶች ላይ ትርጉምም ይገኛል። ስለትርጉም ወይም አስተርጓሚ አገልግሎት ጥያቄ ካለዎት አባክዎ ማዕከላዊ የቋንቋ አገልግሎት ጽ/ቤትን (Central Language Services Office (CLSO)) በ 303-365-7805 ወይም ኢሜል interpretation@aurorak12.org ያነጋግሩ።</p>
<p>Nepali</p> <p>यदि तपाईं अंग्रेजी भाषा बोल्नुहुन्न र आफ्नो स्कूलसँग प्रभावकारी रूपमा कुराकानी गर्न दोभाषे आवश्यक भएमा, तपाईंका लागि दोभाषे सेवाहरू निःशुल्क उपलब्ध छन्। यसका साथसाथै, केही कागजातको निःशुल्क अनुवादन पनि उपलब्ध छ। यदि तपाईंसँग अनुवादन वा दोभाषे सेवाहरू बारे प्रश्नहरू छन् भने, कृपया केन्द्रिय भाषा सेवा (Central Language Services Office (CLSO)) लाई 303-365-7805 मा सम्पर्क गर्नुहोस् वा interpretation@aurorak12.org मा इमेल गर्नुहोस्।</p>
<p>Somali</p> <p>Hadii aadan ku hadlin af Ingiriis oo aad u baahantahay turjubaan aad kual xiriirtid si wax ku ool ah dugsigaaga, adeegyada turjubaanka waxaa laguugu heli karaa lacag la'aan. Intaas waxaa dheer, fasiraad bilaash ah ee dukumintiyada qaar sidoo kale waa la heli karaa. Haddii aad qabtid su'aalo ku saabsan midkood fasiraada adeegyada turjubaanka, fadlan la xiriiir Xafiiska Xarunta Adeegyada Luuqada (Central Language Services Office ama CLSO) ee 303-365-7805 ama i-meelka ee interpretation@aurorak12.org.</p>
<p>Burmese</p> <p>အကယ်၍ သင်သည် အင်္ဂလိပ်စကား မပြောသူတစ်ဦးဖြစ်ပြီး၊ သင့်ကျောင်းနှင့် ထိရောက်စွာ ဆက်သွယ်ဆောင်ရွက်မှုပြုနိုင်ရန်အတွက် စကားပြန်တစ်ဦးအား လိုအပ်ခဲ့လျှင် သင့်အနေနှင့် စကားပြန် ဝန်ဆောင်မှုများအား မည်သည့် ငွေကုန်ကြေးကျမျှမရှိဘဲ အခမဲ့ ရရှိနိုင်မည်ဖြစ်သည်။ ထို့ပြင် အချို့သော စာရွက်စာတမ်းများအတွက် အခမဲ့ ဘာသာပြန်ဆိုပေးမှုများအားလည်း ရရှိနိုင်မည် ဖြစ်သည်။ ဘာသာပြန်ဆိုမှုအတွက်ဖြစ်စေ သို့မဟုတ် စကားပြန် ဝန်ဆောင်မှုများအတွက်ဖြစ်စေ ၎င်းဝန်ဆောင်မှုများနှင့်ပတ်သက်၍ သင့်တွင် မေးခွန်းများ ရှိပါက ကျေးဇူးပြုပြီး ဗဟို ဘာသာစကား ဝန်ဆောင်မှုများ ရုံးခန်း (Central Language Services Office, CLSO) ထံ 303-365-7805 သို့ ဆက်သွယ်ပါ။ သို့မဟုတ် interpretation@aurorak12.orgသို့ အီးမေးလ် ပေးပို့ပါ။</p>
<p>Vietnamese</p> <p>Nếu quý vị không nói được Tiếng Anh và cần một thông dịch viên để giao tiếp hiệu quả với trường học của mình, các dịch vụ thông dịch viên sẽ được cung cấp miễn phí cho quý vị. Ngoài ra, bản dịch miễn phí của một số tài liệu cũng được cung cấp. Nếu quý vị có thắc mắc về các dịch vụ dịch thuật hoặc thông dịch, vui lòng liên hệ với Văn Phòng Dịch Vụ Ngôn Ngữ Trung Tâm (Central Language Services Office, CLSO) theo số 303-365-7805 hoặc gửi email tới địa chỉ interpretation@aurorak12.org.</p>
<p>Arabic</p> <p>إذا كنت لا تتحدث الإنجليزية وتحتاج إلى مترجم فوري للتواصل مع المدرسة بفعالية، فإن خدمات الترجمة الفورية متوفرة لك مجانًا. وبالإضافة إلى ما سبق، تتوفر أيضًا ترجمة تحريرية مجانية لبعض المستندات. إذا كانت لديك أسئلة بخصوص خدمات الترجمة التحريرية أو الفورية، يرجى الاتصال بمكتب Central Language Services Office (CLSO) على 303-365-7805 أو عبر البريد الإلكتروني interpretation@aurorak12.org.</p>
<p>Karen</p> <p>နမ့်တကတီးအဲကလံးကျိးမိုလိၣ်ဘၣ်ပုကျိးထံတၢ်လၢ ကတဲသကိးတၢ်လိတၢ်လိဆးဒီးန့ၣ်န့ၣ်. တၢ်ဆိၣ်ဒီးတၢ်ဟ့ၣ်ပုကျိးထံတၢ်တၢ်မၤစၢလၢတလိၣ်ဟ့ၣ်အပူၤဘၣ်န့ၣ်လီၤ. အါန့ၣ် အန့ၣ်. တၢ်ကျိးထံကလိန့ၣ်စ့ၢ်ကိး လံာ်တိလံာ်မိတနီၤန့ၣ်လီၤ. နမ့်ဆိၣ်ဒီးတၢ်သံက့ၢ်ဘၣ်ယးတၢ်ကျိးထံလံာ်မ့ၢ်ဂ့ၤ မ့တမ့ၢ် ပုကျိးထံတၢ်မ့ၢ်ဂ့ၤ အတၢ်မၤစၢတမံၤန့ၣ်. ဝံသးစုဆးကျိး Central Language Services Office (CLSO) ၣ 303-365-7805 မ့တမ့ၢ် ဆံမ့(လ)ၣ် interpretation@aurorak12.org တက့ၢ်.</p>
<p>French</p> <p>Si vous ne parlez pas Anglais et avez besoin d'un interprète pour communiquer de manière effective avec votre école, des services d'interprétariat sont disponibles gratuitement pour vous. De plus, les traductions gratuites de certains documents sont également disponibles. Si vous avez des questions sur les services de traduction ou d'interprétation, veuillez contacter le Bureau Central des Services linguistiques (Central Language Services Office ou CLSO) au 303-365-7805 ou envoyer un email à interpretation@aurorak12.org.</p>
<p>Oromo</p> <p>Yoo Afaan inglizii dubbachuu hin dandenyee fi mana-barnoota keessan waliin karaa bu'a qabeessa ta'een walqunnammuuf turjumaanaa yoo barbaadan, tajaajili turjumaanaa kanfaltiidhaan ala, ni argama. Dabalataanis, hiikkaan galmeelee muraasa kanfaltiidhaan ala, ni argama. Gaaffiiwwan waa'ee tajaajilota hiikkaa ykn turjumaanaa yoo qabatan, Central Language Services Office (CLSO, WaajiraTajaajilota Afaanii Gidduu gala) bilbilaa 303-365-7805 irrati ykn imeelin interpretation@aurorak12.org tiin qunnamaa.</p>

TABLE OF CONTENTS

Welcome

Superintendent's Welcome	1
APS Board of Education.	2
Strategic Plan	2

General Information

District Map.	3
District Calendar	4
Admissions/Registration	5
• Changes in Guardianship or Custody	
Address Change.	5
Arrival/Departure.	6
Bicycles, Skateboards, Scooters, Etc.	6
Critical Contact Information	6
Day Care Transportation	7
Keeping Students After School	7
Lost and Found	7
Release of Students During the School Day	7
Student Attire/Student Dress Code	8
Student Use of Technology	8
Student Use of Phones	9
Toys and other Valuable at School	9
Transfers & Withdrawals	9
Visiting School	9

Academics

Concurrent Enrollment/ASCENT	10
Culturally & Linguistically Diverse Education	10
Graduation Requirements.	11
Homework	11
Instruction	12
Parent/Teacher Conferences	12
Report Cards	12
Retention/Advancement	12
Support for Instruction	12
• Gifted and Talented	
• READ Plans	

Policies

Animals at School & Classroom	13
Attendance and Absences	13-15
Bullying/Cyberbullying	15-16
Bus Procedures/Rules	16-17
Closing/Delayed Start.	17
Discipline	18
Threat Assessment	18
Field Trips	19
Mandatory Reporters	19
Non-Custodial Parent Rights	20
Open Enrollment	20
Recess Guidelines.	20
School Safety - A Top Priority	20-23
Tobacco & Drug Free Campus	23

Contact Information

A Parent's Guide: Asking Questions	24
& Getting Answers	
Directory Information	25
School Locations	26

Programs & Resources

Breakfast & Lunch Program.	27
Health Services	28-29
Gaggle	30
Mental Health & Counseling	31
McKinney Vento.	31
Parent Portal – Infinite Campus	32
Special Education.	32
Special Needs	32
Student Accident Insurance.	33
Title 1 Program	33
Translation/Interpretation Services	33
APS Welcome Center	33

Annual Notifications

Access to Student Information/	34-35
Student Records - Rights and Privacy	
Rights of Students with Disabilities	36
Asbestos Management Plan	36
Designed for School Safety	
Every Student Succeeds Act:	36
Parent's "Right to Know"	
Harrassment - Racial/Sexual	37
Health Services/Medicaid	37
Annual Notice of Rights	
What is Title IX?	37-38
Notice of Nondiscrimination.	38
Protection of Pupil Rights	38-39
Act (PPRA) Notice	
Senate Bill 03-072/Sex Offender List	40
Storm Water Mangement Program.	40

August 2021

Dear APS Parents and Guardians,

We are happy to have you as part of Aurora Public Schools. One of our core beliefs as a district is that families are our partners in education. We encourage all parents and guardians to take an active role in their children's education.

