STUDENT/STAFF HANDBOOK

2025-2026

Pickens Technical College
500 Airport Blvd.
Aurora, CO 80011
303-344-4910

PICKENS TECHNICAL COLLEGE ADMINISTRATION

Dr. Teina L. McConnell, Executive Director
Kewanna Cigales, Assistant Director
Andrew Vidockler, Assistant Director
Dr. Larry Irvin, Assistant Director

BOARD OF EDUCATION

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1085 Peoria Street
Aurora, CO 80011
303-344-8060

Last updated 06/12/25
***information and policies are subject to change**

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Daytime Program Schedule	
Blocks	Monday - Friday
Morning Block	7:50am – 10:40pm
Afternoon Block	12:05pm – 2:55pm

Cosmetology, Esthetician, & Nail Technician, Barber Schedule		
Blocks	Monday - Friday	
Morning Block	7:50 am – 11:50 pm	
Afternoon Block	12:25 pm – 4:25 pm	

Evening Programs	
Blocks	Monday - Thursday
Evening Block *Varies slightly by program*	5:00pm – 9:30pm *No classes on Fridays*

Student Commons: Paragon Catering, Breakfast & Lunch	
	Monday - Friday
Available during Daytime blocks *Catering is not available for the evening block*	7:30am – 2:30pm

Student Commons: Starbucks	
	Monday -Friday
Available during Daytime blocks	7:00 am – 4:00 pm

PICKENS' VISION STATEMENT

Pickens Technical College prepares all students for Postsecondary Workforce Readiness (PWR).

PICKENS' MISSION STATEMENT

Pickens Technical College provides unsurpassed, equitable and Career Technical Education (CTE).

PICKENS' CORE VALUES

Respect, Integrity, Compassion, Equity, & Excellence.

Welcome! Pickens Technical College offers over 25 certificate granting programs to adults and high school students as part of Aurora Public Schools, Colorado Community College System, and the Colorado Department of Higher Education. Our goal is to provide students with the opportunity to acquire state-of-the-art skills, knowledge and work habits that will help them succeed in the workforce. Upon completion of most programs, students will receive a certificate and transcript.

Equal Application of Policies

All institutional policies, procedures, rules, and expectations apply equally to every student and faculty member, regardless of program, status, or location. This includes all instructional sites, clinical or work-based learning settings, and any off-campus program activities.

Please note that *all* Pickens programs begin in August (Fall Semester). The only programs that offer a January (Spring Semester) start date are: Cosmetology, Dental Assisting, and Practical Nursing.

Administration

NAME: **Teina McConnell, Executive Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27701
EMAIL: tlmcconnell@aurorak12.org

NAME: **Kewanna Cigales, Assistant Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27726
EMAIL: kacigales@aurorak12.org

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LOCATION: Building "A".
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NAME: **Larry Irvin, Assistant Director**
LOCATION: Building "A".
PHONE NUMBER: Extension 27925
EMAIL: lmirvin@aurorak12.org

Enrollment Process

Admission Policy: Postsecondary Students

Admission requirements at Pickens Technical College are listed within this section. Enrollment includes individuals from the metropolitan area and state, from a wide variety of backgrounds and age groups. Applications for admission should be submitted well in advance of the desired entry date. Applicants are encouraged to apply at least 6-8 weeks prior to the registration window opening. This will allow adequate time to process financial aid materials, meet with an advisor to discuss programs and classes, and register for classes. See the Pickens website (pickentech.org) for more details. . Registration steps are outlined in this section:

Registration for all Fall postsecondary classes is held online beginning in the second week of April. Online registration for spring Dental Assisting and Cosmetology classes takes place in October. Each Fall, all programs enroll new cohorts of students. Start dates align with the Aurora Public School calendar. Cosmetology, Dental Assisting, and Practical Nursing (see the Spring Enrollment section below) have additional Spring enrollment. Applications are rolled forward to the nearest applicable start date. First-time students can only submit one application. If applicants would like to revise their application, they should contact registration at pickensregistration@aurorak12.org.

1. Apply To Your Program

Complete the free online application. You will receive an email confirming your application submission and will be provided with the next steps. We accept applications year-round, and upon completion of this step, you will receive email and text confirmation from our registration department.

Completion of your application does not mean you are registered for the upcoming semester.

Registration occurs twice a year (depending on the program). Please see above for the registration timeline and dates. Please contact our registration department at 720.502.8544 ext. 27797 with any questions regarding your application status.

2. Apply For Financial Aid

Apply for financial aid. Pickens' financial aid department will follow up within one month of the program's start date. Please reach out to the financial aid department at 720.502.8544 ext.27733 for information and support.