Our staff is committed to providing you with many opportunities to support your children's learning at home. This includes hosting learning events and providing regular communication about how your children are doing in school. It is important that all parents and guardians feel welcome in our school

advisory committees and/or parent teacher organizations, even if it is virtually this year.

Our teachers and staff members engage our students to learn about their interests and plans for the future. In school, we talk regularly about what college and career success looks like for every student. We encourage you to have similar conversations at home with your children. It is important that our students understand their strengths and regularly set academic, social/emotional and extracurricular goals.

During the 2021-22 school year, we will be launching our new strategic plan, **APS 2026: Faces of the Future**. This plan drives everything we do to ensure student success. **APS 2026** has four goals. All students should have:

- Goal 1: **Plans** for their futures
- Goal 2: **Skills** to implement their plans
- Goal 3: **Credentials** that open doors
- Goal 4: A **Community** of support to bring plans to life

I encourage you to take a moment to review our vision, mission, and core beliefs on the next page of this handbook.

This handbook is provided to help you support your children's growth and learning at school and at home. It contains useful information about policies, rules, and procedures. Please note that every school is unique and may have varying procedures. Please speak with your children's school staff to learn more.

Thank you for your support. Together, we can help every student shape a successful future.



Rico Munn
Superintendent

APS 2020 STRATEGIC PLAN

VISION

Every student shapes a successful future.

MISSION

In partnership with our community, we accelerate learning for all students to develop the knowledge, skills and character necessary to shape successful futures.

CORE BELIEFS

- Families are our partners in education.
- Every student has unique abilities that we must recognize and engage.
- A district with students at its center provides an adaptable and responsible foundation for learning.
- All students must have equitable access to learning opportunities, technology and environments that support them in reaching their full potential.
- Students take an active and ongoing responsibility for their learning.
- Community partnerships provide vital resources and opportunities for students and families.
- Student and staff safety is essential to our vision and mission.
- Student achievement and growth are driven by a highly-effective and respected staff working as a team.
- Students, families, staff and community members share the responsibility for student achievement.
- Diversity is strength in our community.

PLEASE SAVE THIS BOOKLET FOR FUTURE REFERENCE

BOARD OF EDUCATION

The APS Board of Education is a group of citizens elected by voters to provide leadership for the school district. The seven-member Board is elected at-large. Members serve four-year terms and receive no monetary compensation.

The Board establishes policies for the district and addresses the concerns of the local community while working within the framework of state and federal laws. This includes approving curricula and instructional materials, evaluating the superintendent and adopting the annual budget. Board meetings are generally held on the first and third Tuesdays of each month at 6 p.m. and are open to the public.

To learn more about the APS Board of Education, visit [**boe.aurorak12.org**](http://boe.aurorak12.org).

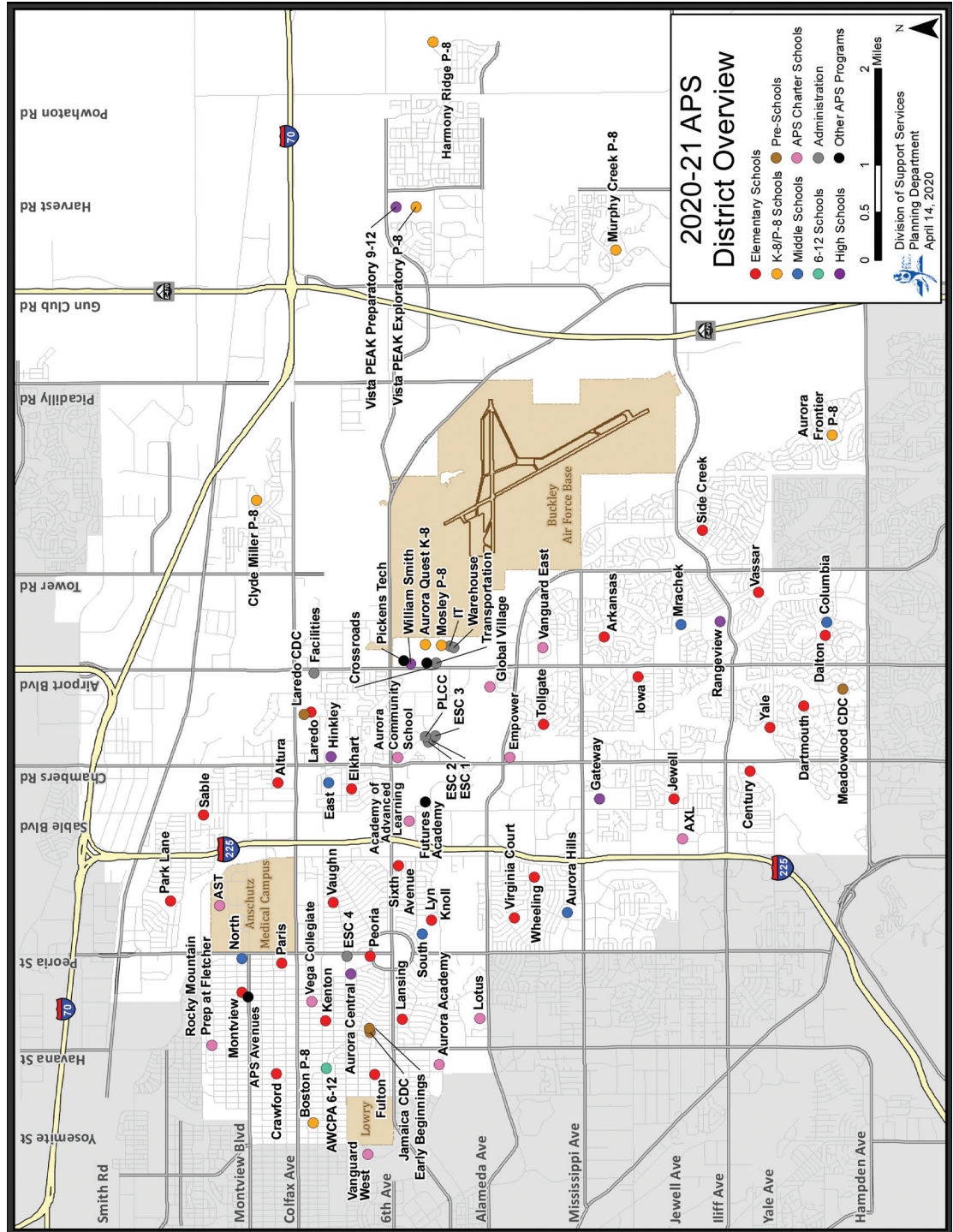


APS Board of Education Board members clockwise from top left: Board Director Vicki Reinhard, Board Director Stephanie Mason, Board Director Nichelle Ortiz, Board Treasurer Marques Ivey, J.D., Board President Kyla Armstrong-Romero, Ph.D., Board Secretary Debra E. Gerkin, APS Superintendent Rico Munn, and Board Vice President Kevin Cox

GENERAL INFORMATION

APS is a district of momentum, opportunity and impact. With 40,000 students at 65 schools, we have more than 5,000 expert and caring staff members who are dedicated to accelerating learning for every APS student every day!

Our school district is the fifth largest in Colorado with one of the most diverse student populations. Our students come from more than 130 countries and speak more than 160 languages. To learn more about Aurora Public Schools, visit, aurorak12.org/facts.



AURORA PUBLIC SCHOOLS 2021-22 CALENDAR

July 2021						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Teacher Conference/Report:
 Aug. 3 - New Teachers (Building)
 Aug. 4 - New Teachers (District)
 Aug. 5 - New Teachers (District)
 Aug. 6, 9, 10, 11 All Staff (Building)
 *Learning Community mtgs. w/Supt.

Recess (no classes):
 Fall Recess- Oct. 14-15
 Thanksgiving Recess- Nov. 22-23
 Winter Recess- Dec. 20 - Dec. 31
 Spring Recess- March 14 -18

Parent Conf. Exchange Day
 (no classes):
 Nov. 24, April 25
April 4 - no classes for Preschool, Elementary & K-8 sites (all other students attend school)

Graduations:
 May 23
 May 24
 No classes for schools on their designated graduation day

Holiday (no classes):
 Sept. 6- Labor Day
 Nov 25, 26 Thanksgiving Break
 Jan. 17- Martin Luther King Jr. Day
 Feb. 21- Presidents' Day
 May 30- Memorial Day

First day of school:
 Aug. 12- Grades 1-12
 Aug. 18- Kindergarten, Preschool

Teacher Workday (no classes):
 Oct. 13, Dec. 17, March 11,
 May 27
In-service Day (no classes):
 Jan. 28

Professional Release Day
 (no classes):
 Sept. 24, Oct. 18, Dec. 3, Jan. 3, Feb. 18

1st Quarter- 42 days (last day- Oct. 12)
 2nd Quarter- 37 days (last day- Dec. 16)
 3rd Quarter- 44 days (last day- March 10)
 4th Quarter- 47 days (last day- May 26)
 Last day of preschool- May 25
 Last day of school- May 26



BOARD OF EDUCATION
 Kyla Armstrong-Romero, Ph.D., President
 Kevin Cox, Vice President
 Debra E. Gerkin, Secretary
 Marques Ivey, J.D., Treasurer
 Stephanie Mason, Director
 Nichelle Ortiz, Director
 Vicki Reinhard, Director

Individual school calendars may vary. Please check your school calendar for exact dates. Note: Preschool attends Monday-Thursday.

Admissions/Registration

APS offers educational services to all persons residing in the Aurora Public Schools (“District”) between the ages of five and 21 years.

Parents/guardians must be able to provide documentation that establishes the following:

- Proof that they are the parent or guardian of the student(s) they are registering
- Proof that they reside within APS boundaries
- Records of the student(s) Immunizations
- Records from the student(s) previous school, if applicable
- Proof of the birthdate of the student(s) they are registering
- Students Entering Preschool: must be 3 or 4 years of age on or before October 1 of the year in which they enroll
- Students Entering Kindergarten: must be five years old on or before October 1 of the school year in which they enroll.
- Students Entering First Grade: must be six years old on or before October 1 to enter the first grade, or have completed kindergarten.

Students New to Aurora Public Schools

Families with students who are new to APS, must register their children in the district. To do so, access the online registration application on a smartphone or computer at **admissions.aurorak12.org**.

In order for a child to be considered for the APS Preschool Program, the child’s parent or legal guardian must complete the online screening process. To complete a screening, visit **ece.aurorak12.org/screenings**.

Changes in Guardianship or Custody

Please visit Centralized Admissions or your home school with any documentation that supports your request to change your record of guardianship or custody. Centralized Admissions is located in Educational Services Center 4 at 1085 Peoria St. (in the southwest wing of the building). The office hours are Monday through Friday, 7:30 a.m. to 4 p.m.

Address Change

Please keep your current contact information through parent portal or on file with your child’s school. You may update your address in person at the building, or through the Student Check-In App. You may access Online Student Check-in at **aurorak12.org/check-in**.

If a student moves during the school year, the student may complete the school year at their current school or enroll in the new home school.

- If the student desires to attend that school for the next school year, an open enrollment application must be completed and turned in to that school.

A parent/guardian’s photo ID, proof of residency, student’s immunization records and birth certificate are required documents and must be uploaded when registering online.

If you have questions, please contact the Centralized Admissions team at 303-326-2200 ext. 28064, email them at **admissions@aurorak12.org**, or visit the website at **admissions.aurorak12.org**.

Arrival/Departure

The time before classes each day is used by staff for preparation, planning and meetings. Consequently, we appreciate parents/guardians' help in getting their children to school five to 10 minutes before the bell rings.

- Supervision begins 10 minutes before school starts in the morning. Supervision of children prior to that time is the responsibility of the parent.
- Parents/guardians whose children arrive on school grounds too early may be asked to return to the school and pick up their child until outside supervision is available.
- Children should not enter the building before school starts except during inclement weather (20 degrees or below including wind-chill).
- The school provides supervision of students for 10 minutes after school as children leave school grounds. Supervision after that time is the responsibility of parents. Students are expected to leave school grounds except for when involved in school business. If parents/guardians choose to pick up their children after school, they must be picked up promptly at dismissal. 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 child to the Aurora Police Department.
- Middle and high school students who pick up siblings should wait at a designated area until the dismissal bell rings. Bicycles, skateboards and scooters must be walked on school grounds. Older children should conduct themselves as positive role models.
- Attendance and arriving at school on time are the responsibility of both students and their parents/guardians. Arriving at school late and leaving school early have an equally disruptive effect on student learning. Please try to schedule all appointments after school.



Bicycles, Skateboards, Scooters, Etc.

Parents/guardians, please help your children decide on the best route and method (bicycle, skateboard, scooter, etc.) to get to school. We are partners with you to ensure every child's safety.

Bicycles should be locked at the bike racks provided. Bike security is the responsibility of the bicycle owner.

Critical Contact Information

It is critically important that parents provide the school with updated home and work telephone numbers. It is equally important parents update their physical and/or mailing addresses, throughout the school year, through our Online Student Check-in system at aurorak12.org/check-in. In addition, the school must have the name of an adult outside of the home (ie. neighbor, aunt, grandparent, friend) 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.).

Daycare Transportation

Parents/guardians of students who require daycare transportation should coordinate it directly with the daycare center. Please provide the school with the name and phone number of the day care center. If your child is not taking day care transportation on a particular day, notify the school and the day care provider. Please provide a copy of the school calendar to your daycare provider. Since schools do not have the personnel for after-hours supervision, day care providers are expected to pick up children immediately following the school day. Parents/guardians will be notified when the provider fails to pick students up on time.

Keeping Students After School

Occasionally, a school may request that a student remain after school for academic or behavioral issues. If this occurs, teachers:

- may not cause a student who is transported by bus to miss a bus without prior arrangements for the parent/guardian to transport the student.
- may extend a student's school day for up to 15 minutes before or after the normal school day without parent/guardian permission or prior parent/guardian notification. However, the teacher will make a reasonable effort to notify the parent/guardian prior to the extension.
- may extend a student's school day for more than 15 minutes before or after the normal school day only if prior parent permission has been obtained. Teachers will notify the office prior to extending a student's school day beyond the 15 minutes.



Lost & Found

Parents/guardians should mark all of their children's belongings before bringing them to school. Lost and found articles may be claimed at school. Unclaimed items will be donated to various organizations at the end of each semester. School personnel are not responsible for lost/stolen items.

Release of Students During School Day

Students shall be released during the designated school day only to the custodial parent/guardian, and/or any persons listed in the district student information system as emergency contacts. Exceptions will be made when the principal/designee has reasonable assurance that the release to a person is authorized by the legal custodian or by court order. Under no circumstances shall a person not listed as an emergency contact be allowed to pick up a student unless the principal is able to confirm the authorization for the release of the student

with the parent/guardian and appropriate identification is provided. It is important that parents/guardians update all contact information yearly. Contact your school for help updating the list of people authorized to pick your children up. Please see **Board of Education Policy Code JL1B**.

Students are required to check out through the school's main office. When picking up children, adults are to sign the children out in the office and provide appropriate 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 current court order on file with the school, school staff will assume that none exists.

Student Attire/Student Dress Code

APS recognizes individuality in choices of dress. Clothing should always be modest and never contain references to alcohol, drugs or gangs. Schools set their own criteria for appropriate dress. Students are expected to follow school dress code guidelines. For more information see **Student Dress Code policy JICA**.

Student Use of Technology

Students use many different technologies to enhance learning every day. APS staff will take reasonable precautions and use reasonable procedures to assure that the information, communication and materials to which a student is exposed to are appropriate. If students deliberately seek access to inappropriate material and/or use electronic technologies inappropriately or illegally for the purpose of cyber bullying, they may be subject to school disciplinary consequences and/or legal actions. For more information, please see **Board of Education Policy JS**.

Student Use of Telephones

School telephones are reserved to transact school business. Student use of school telephones is limited to unforeseen circumstances and emergencies only.

APS believes in providing environments that optimize learning and teaching and are safe, secure, and well-maintained. Electronic devices, such as mobile phones and other devices, should be used appropriately and in the correct time and place. Each school creates and supports its own practice regarding personal technology.

We are not responsible for loss or theft of cell phones or other personal electronic devices. For more information, please see **Board of Education Policy EGAF**.

Toys and Other Valuables at School

Students are not to bring play items to school unless specifically approved by the teacher or school. The school is not responsible for toys and other valuable items brought to school. Please check your students' backpack/pockets before they leave for school. It is important to remember that if your student brings a toy that strongly resembles a real weapon to school, suspension or even expulsion could result.



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 child enrolls in the new school, the new school will request records from the previous school. The previous school will mail the records to the new school. **All district property, such as library books, textbooks, and district-issued technology must be returned before the student withdraws.** If your child has an active truancy court case, a notification of the intent to withdraw must be made to the district truancy specialist prior to withdrawal.

Visiting School

Parents/guardians are strongly encouraged to visit their children's classroom throughout the year to see the many positive things going on in APS. Please make arrangements in advance with the child's teacher. Short, well-planned visits can provide a solid understanding of the child's school experience. Since small children tend to distract pupils, we ask that parents/guardians not bring young children when visiting their children's classroom. Children not enrolled at the school must be accompanied by an adult by at least 21 years old when visiting school.

In order to ensure that no unauthorized person enters APS buildings, all parents/guardians and visitors are required to check in and out at the office upon entering the school and are required to wear a name/visitor's badge while in the building.