3. Entrance Exam

The following programs require a mandatory entrance exam to be eligible for registration: Cosmetology, Barber, Esthetician, Nail Technician, Medical Assisting, Veterinary Assistant, Pharmacy Technician, Dental Assisting, & Master Automotive Service Technician.

Click here to schedule your entrance exam.The entrance exam is free, and tests for 8th grade level english literacy. The test consists of 25 multiple choice questions.

In place of taking the test, applicants can submit evidence of successful completion of college level courses or proficient scores on standardized literacy tests (click here to see the list of accepted evidence in place of entrance exams).

4. Register

Register once the program's registration window opens. Refer to the Registration timeline for information.

If you have completed all the necessary steps to be eligible for registration, on the morning of your program's registration window opening you will get an email from pickensregistration@aurorak12.org. Complete & submit the form attached to this email immediately. Registration staff will place students based on a first reply first serve completion of this form. If your seat is secured, you will receive a confirmation email from our registration department. If your program of choice is filled, you will receive an email from our registration department with the option to join the program's waitlist.

5. Acceptance Fee

Pay the $100 mandatory acceptance fee by 3pm on the same day you receive confirmation of securing your seat in the program. You will receive this invoice, via email. This can be paid through your student portal, or by contacting our cashiers office at 720.502.8544 ext.10130. This fee is mandatory and non-refundable. If the 3pm deadline is missed, your spot in the program will be forfeited to the next eligible applicant.

Slotted students will receive follow-up information about attending online orientation.

Practical Nursing and Advanced Respiratory Care Enrollment

Practical Nursing and Advanced Respiratory Care have separate enrollment processes that differ from the registration timelines for all other programs.

Licensed Practical Nursing

Applicants must submit all testing results and their application packet for the nursing staff to review on the following schedule:

- **Fall (August) Enrollment:** The application packet is due to the registration office by the first Monday in April prior to the August start. If you are accepted, our nursing staff will contact you directly.
- **Spring (January) Enrollment:** the application packet is due in the registration office by the first Monday of October prior to the January start. If you are accepted into the program, our nursing staff will contact you directly.

NOTE: The non-refundable acceptance fee for the Licensed Practical Nursing program is $1,000.

Advanced Respiratory Care

Applicants to this program must be enrolled in the Respiratory Therapy Technician program at the Community College of Aurora (CCA). To enroll at Pickens, interested students need to contact the Program Director for the Advanced Respiratory Care program at 303-344-4910 x 27924 to arrange an appointment. TheDirector will contact accepted students directly.

Post Secondary Continuing Enrollment

Postsecondary students will be automatically enrolled for their next semester of classes if they:

- Pay their previous semester balance in full
- Earn a 71% or higher in all classes
- On a case by case basis have instructor and administrative approval.

Admission Policy: Secondary Students (Concurrent Enrollment)

Pickens Technical College Programs are in high demand. It is a privilege for high school students to attend Pickens Technical College and we want you to be successful! Pickens serves not only Aurora Public School students but is the area technical college option for students in certain parts of Denver, Adams, Arapahoe, Kiowa and other counties. It is important that you have a sincere interest in attending Pickens and that our programs align with your long term career goals.

Each Fall, all programs enroll new cohorts of students. Start dates align with the Aurora Public School conventional calendar (available on the APS website). Cosmetology and Dental Assisting have additional Spring enrollment.

All students entering their junior or senior year in the APS district. surrounding outlying districts, charter schools, and students who are homeschooled are welcome to apply for concurrent enrollment at Pickens Technical College. For more information about High School concurrent enrollment, visit our High School Students page on the Pickens website, pickenstech.org. Interested students should contact their high school counseling office or Career Services for more information.

Fall Enrollment: Applications for concurrent enrollment are sent to high school counseling offices each January for fall enrollment.

Spring Enrollment: Dental Assisting and Cosmetology have spring start dates each January. Applications for these programs are sent to high school counseling offices in October.

Slotted students will receive follow-up information about attending online orientation.

High School Enrollment Process

1. **Discover Your Program:** Complete the career exploration assessment and explore our offered programs of study.
2. **Create an Academic Plan:** Meet with your high school counselor to discuss eligibility and create an academic plan.
3. **Apply:** Complete the Rising Senior or Rising Junior application available through your high school counselor or counseling office.. HIgh school applications are sent to counseling offices each January for fall enrollment. If you are slotted in a Pickens program, your counselor will notify you. Accepted high school students are required to return a signed parent/guardian agreement to secure their program slot.

High School Office of Disability Services

- High school IEPs and/or 504s do not continue to college. For information on Disabilities Services please refer to page 30.