Concurrent Enrollment/ASCENT

Students in grades 9-12 may enroll in approved concurrent enrollment offerings (also known as college classes) at their high school or the Community College of Aurora. The school counselor will guide the student through the process and help them understand eligibility requirements. APS will pay for up to 12 credit hours of college credit per year. Additionally, students may qualify and participate in the ASCENT program, which allows students to attend two additional semesters paid for by APS at either the Community College of Aurora, Pickens Technical College or Metropolitan State University of Denver campus. We encourage students to take advantage of this program on their journey beyond high school. It is a great way to get ahead if post-secondary studies are part of a student's plan. Students may contact their high school counselors if they are interested in taking college classes for credit and building college transcripts while still in high school.

Culturally & Linguistically Diverse Education

Our goal in APS is to ensure that English Language Learners have equitable and meaningful access to the educational services offered by our school district. Students with a home language other than English are assessed for English proficiency through the use of the ACCESS Placement Test. English Language Development (ELD) instruction is dedicated to building a solid foundation in English by teaching students the English language so they can be successful in the classroom. Although schedule changes are possible, English learners will not miss their core content courses by participating in an ELD course.

In addition, as part of the services offered, all English learners will receive daily instruction to improve their skills in reading, writing, speaking and listening within each content area (math, science, social studies, etc.).

In APS, we honor and respect the heritage, culture, language and experiences of each student. We believe that in order for classrooms to be effective, we must provide an inclusive and culturally-responsive learning environment. We invite parent input and participation in their child's education.



Graduation Requirements

STEP 1: Students must complete graduation course requirements for their high school. Minimum high school graduation requirements for APS are 22 units of credits.

COURSE	UNITS OF CREDIT
English	4.0
Mathematics	4.0
Science	3.0
Social Sciences	3.0 (1.0 of U.S. History and 0.5 of Civil Gov. req.)
World Language	1.0
Elective & Additional Core Academic Courses	7.0

STEP 2: Student must complete the Individual Career & Academic Plan (ICAP) process.

STEP 3: Students must successfully demonstrate mastery in English AND Mathematics. To learn more about graduation requirements, visit aurorak12.org/graduation-requirements.

Homework

What is the purpose of homework?

The purpose of homework is to support learning that happens in school by giving students opportunities to prepare, practice, review, reflect or further explore their learning at home.

How does homework best support student learning?

Homework supports student learning when it is assigned with a specific purpose. Homework is used as a way to gather short-term feedback on student learning progress, not as a tool for assessment. We recognize that a student's environment differs outside of school and we strongly encourage students and parents/guardians to communicate with teachers and counselors to ensure that their homework load is manageable and helps students to be successful.

Time Limits, if homework is assigned:

Schools assign homework appropriate for the student's age level.

How can homework help develop school/family partnerships?

Schools and teachers will communicate to parents/guardians the purpose of homework, and will provide options for students who need homework support. Homework is a reflection of the learning that happens in class and provides an opportunity for families to engage with their students and the learning. APS recognizes each learner is unique. It is important to consider equity when using homework as a tool to support student learning. If a student or parent has a concern about homework load or purpose, they should contact the teacher.

Instruction

APS invites you to visit its Curriculum & Instruction resource center online at aurorak12.org/instructional-resources. Curriculum & Instruction tool boxes by grade levels and adopted curricula are available for art, health, English language arts, mathematics, music, science, social studies and world languages.

Parent/Teacher Conferences

Parents/guardians are enthusiastically encouraged to participate in their children's education, in as many ways as possible. Frequent contact with the school is very helpful. Parent/Teacher conferences are a wonderful opportunity to build a closer relationship with teachers and school staff.

Report Cards

Report cards are issued at the end of each grading period. Student progress is reported by content standards. Please work with your school in understanding your child's report card. We are confident that students from APS will graduate prepared for college and career success.

Retention/Advancement

Holding a student back or advancing a student is rarely a good solution to a student who is not performing at grade level. If you feel your child is not challenged appropriately, please contact your child's school. School staff are committed to challenging every student to reach their fullest potential.

Support for Instruction

Gifted and Talented

"Gifted" refers to students between the ages of four and 21 whose aptitude or competence in abilities, talents and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Students are identified through a body of evidence in one or more of 14 areas that include general intellect, reading, writing, math, science, social studies, world languages, visual art, music, leadership, creativity, dance, psychomotor and performing arts. GT teams in schools, in collaboration with parents/guardians, are responsible for writing Advanced Learning Plans that outline programs and services for gifted students. Currently, all second-grade students are screened for giftedness. Students in other grades are nominated for gifted testing by parents/guardians, teachers, school leaders and community members.

READ Plans

The READ Act requires the creation and implementation of an individual intervention plan (called a READ plan) for students identified with a significant reading deficiency. The READ Plans specify strategies to be used in the classroom and at home to help students improve their reading skills. Students must remain on their READ Plans until they are reading at grade level. Parent involvement in the plan is required by law.



Animals at School

Please do not bring animals to school. Service animals with vests and proper documentation are welcome.

Live Animals in the Classroom

Live animals may be used for instructional purposes in the classroom, where appropriate, with a principal's permission. For more information, please see **Board of Education Policy IMG-R**.

Attendance

The Colorado School Attendance Law mandates that children ages six to 17 attend school. Please read the following excerpt from our **Board of Education policy JE**, as well as the accompanying **JE-R**. They both contain important information for you and your children.

Summary of APS Attendance Policy JE

Statement of Philosophy

Students and parents/guardians who desire to obtain the greatest benefit from public education must recognize that regular attendance is essential. Further, students enrolled in the Aurora Public Schools are required to attend classes, unless excused for good reason, in accordance with the Colorado School Attendance Law (C.R.S. 22-33-101 and Article IX, Section 2 of the Colorado Constitution).

Good attendance is of paramount importance to academic performance and overall success of students. Absences, whether excused or unexcused, are detrimental to the learning process. Work made up outside of class is not as effective as the actual classroom experience. Class discussions, lab work, simulations, student-to-student interaction and student-teacher interaction cannot be replicated outside the classroom or at a later time. Regular attendance develops habits that are essential for success in the working world.

It is the joint responsibility of students, parents/guardians and schools to ensure regular attendance. Excessive student absences may be symptomatic of problems which necessitate joint efforts of the school, student, home and community agencies. Therefore, in cases of excessive absences, the district will utilize community agencies, as well as the courts, in order to enforce regular attendance when student or parental/guardian responsibility has not been met.

Summary of APS Attendance Regulation JE-R

Attendance Expectations and Procedures

According to state law, it is the obligation of parents/guardians to ensure that every child under their care and supervision receives adequate education and of compulsory attendance age, attends school.

Parents/guardians shall be provided written attendance expectations and procedures for district and for the building in which their child is enrolled.

Parents/guardians are to notify the school attendance office in a timely manner regarding a student's absence.

Building Procedures

All teachers are expected to record accurate daily attendance for their students into the district student information system. If a student has an unexcused absence, the school will notify the parent/guardian by a recorded phone message or a personal phone call.

Chronic absences and truanancies are handled through support and by working with families to develop plans to ensure students attend school. Should the need arise, schools may pursue Truancy Court.

Excused Absences

To excuse students, parents/guardians shall notify the school in a timely manner via telephone, written notification or through other verifiable documentation as required by the school administration.

The district may require suitable proof regarding excused absences, including written statements from medical sources. When a student has excessive excused absences due to reported illness, the building administrator may require a written medical excuse from the family physician. If a family indicates they have no physician or medical source available for this purpose, the school nurse is authorized to make a determination if a student is, indeed, ill. The school nurse may also refer families to appropriate medical resources.

The following absences shall be considered excused:

A. Illness/injury.

B. Appointments/serious circumstances.

Absences shall be excused on a case-by-case basis if a student has an appointment or a circumstance of a serious nature, which cannot be resolved before or after school hours. To the extent possible, the parent/guardian is encouraged to notify the school in advance regarding appointments/serious circumstances.

C. Extracurricular experiences which have been approved by the school.

A student's request to participate in extracurricular experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis. Approval shall be left to the discretion of the school's principal. The principal may use any of the following criteria in determining whether a student is permitted to engage in said extracurricular experiences.

1. The student meets CHSAA general eligibility standards;
2. The student is in good academic standing;
3. The student has no unexcused absences;
4. The student has five or fewer excused absences in a semester or nine or fewer excused absences for the school year;
5. The student is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.



- D. Family business/family vacation days which have been approved by the school's principal. A student's parent/guardian must request approval for an excused absence to attend to family business/family vacation (e.g., wedding, family trip). This excused absence is not to exceed three days per year if the following conditions are met:
1. Student is in good academic standing;
 2. Student has no unexcused absences; or
 3. Student has four or fewer excused absences in a semester or seven or fewer excused absences for the school year.

E. Funerals.

A student's parent/guardian may request approval for an absence to be excused to attend a funeral. This excused absence shall not exceed three days. Additional time may be requested on a case-by-case basis. Approval shall be left to the discretion of the principal.

Absences due to suspension are considered to be excused for the purposes of truancy.



Unexcused Absences

An unexcused absence is defined as an absence that is not covered in the excused absence section. In accordance with district policy, the administration may impose consequences which relate directly to classes missed while unexcused.

Summary of APS Attendance Policy JHB

Truancy

Four unexcused absences in a month or 10 unexcused absences in a school year are considered "habitually truant" absences under Colorado State Law 22-33-107. If a student's attendance does not consistently improve after reasonable efforts by the school to contact and work collaboratively with parents/guardians, proceedings shall begin for filing for truancy in Arapahoe or Adams County Truancy Court.