Important Note:

Aurora Public School Students: The Career Services Team will contact your counseling office to review applications and review students placed into programs. Your counselor will let you know if you are selected.

Non- APS High School & Charter High School Students- All slots will be filled via lottery and your counselor will let you notify you if you are selected.

All unfilled program slots will be filled with a series of lotteries from all reviewed and approved applicants.

Concurrent Enrollment

Pickens Technical College (PTC) has a concurrent enrollment agreement with Aurora Public Schools – and a variety of other school districts – that makes it possible for qualified high school students to attend college-level career and technical programs while earning high school credit.

How does concurrent enrollment benefit me?

1. The school district pays for tuition.
2. Students earn college and high school academic credits provided they earn a grade of C (71%) or

higher in each program class at Pickens.
3. Credits are transferable to all Colorado community colleges.
4. Students earn an industry-recognized certificate to help obtain future employment.

Academic Credit for College-Level Learning Acquired in the Military

Pickens Technical College will assess a veteran's JTS and will award credit based on ACE recommendation. Any student who has acquired occupational knowledge in their program area through previous education, work experience, on-the-job training or any means other than formal education may challenge any course that will apply to specific CTE certificate programs. Some courses within a program do not provide challenge opportunities.

Pickens Technical College's Registration Department's Veterans Affairs Coordinator will assist any veteran or active military student in selecting a certificate program and verifying PLA credit awarded for the chosen program of study

Financial Aid

The Financial Aid Office offers grants, scholarships, and work-study opportunities for post-secondary students determined by FAFSA filing date. We also certify veterans for educational benefits administered by the Veterans Administration.

To apply complete the FAFSA at: www.fafsa.gov
Pickens FASFA School Code: 012875

In May 2014, Federal Student Aid (FSA) launched a new feature on its StudentAid.gov website, which allows aid recipients to access their federal student aid history directly on that site. Students, parents, and borrowers can now log in to Student Aid.gov to view their federal student loan and grant information from the National Student Loan Data System (NSLDS®)

This is the second step of a multi-phase project to develop a single point of entry for students accessing federal student aid information, applying for federal aid, repaying student loans, and navigating the college decision-making process. The site including this new feature is also completely accessible on tablets and smartphones.

Through Student Aid.gov, students can now:
- View their federal student aid history, including loan detail, grant detail, and overpayment detail get their loan servicer's contact information
- Find out how much Pell Grant eligibility they have left and
- Download their federal student aid history into a text file using the MyData Download function.

The NSLDS Student Access site will continue to be available and student aid recipients should continue to visit NSLDS.ed.gov exclusively to:
- update their address
- submit an enrollment change

- complete TEACH exit counseling and
- provide an organization authorization to their account

Grants:

Federal Pell Grant: This federal program serves as the foundation for other forms of aid and is designed for undergraduate students who do not have a bachelor's degree. The amount of this award is determined by a federal funding formula and the cost of education at Pickens Technical College. Students who have a bachelor's degree are not eligible for this grant.
Federal Supplemental Educational Opportunity Grant (FSEOG): This federal program is designed to be awarded first to applicants with exceptional need. Students who have a bachelor's degree are not eligible for this grant.

Scholarships:

A variety of scholarships are available to students who plan to attend Pickens Technical College. Some are specific to individual programs. Please visit the Financial Aid Office located in Building B for more information about scholarships that may be available to you. We also recommend you research scholarship search engines for additional scholarship resources.

Student Loans:

Pickens Technical College does not currently participate in any student loan programs (Federal Stafford Loan, Direct Loan, Perkins, etc.). Students holding previous loans from other schools are eligible for deferment of loans in good standing. Deferment forms will be completed by the records office and sent to previous schools or the loan holder. For further information on loan deferments, contact the Financial Aid Office located in Building B.

Military Personnel:

Active duty military personnel and their dependents upon moving to Colorado on a permanent-change-of-station (PCS) basis are eligible for resident tuition rates. Before registering at Pickens Technical College, they should contact the nearest Military Education Office in order to complete and have the tuition classification certification form approved by the Education Officer. Pickens also accepts military orders as proof of residency. The form is to be presented at the Registration Office at the time they register for a class.

Veterans:

The Financial Aid Office does all certifications for veterans seeking to use their educational benefits at Pickens Technical College. All post-secondary programs are eligible for veterans benefits and prospective students should contact the Registration Office for information on specific programs or classes. A veteran is ALWAYS responsible for their tuition bill at the time of registration. An application or certificate in progress does not exempt students from meeting financial obligations when they are due. Veterans may check their education benefits at va.org, click on Benefits & Education Training.

More information about our programs, admissions process, financial aid or any other information contact our Student Services department in building B or call 303-344-4910 ex.27961

Accreditations

The programs at Pickens Technical College are approved jointly by the Colorado Community College System (CCCS) and by the Aurora Public Schools Board of Education. The school operates under the governance of the Aurora Public Schools Board of Education and is a member of and accredited by the Council on Occupational Education (COE).

Community College of Aurora

Pickens Technical College has a special relationship with the Community College of Aurora (CCA). Students interested in obtaining an Associate's of Applied Science (AAS) or an Associate's of General Studies (AGS) degree can start their degree at Pickens Technical College by completing technical classes for designated occupational certificates. Then, continue taking general education courses and other requirements at CCA. After the appropriate number of courses is complete, an AAS or AGS degree is awarded by the Community College of Aurora.

For more information about obtaining an AAS or AGS degree, contact a career services advisor at Pickens Technical College or the Community College of Aurora (303-360-4700).

Pickens will consider credits from other schools in the Colorado community college system; however, students must provide the appropriate transcripts and work to a program instructor or career services advisor for review. In some circumstances credits may need to be approved by an administrator. Credits under review are not guaranteed to be applied to Pickens programs.

Associates Degree Options Through Transfer or Articulation:
Associates of Applied Science/ Applied Technology

The AAS degree in Applied Technology requires the completion of at least 60 semester hours. Credits from area technical schools or technical colleges that apply to the degree vary in number according to the certificate program offered by the institution. A maximum of 45 certificate credits may be applied toward the Applied Technology degree. Students must complete at least 15 credit hours in general education courses at CCA. Students, whose certification program taken at the area technical school or technical college, requires less than 45 hours must complete more than the 15 required credit hours at CCA in order to bring the total number to 60 semester hours. These additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

Pursuant to Colorado's Statewide Transfer Policy dated February 3, 2005

5.3 Transfer of Credit from Area Technical Schools & Technical Colleges

A student who completes coursework at an area technical school may transfer any eligible and relevant postsecondary course credits to another area technical l school, to an appropriate program leading to a certificate or to an associate degree at a community or technical college, subject to the provisions of C.R.S. 23-1-108 (7), and the state credit transfer policies established by the Colorado Commission on Higher Education.

Transferred courses do not guarantee admission into specific programs that require an admission process.

Academic Due Process

This policy is being updated and is under administrative review as of 7/30/2025

General Information

Address Updates:

It is important to have current addresses and phone numbers for all of our students and their families. For Aurora Public Schools secondary students: If the parents/guardians of a student need to make a change to their address or phone number, they should contact Central Admissions at (303) 326- 2200. For all other students, both secondary and post-secondary: Please contact the Pickens Registration Office at (303) 326-2046.

Transportation Policy for Pickens Technical College

Postsecondary Students

Postsecondary students must provide their own transportation to and from Pickens Technical College.

Aurora Public Schools (APS) High School Student Transportation

APS high school students enrolled at APS Avenues, AWCPA, Aurora Central, Gateway, Hinkley, Rangeview, Vista Peak, or William Smith High Schools are provided district bus transportation between their high school and Pickens, and back—only for regularly scheduled school days.

Should a student miss the APS-provided bus, they are responsible for arranging their own transportation either to Pickens or back to their home high school. APS buses do not return for missed students; students cannot count on the bus being held or returning .

Outlying and APS Charter School Students

Students from APS charter schools (other than the listed high schools) and those living outside the APS transportation zone must provide their own transportation to and from Pickens.

Field Trip Transportation

For Pickens-sponsored field trips, students concurrently enrolled must travel using APS district vehicles only.

Postsecondary students may drive themselves to field trip destinations, but are not permitted to drive other concurrently enrolled students.

Public Transportation Access

Pickens Technical College is accessible via RTD public transit—specifically RTD Bus Route 169. The route includes a stop across from T.H. Pickens Technical College as part of its Buckley Road service

Students are encouraged to consult the RTD schedule or route planner to determine viable transit options.

Campus Monitor:
Pickens' campus monitor establishes and maintains an environment that is safe, orderly and conducive to the educational process. The campus monitor offers assistance to students, staff, and visitors meant to enhance their efforts and success. Seeing that everyone on campus is properly identified by a visible, official Photo ID, temporary or visitor's pass insures the safety and security of everyone. Properly identifying all vehicles on campus is also included in this prevention position. Respectful, professional-like cooperation with the campus monitor is expected of all students.

Career Services Department:
The Career Services Department is in Building B and is open Monday-Friday, 7AM-4PM.
Two Career Advisors and a Postsecondary Navigator are available to assist all students with program information and selection, enrollment, tours, and support during the program.