Bullying/Cyberbullying

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying means any written, verbal or pictorial expression, physical or electronic act or gesture, or a pattern thereof by a student that is intended to coerce, intimidate or cause any physical, mental, or emotional harm to any student. This includes the creation of an intimidating, hostile,

or significantly offensive environment that interferes with the learning or performance of school-sanctioned activities of any student. Examples of acts that may constitute bullying include:

- Derogatory written or pictorial communications in any media (e.g., letters, notes, cell phones, social networks, voicemail, text messages, newspaper articles, invitations, posters, photos, cartoons);
- Derogatory verbal comments (e.g., name-calling, taunting, hostile teasing, spreading rumors, epithets, jokes, or slurs);

- Threats of force or violence against a person's body, possessions or residence (e.g., obtaining food or money by threats of force); or
- Physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom of action or movement, violence, defacing or destruction of property).

Cyberbullying actions may include:

- sending mean, vulgar or threatening messages or images,
- posting sensitive, private information about another person,
- pretending to be someone else in order to make that person look bad,
- intentionally excluding someone from an online group.
- sexting

Disciplinary interventions and consequences for student bullying may include counseling, restorative justice, in-school suspension, suspension or expulsion.

See **Board of Education policy JICDE** for more information.



Safe2tell Statewide Tip Line

Safe2tell is a toll-free, anonymous Colorado tip line, answered by the State Patrol. Anyone in Colorado concerned about student and staff safety should call 1-877-542-SAFE.

Bus Procedures/Rules

Is my child eligible to ride the bus? School bus transportation shall be provided for students on the following basis:

- Grades K-5 students are eligible if they reside more than one and one-quarter (1 ¼) miles in walking distance away from their neighborhood schools.
- Grades K-8 students are eligible if they reside more than one and one-quarter (1 ¼) miles in walking distance away from their neighborhood schools.
- Grades 6-8 students are eligible if they reside more than two (2) miles in walking distance away from their neighborhood schools.
- Grades 9-12 students are eligible if they reside more than three (3) miles in walking distance away from their neighborhood schools.

Seat Belt Safety - Expected Usage Guideline

APS has begun the process of adding lap-shoulder seat belts on district school buses. All district buses are expected to have lap-shoulder seat belts within the next 10 years. Students who ride an APS school bus equipped with lap-shoulder belts will be expected to use them. Failure to comply with this guideline will be handled in accordance with the following policy: transportation.aurorak12.org/seat-belts.

Bus Stop Locations

Our online bus stop lookup tool will show you the neighborhood schools that serve your home. It can also show if your address is eligible for transportation services. To access the bus stop lookup tool, visit, **transportation.aurorak12.org/bus-stop-information**.



ZPass Information

An electronic reader installed on the bus will identify each student's ZPass card upon entering or leaving the bus. The time, date and location of each student is logged and transmitted to a secure, confidential database. This information is then readily available in case of an emergency.

Only the student's name, school ID number and ZPass ID number are recorded on the ZPass. No student information is available outside of the school district's computer system.

ZPass cards are used for kindergarten through eighth-grade students as well as students receiving transportation services as part of their Individualized Education Program.

ZPass Frequently Asked Questions and expected usage can be located at **transportation.aurorak12.org/zpass**.

Closings/Delayed Starts

When inclement weather is expected, APS staff members assess weather conditions as soon as possible to determine if schools should delay start times, close or proceed as scheduled. Please view **Board of Education Policy EBCE** regarding school closings/delayed starts.

Communicating Delays or Closure Information

If schools are closed or delayed, APS will:

- Call families using the SchoolMessenger messaging system. (Families that have opted out or do not have current contact information will not receive the call.)
- Share this news with local television and radio stations
- Post delay/closure information on the district website (**aurorak12.org**), Facebook, Twitter and Instagram
- Record updates on the APS Emergency line, 303-326-1080

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. All schools will be on a one-hour delayed start time. Students who ride the bus to school will report to bus stops one hour later than original pick-up times. Students who do not ride buses should arrive at school at the designated delayed start time. Schools with delayed start times will end at their regularly scheduled times.

School Closings

- *Full-day closures:* If APS closes schools, classes will not be held and students should stay home for the day. If schools are closed, all after-school activities are cancelled.
- *Early dismissal:* If early dismissal is necessary due to extreme weather conditions, students will be released to designated emergency contacts.

Discipline

The APS Board of Education believes that facilitating learning is the primary function of the district and its schools. It also believes that students must not only master academic content, but also acquire behavioral skills that are necessary for their ultimate success.

Where students fail to follow established rules, discipline may be necessary. Discipline should be consistent, persistent and fair. The process should be instructive and corrective; its focus should be on helping the student to change or control inappropriate behavior, rather than on punishment. The ultimate goal should be the student's acquisition of self-discipline so that little external intervention and enforcement is required.

The APS Board of Education believes that the existence of a fair, equitable and effective discipline program is the shared responsibility of all stakeholders, including students, staff, parents/guardians and the larger community.

Please see the following policies:

- ADH- Philosophy Statement on Student Discipline
- ADHA - Statement on Shared Responsibility in Student Discipline
- JKD/JKE - Suspension/Expulsion
- JK.1 - Student Discipline
- JICI - Weapons
- JICF - Gangs
- JICDE - Bullying
- JICH - Drug and Alcohol use
- JICA - Student Dress Code

A complete copy of the district's discipline policies can be found on our website at aurora.k12.org or in the Aurora Public Schools Safe Schools handbook, available on our website at aurorak12.org/safety.

Threat Assessments

APS cares about the safety of every student and staff member. If a student makes a threat toward another student and/or staff member, you will be involved in a threat assessment.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, by cell phone text, or made by gesture. Threats must be taken seriously, investigated and responded to.

What behaviors initiate a student threat assessment?

A student threat assessment will be initiated when behaviors include, but are not limited to:

- Serious violence or violence with intent to harm or kill a person or persons
- Verbal/written threats to harm/kill others (direct threats and/or threats with hidden intent)
- Online and/or cell phone text threats to harm/kill others
- Possession of weapons (including replicas)
- Bomb threats (making and/or detonating explosive devices, fire starting)
- Sexual intimidation or assault
- Gang related intimidation and violence



Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviors.

To access parent and student notification letters regarding threat assessments, visit **security.aurorak12.org/threat-assessment**.



Field Trips

As part of the instructional program, valuable field trips are planned for students during the school year. A permission slip indicating purpose, time of departure and return needs to be returned to the school, signed by a parent or guardian.

Teachers, paraeducators and adult volunteers provide field trip supervision. Due to supervision requirements, siblings are not allowed to attend field trips. Participating students will be asked to pay their share of the trip expenses. However, students who are unable to pay these fees will not be denied participation. Parents/guardians should notify the teacher if this situation occurs.

For additional information, please see **Board of Education Policy IJOA**.

Mandatory Reporters - Reporting Child Abuse/Child Protection

APS is committed to the safety and welfare of the children it serves. We recognize that child abuse and neglect can result in school failure and other damaging physical and emotional consequences. School employees can play a significant role in the prevention of child abuse and neglect. Accordingly, school personnel shall report suspected or known child abuse or neglect according to the Child Protection Act of 1987, (Title 19, the Children's Code, Article 3, Part 3.)

Staff training is important in meeting the reporting requirements of Colorado law. Accordingly, staff members shall receive training.

All school officials and employees are affirmatively charged with familiarizing themselves with the requirements found in policy and regulation. For more information, please view **Board of Education Policy JLF**.

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.

Open Enrollment

Students who live within the designated boundaries of a school shall have priority for enrollment in that school. When a student does not, applications for open enrollment will be considered in the following order of priority:

- Resident or non-resident students who apply, meet specific eligibility requirements, and are accepted into a pilot/magnet school or focus educational program;
- Students exercising choice under the federal No Child Left Behind Act (NCLB) (governed by Grants Office);
- Children of APS staff;
- Resident students who are entering the highest grade level at a school affected by a boundary change and wish to remain at that school;
- Students receiving daily childcare with a private sitter or at a commercial center within a school attendance area other than the one of residence;
- Student applicants who are residents of the district seeking choice enrollment; and
- Student applicants who are nonresidents of the district.



Open enrollment is based on program/building/staffing capacity. Approval may be granted, or denied by June 15 or students may be placed on a waitlist for both intra- and inter-district applicants. Once an intra- or inter-district application is approved, the application shall be valid for attendance at that school for the school year approved. Applications may be valid throughout the grades served by that school as long as the student continues to meet established criteria and has not moved outside of APS boundaries (for intra-district applications). The final decision for granting open enrollment is made by the principal of the requested school.

Students who move out of a school's boundary or the school district during the school year may still finish their school year at their current school.

Students will be required to attend their new home school thereafter, unless an application for intra- or inter-district choice/open enrollment has been submitted and approval is granted.

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 children be dressed for the variable Colorado weather conditions. Current weather conditions will determine whether or not students go outside for school activities. Outdoor recess will be held if the temperature, including wind chill, is 20° or above. The decision for recess will also be based on weather conditions at the school site.

School Safety - A Top Priority

APS CARES

APS implements strong safety and security protocols that we follow every day because we truly care about the well-being of our students, families and staff. We use a comprehensive approach to health and safety as detailed below.