Our Job Placement Coordinator assists students and alumni with job placement and employability skills, handles employer inquiries about job postings, and connects students and alumni with these opportunities by utilizing Career Coach.

Communication:
Visual and verbal information and announcements are displayed and broadcast over the school's message monitor and public address systems as well as being posted on the Pickens website and on Facebook and Instagram. Students are expected to read the monitors and listen to the PA announcements. Staff members are expected to maintain an environment in which all students can hear the announcements.

Social, emotional consultation:
Pickens has a Licensed Social Worker on staff to assist students with social and emotional issues when appropriate and to help provide referrals to community resource agencies and responsive services.

End of the Year:
Report cards, transcripts and all records will be released at the end of the year only if students have paid their tuition balance in full, all fines and assessments, and returned all checked out materials and/or textbooks.

Fundraising Activities:
Fundraising is often necessary to meet the expenses of student CTSO conferences and other student activities such as field trips. All Pickens fund raising activities must be approved in advance by the Executive Director or designated Assistant Director.

Lockers:
Hallway and classroom lockers are available for student use with two stipulations: (1) the student must report the number of the locker being used to his/her instructor for recording purposes and (2) only Pickens padlocks may be used to secure the locker. All non-Pickens keyed-combination padlocks will be cut off. Locker contents may be checked if an administrator and/or campus security have adequate reason to search the locker. Pickens keyed-combination padlocks are available for purchase in the warehouse ($5 plus tax).

National Technical Honor Society (NTHS):
Students, who meet the academic requirements of a GPA of 3.5 or above with no F's in any of the credit granting classes in their program for a single semester, are eligible to become members of the NTHS. For a nominal fee, students can join this organization intended to honor their academic achievement. Invitations to eligible first semester students will be distributed in February and will be mailed to eligible second semester students in June, since the final second semester grades are not available before graduation.

Pickens' Photo ID Badges:
All students and staff are required to conspicuously display their Pickens ID and home school ID. **The Pickens Photo ID must be visible at all times**. Pickens students not displaying a Pickens ID will be directed to the Registration Office to obtain a temporary (free) or replacement ID ($10). If the student is attempting to enter a building, the student will be directed around the outside to the Registration Office. Non-Pickens students will be directed/escorted to the Main Office Receptionist or the Registration Office to obtain a visitor's pass. Teachers and staff will confront anyone not displaying appropriate identification. Anyone, who is asked to leave campus and refuses to do so, is in violation of the City of Aurora trespassing law and may be cited. Students, teachers, and staff have a responsibility to help keep our school safe.

Career and Technical Student Organizations (CTSO's):

HOSA – Health Occupations Students of America
SkillsUSA – formerly the Vocational Industrial Clubs of America
DECA- An Association of Marketing Students
CSRC – Colorado Society for Respiratory Care
FBLA- Future Business Leaders of America

Sexual Misconduct/Title IX

Pickens Technical College does not permit discrimination or harassment in our work environment, educational programs, and activities. Pickens Technical College can respond to discrimination and/or harassment only if it is aware of the allegations made. Further, Pickens Technical College can more effectively investigate the sooner the allegation is brought to its attention. If you feel that you have been discriminated against, harassed, or are the victim of sexual misconduct, you may file a complaint. Please contact the Title IX Coordinator to file a

complaint.

Be Informed:

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits gender-based discrimination and harassment in educational programs or activities at institutions that receive Federal financial assistance. For more information visit the U.S. Department of Education website or see our Pickens Annual Security Report.

What is the Title IX Policy?

Pickens Technical College prepares all students for Post-Secondary and Workforce Readiness (PWR) by providing unsurpassed, equitable Career and Technical Education (CTE). At the core of our beliefs and mission, is our desire to build a safe and secure campus community. As such, Pickens Technical College prohibits acts of sex and gender based discrimination which includes sexual misconduct. Sexual misconduct is a broad term that identifies forms of discrimination and harassment based on sex including, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. We must all work together to create a safe campus.

What is the Title IX Procedure?

Pickens Technical College has a procedure that involves a process of making a report to the college. This report will ensure a thorough, reliable, timely, and impartial investigation and resolution. The standard of evidence used in adjudication of cases of sexual misconduct is the **preponderance of evidence** standard—it is more likely than not that a violation of this policy has occurred. When a violation is determined, Pickens Technical College will take prompt corrective action and impose appropriate sanctions. The College complies with federal, state and local laws, including the reporting of certain crimes to law enforcement authorities.

- **STEP 1:** File a Complaint with Pickens as Soon as Possible after the Incident occurs.
- **STEP 2:** Preliminary Review and Assessment of Complaint.
- **STEP 3**: Notice of Sexual Misconduct Complaint Distributed to All Concerned Parties.
- **STEP 4:** Investigation.
- **STEP 5:** Review of Investigation Findings and Decision.

Support Staff for Title IX:

General Contact Information:

Phone Number: 303-344-4910

Students can call the general number above and ask for a staff member by name or use the extensions listed below.

NAME: **Tamara Hart, TOSA**
LOCATION: Building “A” EXTENSION: 27726
EMAIL:tlhart@aurorak12.org

The Title IX Coordinator is responsible for coordinating our efforts to comply with and carry out the requirements under Title IX and all associated regulations. Other staff members who can offer assistance and support with reports of sexual misconduct include:

Administration:
NAME: **Teina McConnell**
LOCATION: Building "A" Administration Office
PHONE NUMBER: Extension 27701
EMAIL: tlmcconnell@aurorak12.org

Pickens School Nurse:
NAME: **Lorraine Martinez**
LOCATION: Building "A".
PHONE NUMBER: Extension 27704
EMAIL: lkmartinez@aurorak12.org

Victims' Rights:

Pickens Technical College complies with federal, state and local laws, including the reporting of all crimes to law enforcement authorities. Victims of sexual misconduct are entitled to the following rights:

Victims have the right to:

- Be notified of existing resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the college and in the community.
- Be notified about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Pickens Technical College will make such accommodations or provide such protective measures if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.
- File a formal complaint report to Pickens Technical College. Complaints should be filed with the Title IX Coordinator, the School Nurse, or with any administrator. Victims are encouraged to use these offices for formal reporting.
- Report to law enforcement authorities.
- Decline to report to law enforcement.
- An advisor of one's choosing throughout the Pickens Technical College Title IX investigation.
- Knowing the sexual history of victims is not relevant to the truth of the allegation; therefore, information regarding the victim's sexual history, other than the relationship between the victim and the alleged aggressor, will not be considered in investigations.
- Know that any disclosure of sexual misconduct made to a college campus authority or responsible employee will result in a report as an annual crime statistic (with all identifying information withheld).
- Know in those cases where a student has been a victim of sexual assault and/or a violent crime while under the influence of alcohol, Pickens TECHNICAL COLLEGE will not pursue disciplinary actions against the student victim (or against a witness) for his or her improper use of alcohol (e.g., underage

drinking). A student victim who is under the influence of alcohol at the time of a sexualassault is entitled to college and community assistance and encouraged to seek help.

- File a ***complaint*** with the U.S. Department of Justice and/or U.S. Department of Education Office for Civil Rights.

Definition of Consent:

Consent is informed, freely and actively given, and mutually understood permission or agreement. If physical force, coercion, intimidation, and/or threats are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that they cannot understand the sexual situation, there is no consent. This includes impairment due to alcohol or drug consumption and being asleep or unconscious.

Consent is a clear understanding that someone is willing to do something. It must be voluntary. Silence IS NOT consent.

If the person is younger than 18 OR is physically or mentally incapacitated due to any of the following, then there CANNOT BE CONSENT:

- Disability
- Alcohol or drug use
- Involuntary physical restraint
- Sleep
- Unconsciousness
- Blackout

Using force, violence, intimidation, or unreasonable pressure to get what you want is NOT consent.

Examples of some of the behaviors that would constitute a lack of consent include the following:

- Engaging in sexual activity with an unconscious or semi-conscious person;
- Engaging in sexual activity with someone who is asleep or passed out;
- Engaging in sexual activity with someone who has said “no”;
- Engaging in sexual activity with someone who is not reciprocating by body movement;
- Engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed;
- Allowing another person to engage in sexual activity with your partner without his or her consent;
- Requiring any person to perform any sexual activity as a condition of acceptance into a fraternity, sorority, athletic, or any other organization affiliated with the College;
- Telling someone you will “out” him/her if he/she doesn’t engage in sexual activity (e.g., threatening to disclose the person’s sexual orientation without his/her consent);
- Telling someone you will fail him/her or give him/her a grade different from what is deserved if he/she don’t agree to engage in sexual activity; or
- Facilitating or assisting in a sexual assault including purchasing or providing alcohol or drugs to further a sexual assault.