- C - Communication:** We utilize multiple channels to communicate with our community and encourage students to report safety concerns.
- A - Awareness:** Our staff members participate in functional drills with first responders and make sure students practice emergency drills.
- R - Relationships:** We maintain strong partnerships with the City of Aurora's police and fire departments as well as local mental health, crisis and social service organizations.
- E - Engagement:** Our teachers, counselors, psychologists and social workers build trusting relationships with students that make students comfortable to report their concerns.
- S - Security:** We have a team of highly-trained APS staff members who work together when a potential threat is identified.

Visit **security.aurorak12.org** to watch a short video that highlights the many ways APS works to protect our students, families and staff.

Crossing Guards

The Risk Management Department manages the district's Crossing Guard Program. The program provides school crossing guard volunteers with hands-on training and a booklet which outlines safe crossing information for students walking to and from school in designated crosswalks.

This information is available at **risk.aurorak12.org/crossing-guards**.

Drills

Because the safety of students and staff is a top priority, all schools have focused on security measures that include Lockdown, Secure Perimeter and Evacuation drills.

Evacuation, Tornado, Lockdown and Secure Perimeter drill requirements for every school:

- Ten Evacuation drills, including a hazardous materials safety drill
- One Lockdown Drill
- One Secure Perimeter Drill
- One Tornado Drill

Lockdown and Secure Perimeter Drills

Schools that are placed in Lockdown or Secure Perimeter will remain so until the emergency has been resolved by the district or when agencies like the police or fire department determines that the school is safe. During a Lockdown or Secure Perimeter, all visitors, including parents/guardians, will not be allowed to enter or leave the building. In the event that a school is evacuated and students are taken to the playground or parking lots, parents/guardians will not be able to take their children from school until after the students have returned to their classrooms and routine student sign-out procedures are followed.

If a school emergency prevents students and staff from reentering the building, they will be transported to another APS site. This is known as reunification. Information on their whereabouts will be made available on radio stations, television channels, the district website (aurorak12.org) and/or at times via automated calls. Parents/guardians or emergency contacts will be provided with information on the designated site where they may pick up their children.

It is crucial that parents/guardians work with their school to ensure their own contact information, as well as the student's emergency contact information is kept up to date. Only those individuals on record will be allowed to pick up a student and in ALL cases, a photo ID will be required. If you would like more information regarding the safety procedures at your child's school, please contact the building administrator.

IDs - Students, Staff and Visitors

All APS staff are required to wear employee identification badges on district property. Middle and high school students are also required to wear identification badges on school property during school hours and while attending school sponsored events.

All visitors to APS schools are required to have their identification checked and scanned by the Raptor Visitor Management System, located at the front office of our schools. Visitors will be required to wear a visitor's badge while in the building or on school property. Upon departing, visitors are required to check out at the main office and return the visitor's badge to school officials.



The complete Board of Education policies on staff and student identification procedures and visitors can be found under Section E at [**aurorak12.org/policies**](http://aurorak12.org/policies).

Raptor Visitor Management System

Upon entering a district building, all visitors, including APS employees visiting the site, will be asked to present a picture ID. A form of ID can be a state-issued ID such a driver's license, a U.S. passport, a consular card or a foreign passport. The ID will be scanned into the Raptor software system. The system only checks to ensure that registered sex offenders are not entering our buildings.

It is important to note that Raptor only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. No other personal identifying information is saved or shared. Raptor does not connect with any other systems including the Department of Motor Vehicles or Immigration and Customs Enforcement.

Once entry is approved, Raptor will print an adhesive badge that identifies the visitor, the date and purpose of his/her visit.

If you are interested in learning more about the Raptor Visitor Management System, please visit **raptortech.com** or contact the Department of Safety and Security at 303-365-7816, ext. 28410.

Safe2Tell

Safe2Tell, a toll-free, Colorado tip line is available for anyone in Colorado concerned about a threat to student and staff safety. Callers may remain anonymous.

The number is 1-877-542- SAFE, or you can visit their website to obtain additional information at **safe2tell.org**.



School Security:

APS has a variety of resources available to assist in school safety during and after school hours. The district utilizes school-based Campus Monitors, uniformed and armed Campus Safety Officers and APD assigned School Resource Officers in and around our schools to provide security.

Information on the APS Department of Safety and Security and the Aurora Police Department's SRO program can be found at **security.aurorak12.org** and **auroragov.org/residents/public_safety/police/school_resource_officers**.

Volunteers (including Chaperones and APS Partners)

To ensure that school volunteers enhance the safety, security, well-being and success of our students, the Safety and Security Office registers and processes all school volunteers by performing a background check and providing them with an ID badge once their application is approved. ID badges must be renewed every year.

If the volunteer is committing to only a one-time event, he or she will simply need to register at the front office of the school or site. The exception is one-time overnight student travel trips, which also require a background check done by the Safety and Security Office.

Please start your screening process with plenty of time ahead of your child's overnight trip.

Find out more about the Volunteer screening process at **security.aurorak12.org/volunteers**.

Tobacco and Drug-Free Campuses

All APS facilities, including schools, vehicles, and sports fields are tobacco and drug free zones. Please refrain from using tobacco, vaporizers, and other methods of using nicotine, THC, alcohol or other substances on APS sites. Please do not visit APS campuses if you are under the influence of a mood-altering substance.

A Parent's Guide

Asking Questions and Getting Answers in APS

Parents/guardians and educators both have a responsibility to create positive relationships. Parents with questions should follow the proper communication chain. First, meet with the staff member with whom you have the concern. This will save time, eliminate misunderstanding and get you the answers you need. After speaking with the staff member, if you cannot resolve the concern then it is appropriate to proceed to the next level. Please see the communication chain on the right.

Tips to Parents/Guardians

Remember the following suggestions:

- Decide if it is the school's problem, the child's problem or your problem.
- Take ownership for your problems and let others handle their own.
- Expect your child to accept responsibility for his or her own behavior.
- Be prepared to be specific about what the problems or questions are and clearly state your needs.
- Show the school staff member the same respect and courtesy you expect.
- Be reasonable about timelines for response or resolutions.
- Commit to working toward a win-win resolution.
- Be aware that school staff care about your children and share many of the same goals for them.
- Foster a positive, collaborative relationship without compromising your convictions.
- Be involved in your child's education through regular, two-way communications. Effective communication can oftentimes diffuse a problem before it starts.

Communication Chain

Start with the person most directly involved (for example, Teacher)

Their supervisor (for example, Principal/Asst.)

Learning Community Directors

Chief Academic Officer or Designee

Superintendent or Designee

Board of Education

Directory Information

Assessment and Research	303-340-0861 (x 28382)
Athletics/Activities	303-340-8655 (x 28386)
Board of Education	303-344-8060 (x 28988)
Citizen Complaints Against Employees	303-344-8060 (x 28036)
Curriculum and Instruction	303-340-0859 (x 28358)
Discipline	303-340-0859
District General Information	303-344-8060 (x 28000)
District Policy	aurorak12.org/about-aps/district-policies/ 303-344-8060
Culturally & Linguistically Diverse Education	303-340-0859 (x 28361)
Gifted and Talented	303-340-0510 (x 29227)
Health Services	303-365-7813 (x 28533)
Insurance – Risk Management	303-365-7816
Learning Communities	303-340-0859
Nutrition Services	303-343-0295
Student Records/Transcripts/Attendance Areas	303- 365-5822 (x 28074, x28058)
Exceptional Student Services	303-340-0510 (x 28321)
Safety and Security	303-367-3060
Transportation	303-326-1986 (x 28801)
Transportation Dispatch	303-326-1986 (x 28812)

Website

Log onto the APS website at ***aurorak12.org*** to find information about schools and the school district.

If your area of concern is not listed, call the main reception line at 303-344-8060, ext. 28000.



APS School Building Locations

Early Childhood Education

APS Early Beginnings	812 N. Jamaica St.	303-326-1018
Jamaica Child Development Center	800 Jamaica St	303-364-8126 *
Laredo Child Development Center	1420 Laredo St	303-364-9371 *
Meadowood Child Development Center	3333 S. Norfolk Way	303-400-0863 *

Elementary Schools

Altura	1650 Altura Blvd	303-340-3500 *
Arkansas	17301 E. Arkansas Ave	303-755-0323 *
Century	2500 S. Granby Way	303-745-4424 *
Crawford	1600 Florence St	303-340-3290 *
Dalton	17401 E. Dartmouth Ave	303-693-7561 *
Dartmouth	3050 S. Laredo St	303-690-1155 *
Elkhart	1020 Eagle St	303-340-3050
Fulton	755 Fulton St	303-364-8078 *
Harmony Ridge	52 N. Robertsdale St.	303-344-8060 *
Iowa	16701 E. Iowa Ave	303-751-3660 *
Jewell	14601 E. Jewell Ave	303-751-8862 *
Kenton	1255 Kenton St	303-364-0947
Lansing	551 Lansing St	303-364-8297 *
Laredo	1350 Laredo St	303-366-0314
Lyn Knoll	12445 E. 2nd Ave	303-364-8455 *
Montview	2055 Moline St	303-364-8549 *
Paris	1635 Paris St	303-341-1702 *
Park Lane	13001 E. 30th Ave	303-343-8313 *
Peoria	875 Peoria St.	303-340-0770 *
Sable	2601 Sable Blvd	303-340-3140 *
Side Creek	19191 E. Iliff Pl	303-755-1785 *
Sixth Avenue	560 Vaughn St	303-366-6019 *
Tollgate	701 S. Kalispell Way	303-696-0944
Vassar	18101 E. Vassar Ave	303-752-3772 *
Vaughn	1155 Vaughn St	303-366-8430 *
Virginia Court	395 S. Troy St	303-366-9594 *
Wheeling	472 S. Wheeling St	303-344-8670 *
Yale	16001 E. Yale Ave	303-751-7470 *