Definition of Sexual Misconduct:

A broad term that identifies forms of discrimination and harassment based on sex including

sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Get Help:

What to Do If You Have Been Assaulted:

After a sexual assault, victims often sense a loss of control. This is normal. Know that there are people on and off campus who will offer support and can help you make the decisions that are right for you to take care of yourself. It is important to remember that:

- You have choices
- There is no one right way to take care of yourself

Here are some things that are important for you to consider:

1. **Talk to someone you trust** like a friend, family member, counselor or victim advocate.
2. **Seek medical assistance** as soon as possible. Sexual assault can result in injury or illness that you may not immediately see or feel. It is important that you seek appropriate medical care promptly.
3. **Preserve physical evidence.** Resist the urge to change clothes, bathe, douche, eat, drink or brush your teeth. Do not go to the bathroom if possible. This is so that physical evidence can be collected and preserved. You do not need to decide at this time whether you want to pursue legal action but if you save the evidence, it offers you more options in the future when you are better able to decide.
4. **Discuss your options confidentially *without*** prompting a report to the College by contacting staff at Pickens such an Administrator, the Social Worker, or School Nurse.
5. **File a report with the College** by contacting the Title IX Coordinator, School Nurse, or College Administrators.
6. **File a report with the Aurora Police Department.**

What to Do If Someone You Know Has Been Assaulted:

After a sexual assault, victims often sense a loss of control. This is normal. The individual will likely seek support from a friend. Knowing how to respond will be very helpful to your friend.

- **Listen.** Give your friend the time he/she needs to talk. There may be moments of silence. Do not feel pressured to say something. Support your friend by listening to his/her story.
- **Respect your friend's privacy.** Your friend has confided in you. Do not share information without his/her permission.
- **Get support** if you need it. Contact the Social Worker, the school nurse, or Title IX Coordinator.
- **Help to empower your friend.** Let your friend know that he/she has choices and that there is no one right way to take care of oneself following a sexual assault.
- **Educate yourself about resources** to offer to your friend. Check this website for a list of providers near our campus.

Resources:

National Sexual Assault Telephone Hotline: 800-656-HOPE (4673)

The Blue Bench, Denver's rape crisis center. 24 Hours
English = (303) 322-7273.
Spanish = 303-329-0031
TTY = 303-329-0023

Aurora Mental Health Crisis Line 24 Hours 303-617-2300

On Campus Personnel: General Phone Number: 303-340-4910
The Title IX Coordinator is responsible for coordinating our efforts to comply with and carry out the requirements under Title IX for any sexual misconduct complaint and all associated regulations.

NAME: **Tamara Hart, TOSA**
LOCATION: Building "A" EXTENSION: 27726
EMAIL:tlhart@aurorak12.org

Pickens School Nurse:
NAME: **Lorraine Martinez**
LOCATION: Building "A".
PHONE NUMBER: Extension 27704
EMAIL: lkmartinez@aurorak12.org

Student Evaluation of Instruction

Near the end of each semester students are given the opportunity to complete an anonymous, on-line survey evaluating the instruction they have received from each of their instructors. The survey results help instructors determine the effectiveness and improve the quality of their instruction. They also help Pickens in identifying additional programs that might be developed.

Student Lounge/Cafeteria/Food Service

Located in Building A, the Student Lounge (Student Commons) houses the cafeteria. Breakfast and lunch prepared by Paragon Food Services are available to all Pickens (secondary and postsecondary), and William Smith High School students and staff for a fee. Vending machines are available in the adjoining main hallway in Building A and in the Building B hallway. Food, drinks, sack lunches, etc., are welcome in the Student Lounge---please help keep the area clean!

Student Possessions, Valuables, and Theft

Students are responsible for their own belongings. PICKENS ACCEPTS NO RESPONSIBILITY FOR THE LOSS OR THEFT OF PERSONAL BELONGINGS INCLUDING CELL PHONES, IPADS, ETC. Students' valuable possessions should not be brought to school. Please do not ask staff for safe keeping of items brought to school. Students may carry school supplies in a backpack, gym bag, tote,

etc. Lost or stolen items should be reported to teachers and to Administration. CELL PHONE THEFT WILL NOT BE INVESTIGATED. Found items are kept in the Main Office in Bldg A and in the Registration Office in Bldg B.

APS Board of Education Policy JIH states “When reasonable grounds for a search exist, school personnel may search a student and her/his property (including a motor vehicle) while on school premises, on a school vehicle, or during a school activity.” The policy also gives school officials the authority to “seize any illegal, unauthorized contraband materials.”

PTC staff members take this policy seriously and will enforce it whenever necessary. If we have a reason to believe that any students are in violation of this policy, we will not hesitate to search their vehicles, locker, or property.