K-8 & P-8 Schools

Aurora Frontier P-8	3200 S. Jericho Way	303-693-1955 *
Aurora Quest P-8	17315 E. 2nd Ave	303-343-3664
Boston P-8	1365 Boston St	303-364-6878
Clyde Miller P-8	1701 Espana St	303-364-7918 *
Edna and John W. Mosley P-8	55 N. Salida Way	303-366-2807*
Murphy Creek P-8	1400 S. Old Tom Morris Road	303-366-0579 *
Vista Peak Exploratory P-8	24551 E. 1st Ave	303-364-3757*

Middle Schools

Aurora Hills	1009 S. Uvalda St.	303-341-7450
Columbia	17600 E. Columbia	303-690-6570
East	1275 Fraser St.	303-340-0660
Mrachek	1955 S. Telluride St.	303-750-2836
North	12095 Montview Blvd.	303-364-7411
South	12310 E. Parkview Dr.	303-364-7623
Aurora West College	10100 E. 13th Ave.	303-366-2671
Preparatory Academy 6-12		

High Schools

Aurora Central	11700 E. 11th Ave.	303-340-1600
Gateway	1300 S. Sable Blvd.	303-755-7160
Hinkley	1250 Chambers Rd.	303-340-1500
Rangeview	17599 E. Iliff Ave.	303-695-6848
Vista PEAK Preparatory	24500 E. 6th Ave.	303-340-0121
William Smith	400 Airport Blvd.	303-364-8715

*Child Development Center (CDC) sites

Breakfast and Lunch Program

Free and Reduced Applications

Free and Reduced meal applications must be submitted every new school year. Only one application per family is required. All students living in a household must be listed on the application regardless of the school they attend.

To receive free or reduced meals the first day of school, apply online starting July 1st at **PaySchoolsCentral.com**. Applications may be completed throughout the school year. Parents/guardians are responsible for meal balances accrued prior to meal application approval.

Special Dietary Needs

Students with unique dietary needs due to health problems are required to have a physician complete and sign a Meal Modification Form for Students with Special Dietary Needs. You may obtain this form from your kitchen manager, the Nutrition Services Central Office or by visiting **nutrition.aurorak12.org/special-meal-permission-forms**. When possible, Nutrition Services will make a reasonable effort to provide for those special needs.

Breakfast and Lunch

Breakfast: Students are offered four menu items and must choose three of the offered items. Each student is assigned a student ID number by the school district. This number will be entered by the student on the keypad when the student comes in for breakfast/lunch. It is important for all students to learn their numbers.

Lunch: Students are offered five menu items and must select a minimum of three items at lunch.

Payments and Balances

Parents/guardians and students are encouraged to purchase daily meals or multiple-day meals in the school cafeteria. Checks should be made out to “APS-Cafeteria” and should have the student’s first and last name with student ID# written in the memo section. Please give these checks to the cafeteria manager. Payments may also be made at **PaySchoolsCentral.com**. Parents/guardians may request a historical printout of their children’s account at any time throughout the school year from the school’s kitchen manager or by visiting their children’s activity report online at **PaySchoolsCentral.com**.

Nutrition Services staff will call parents or guardians regarding any negative lunch accounts and discuss possible payment plans, including the availability of free and reduced meal programs. Parents/Guardians will be asked to pay the negative balance or contact the kitchen manager to schedule payment arrangements.

For public health reasons, snacks brought to school for special occasions should be purchased from a licensed retail food establishment.

Health Services

School health staff must be informed if a child has any health conditions or special needs, so that proper care can be provided during the school day. The school must be notified when a child is diagnosed with a contagious disease such as measles, pertussis (whooping cough), mumps, chicken pox, etc., in the event that special measures are necessary to protect the welfare of other students and staff. A student with a serious health problem (examples include diabetes, seizures, severe allergies, etc.) may require an individual health plan. This will be determined by the school registered nurse, especially if school staff will be providing care or medications.

Student Health Information

The student health information section in the online registration must be completed for each student on an annual basis. This section of the online registration will ask for health concerns, medications, hearing or vision conditions and type of support needed at school. Even though a child may not have a significant health condition, parents/guardians are expected to complete and sign the card for the school health records. The information supplied in the student health section will help the school registered nurse address student health needs and plan for appropriate care at school.

Immunizations

All students must show proof of immunization before attending school. Students who do not submit an official immunization record or present a valid exemption will be denied admission. Colorado immunization law states that a child may be exempted from immunizations with a physician's medical recommendation or a written statement signed by the parent/guardian stating opposition based on religious or personal beliefs. Failure to meet Colorado immunization law within 14 days may result in exclusion from school until there is compliance with the law.

Emergency Contact Information

It is essential that parents/guardians complete and update the Emergency Contact Information of the Family Address and Information Form. Parents/guardians must do so at the start of every year and whenever there are changes. If your child is injured or becomes ill at school, staff need to be able to reach a responsible adult. Please remember to notify the school office staff when a phone number changes.

Medications

Students shall not be permitted to take medication while at school unless it is administered in accordance with the procedure outlined in **Board Policy JLCD** and **JLCD-R**. If a student needs medication at school, an authorization form is required. The parent should consult with the health paraprofessional or the registered nurse for specific medication guidelines.

Prescription medication supplied by the student's parent/guardian must be in the original container from the pharmacy with a label that includes student name, drug name, dose specific to weight or age,



time interval, route (e.g., by mouth, injection) and specific indications. Non-prescription medications must also be in the original labeled container and be labeled with the student's name. All medications should be delivered to the health room staff by a responsible adult or by special arrangements with clear communication between parent and school staff. Controlled substances (narcotics and some behavioral medications) must be secured in the health office at all times and may not be carried by any student at any time.



School-Based Health Centers

APS students and their younger siblings can receive medical, dental and behavioral health services at our School-Based Health Centers. Besides dental and behavioral health services, students can be seen for sports physicals, minor injuries/illnesses and immunizations. Every Child Pediatrics, Aurora Mental Health and Children's Hospital Colorado work together to provide this service to our families.

Laredo Kids Clinic

1420 Laredo Street
Aurora, CO 80011
303-326-1953

Trojan Wellness Center

11700 E. 11th Avenue
Aurora, CO 80010
303-326-1570

Crawford Kids Clinic

1600 Florence Street
Aurora, CO 80010
303-326-2090

Olympian Wellness Center

1300 S. Sable Boulevard
Aurora, CO 80012
303-326-2088

For more information, visit [**aurorak12.org/kids-clinic**](http://aurorak12.org/kids-clinic).

Health Insurance Enrollment

Assistance is available for families to enroll in Medicaid and SCHIP (CHP+) health insurance programs. A child who is an American citizen, and whose family income meets the guidelines for free or reduced school lunch, may qualify for one of these insurance plans. Call 303-365-7813 to make an appointment to enroll.

Keeping Students Home Due to Illness

There are three main reasons to keep sick children at home:

1. The child does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
2. The child needs more care than teachers and staff can give while still caring for the other children.
3. The symptom or illness is on the symptoms table found at [**health.aurorak12.org/illness-injury-infection/policies**](http://health.aurorak12.org/illness-injury-infection/policies), and staying home is required.

Remember, the best ways to stop the spread of infection is through good hand washing and staying home when sick.

Gaggle: Aurora Public Schools Partners with Gaggle in Keeping Students Safe

In Aurora Public Schools, safety is our top priority. Thanks to Aurora voters who approved our 2018 mill levy override, we can ensure our learning environments remain safe and secure by utilizing an innovative technology tool called Gaggle. This system encourages responsible digital citizenship among K-12 students and helps in the prevention of violent acts, suicide, the viewing and sharing of pornography and more in our schools. APS launched the Gaggle service on November 4, 2019.

Gaggle is a Dependable Resource

With the help of artificial intelligence and trained safety experts, Gaggle will operate around the clock to identify troublesome keywords and phrases K-12 students send and receive while logged into their APS Google accounts to use Google-based applications such as Gmail, Google Docs, Google Chat, Google web browsing and more.

Gaggle will flag content referencing intentions of violence, drug and alcohol use, sex, self-harm, hate speech, pornography, etc. It will also analyze images to block pornography and obscene visuals from reaching students.

Gaggle Will Keep Us Informed

When Gaggle detects troublesome images and content, it will notify emergency APS staff.

Students will receive warnings for sending profanity, insulting language and provocative images. More serious offenses include references to bullying, drugs and alcohol. These instances will be immediately reported to school and district personnel, including our mental health and counseling professionals.

If child pornography or imminent threats to student safety, such as harm to one's self or others, are detected, emergency APS personnel will be notified along with law enforcement.

Gaggle Will Improve our Ability to Respond

Using Gaggle's analytic tools, APS staff will be able to direct appropriate resources to individual students who are struggling. It will also help us deliver responsible digital citizenship resources that will positively impact our school environments.

Gaggle is Making an Impact Nationwide

During the 2019-20 school year, Gaggle discovered 64 thousand references to suicide or self-harm in students' online activity. Of these, more than 5,600 were serious enough to merit immediate attention by the district. 34 thousand references of violence toward others. More than 1,600 warranted immediate call to prevent a potential incident. 15 thousand instances of nudity or sexual content, with more than 2,400 requiring immediate action.

Based on the press release *13 Districts in 6 States Partner with Gaggle*, it is evident that Gaggle is an amazing resource in helping school districts avoid tragedies.

To learn more about Gaggle, visit **gaggle.net**. If you have any questions about our proactive approach to student safety, please contact the APS Department of Safety and Security at 303-367-3060.



Mental Health & Counseling

In addition to safety resources like Gaggle, funding from our 2018 mill levy override has also expanded our Mental Health and Counseling team. This added support in our schools allows teachers to focus on instruction and provides students more meaningful interactions with mental health experts.

APS aims to become a trauma-informed school district, which the foundational belief that obtaining a development-relevant and biologically-sensitive lens will not only impact the student population who has been impacted by trauma, but more importantly, boost the resilience of all staff and students. It is imperative that all of our staff know and understand human neurobiology to provide the best educational environments.

For information about our Mental Health and Counseling services, please contact the APS Mental Health and Counseling Department at mentalhealth.aurorak12.org or 303-365-4383.

McKinney-Vento Act – Title IX, Part A - Homeless Education Program

The Homeless Education Program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 etseq.). The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining a free, appropriate public education. The program was originally authorized in 1987 and, most recently, reauthorized as Title IX, Part A of the Every Student Succeeds Act in 2015. The Act ensures educational rights and protections for children and youth experiencing homelessness including the following:

If you live in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
*If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the student's needs.

If you believe you may be eligible, contact the McKinney-Vento Case Manager at your school or the Aurora Public Schools Federal Programs Department at 303-365-5816 to find out what services and supports may be available.

Parent Portal - Infinite Campus

The APS Parent Portal gives you access to see academic information about your student, including contact information, attendance, grades and class schedules. You can also view fees and transcript information if your child attends middle or high school.

First time user of the APS Parent Portal?

- Please contact your student's school for your username and password.

What kind of software or computer is needed to use the Parent Portal?

- Any computer with included internet browser capability, Macintosh or Windows and
- Internet connection

Check your Student's Attendance and Grades Online

Using the APS Parent Portal, you can see academic information about your child, including contact information, attendance, grades and class schedules. You can also view fees and transcript information if your child attends middle school or high school. For more information, visit [**aurorak12.org/grades**](http://aurorak12.org/grades).

Special Education

APS provides a Free Appropriate Public Education (FAPE) and specialized services to all students with specified disabilities that qualify under the federal law, Individuals with Disabilities Education Act (IDEA). In partnership with parents/guardians, APS staff will develop an individualized education program (IEP) that describes the child's educational needs, the child's goals, and the program to be implemented to attain those goals in the least restrictive environment possible.

Special Needs

Please contact your school building administrator or the Director of Health Services at 303-344-8060, ext. 28511 if, because of a disability, your child requires 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 child's school for more information.



Student Accident Insurance

APS has selected, for students preschool through 12th grade, the Student Accident Insurance Plan from K&K Insurance Group to make reliable coverage available to parents/guardians. If you don't have other insurance, this optional plan may be a resource to consider. Additionally, if you have other coverage, this plan can help fill expensive 'gaps' caused by deductibles and co-pays. Please review the two schedule of benefits to fully understand what is covered by this policy. This is accident insurance only. Additional information is available on the APS Risk Management website at ***risk.aurorak12.org/student-accident-insurance*** or please call 303-365-7816.

For more information, see **Board of Education Policy JLA**.

Title I Program

The Title 1 Program is federally funded. Funding received under Title I is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. As the largest federal program supporting elementary and secondary education, Title I targets these resources to the districts and schools where the needs are the greatest.

For more information, visit ***federalprograms.aurorak12.org/title1schools***.

Translation/Interpretation Services

APS is committed to providing written translation, on-site and phone interpretation support at no cost to families who do not speak English. Any APS parent/guardian may request services through their school's main office.

Interpretation Services

In-person, phone or sign language interpretation services are available for any essential family group meetings, such as APS community meetings, EPAC, graduation ceremonies and Board meetings. Phone interpretation services are also available at each school for urgent or unexpected family-school communication needs.

Translation Services

Essential family communication can be submitted for translation including letters, permission slips, forms, applications, school fliers and brochures, agendas from school meetings, and Individualized Education Program evaluations.

To request translation and interpretation services, please contact your school's main office. Visit ***language.aurorak12.org/parent-resources*** for policies, district resources and parent guides in the most common languages used by APS families.

APS Welcome Center

The APS Welcome Center assists APS refugee and immigrant families in becoming more familiar with and accustomed to the Aurora Public Schools System. Welcome Center staff provide services and make connections to relevant resources to ensure that students are adequately supported to be successful at school. The APS Welcome Center can be reached at 303-344-8060, ext. 39036.

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 or 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, and
- l. other similar information.

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

Rights of Students with Disabilities

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.

Asbestos Management Plan Designed for School Safety

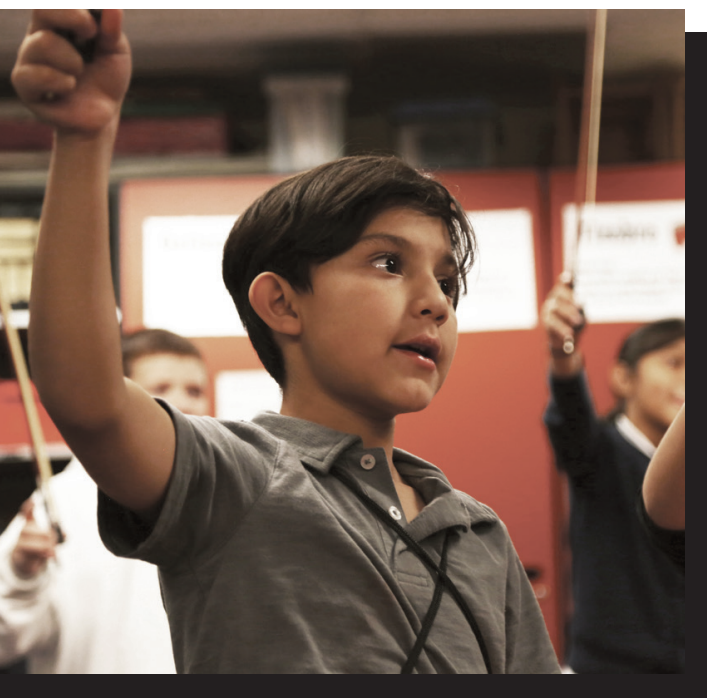
- The safety of students and employees in all Aurora Public Schools facilities is the number one priority for the Environmental Compliance Branch. Our procedures for dealing with asbestos reflect that priority.
- As required by the Asbestos Hazard Emergency Response Act (AHERA), Aurora Public Schools 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.
- 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 303-326-2115 ext. 28685.

Every Student Succeeds Act: Parent's "Right to Know"

- The federal law called the "Every Student Succeeds 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 15701 E. 1st Ave., 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.

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 Megan Lonergan, 15701 East 1st Avenue, Aurora, CO 80011, phone: (303) 344-8060 x28771, malonegran@aurorak12.org, or designee.
- Please see **Board of Education Policy JBB - Sexual Harassment**.



Health Services/Medicaid Annual Notice of Rights

This is a statement of your rights regarding the consent you have given the District to provide health related services to your child and to release and exchange information to Medicaid for reimbursement for health-related services.

Billing information includes your student's name, date of birth, address, educational disability and type and amount of health-related services that have been provided. Your consent has allowed the District to send claims to Medicaid and receive payment from Medicaid for health-related services outlined in your child's Individualized Education Plan. The district will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding your child's treatment and provision of health-related services. You are entitled to receive a notice of your rights annually. This is the statement of your rights.

Rights:

- The District will not require you to enroll in Medicaid in order for your child to receive special education services.
- Your child will continue to receive the services listed in his or her IEP, without interruption and at no cost to you, whether or not you have given permission.
- Your consent will not impact your child's Medicaid coverage.
- Your consent is voluntary and may be withdrawn at any time.
- If you withdraw your consent the district will not bill Medicaid for any services provided from that date forward.

Call the Health Services/Health First School Medicaid office with questions, 303-365-7813.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex (including sexual harassment, sexual violence and gender-based harassment) in education programs and activities that receive federal financial assistance. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment.

Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.” Title IX, Education Amendments 1972

Title IX complaints should be reported to a school based administrator, emailed to apstitleIX@aurorak12.org, or reported through Safe to Tell.

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 (which includes transgender), conditions related to pregnancy or childbirth, disability, religion, ancestry, sex, need for special education services, or genetic information for employment and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Megan Lonergan, or designee
15701 E 1st Avenue, Suite 206
Aurora, Colorado 80011
Phone: 303-344-8060 x28771
Email: malonergan@aurorak12.org

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 **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

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

Storm Water Management Program

- Aurora Public Schools has developed a Stormwater Management program intended to reduce nonpoint source pollution into the local waterways. As stormwater 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 303-326-2115 ext 28685.