Attendance Policies & Information

1. **Program-Specific Attendance**
   Attendance requirements at Pickens vary by program in accordance with state licensure guidelines or industry standards. Each syllabus includes program-specific details on:
   - **Attendance expectations**
   - **Instructor communication protocols**
   - **Procedures for making up missed assignments or coursework**
2. **Vacations and Scheduled Breaks**
   - **Absences due to vacations outside of designated school breaks are not excused. Students are expected to schedule personal travel within official break periods.**
   - **Family vacations during holidays or breaks are subject to the same exclusion unless expressly allowed by program policy. I**
3. **High School Student-Athletes and School Events**
   - **High school students will not be excused to participate in athletic events or school-related functions, except in the case of mandatory state testing.**
   - **Participation in athletics is not considered a legitimate excuse for missing instructional time.**
4. **Make-Up Work and Instructor Expectations**
   - **Students are responsible for reviewing their program syllabus to understand rules relating to instructor communication and expectations around makeup work.**

- **Program instructors will detail procedures for missed assignments in each course syllabus.**

Student Attire & Conduct

PTC has high behavioral expectations for all students. It is our philosophy that students need to work through problems, not ignore them. PTC believes that our students can learn from their mistakes. PTC is committed to providing students with the opportunity to change inappropriate, unproductive behaviors into productive ones. With new skills and positive behaviors, it is our intent that students become successful, contributing members of the community.

Attire:

Students should dress for success. They should choose clothes that are appropriate for their career program.

At PTC, we ask that students wear clothing to school that would be suitable for their enrolled program. Individual programs may have additional dress code requirements that must be met, these may include uniforms and safety equipment specific to the program environment. We ask that individual students and their families support a positive and professional environment by dressing in a manner that will not be disruptive or detrimental to the learning environment. Religious and health accommodations can be made at the discretion of the Administrative Team.
Clothing that might be considered disruptive or detrimental to the learning environment may include:

- outfits that inappropriately bare or expose traditionally private parts of a body including, but not limited to, stomach, buttocks, shoulders, back, and breasts
- clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that:
- are sexually suggestive
- are drug or alcohol or gang related
- are obscene or profane or legally libelous
- promote hate or advocate violence

Gang Related Dress and Behaviors:

This policy is in place to protect the safety and well-being of all students. The term “gang” used in the policy refers to groups of individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Gang activity in schools is often marked by the prominent display of certain colors or other symbols in wearing apparel by students, graffiti with distinctive symbols and the use of hand signals that denote gang membership. Students who adopt a dress style suggestive of such displays, or engage in graffiti or hand signals, even when unassociated with gang activity, may become targets of anti-social behavior. The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

- Any manner of grooming or apparel which may include jewelry, hats, emblems, and

badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with a gang will not be allowed in school.

- Gestures, hand signals, or graffiti which denotes gang membership or activities is prohibited.
- Gang graffiti on school premises will be photographed as soon as it is discovered and then will be removed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal actions against the offenders.
- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will be referred to administration for disciplinary action.
- Disciplinary action for violation of these standards will include student notification of the violation, the requirement of the apparel to be changed before returning to class, and, if deemed necessary, a parent conference. Repeated violations may result in suspension or removal from the program.

If there is a disagreement about the appropriateness of a student's dress or appearance, the student will be sent home. If the disagreement is with a secondary student, the student's parent or guardian will be contacted. Any student can seek the consideration of the Appeals Committee.

Bully Prevention: STOP-WALK-TALK

The APS adopted a procedure for Bully Prevention that will be taught in the classroom and reviewed frequently.

The procedure consists of victims **(1)** clearly communicating STOP, **(2)** choosing to calmly WALK away if the perpetrator's unwanted behavior does not stop and then **(3)** choosing to TALK to a staff member to get help concerning the situation.

The procedure for students being told to STOP is to **(1)** stop what they are doing, **(2)** take a deep breath, and **(3)** go about their day.

The procedure for staff being told to STOP is to **(1)** stop what they are doing, **(2)** take a deep breath, **(3)** acknowledge the stop signal, and **(4)** restate or rephrase the expectation or directive.

The procedure for a staff members being told by a student about a bullying situation is to **(1)** thank the student for coming to them, **(2)** ask what the problem is, **(3)** ask if the student said "stop", **(4)** ask if the student "walked away calmly", and then **(5)** determine what is the next appropriate response to prevent a repeat of the situation.

Cyberbullying: Save it

Cyberbullying is defined as "the use of information and communication technologies such as email, cell phones, text messages, instant messaging, and personal websites to support hostile behavior by one individual with the intent to harm others."

If a student makes reference to being bullied by any of these methods, please know that it is considered no different than harassment in person. Students should save the message and contact a staff member at school to report it. If a student is not comfortable reporting to a staff member, please know that

Safe2Tell is an anonymous hotline for reporting bullying in and outside of the school site.

The toll free number for Safe2Tell is 1-877-542-safe, which is 1-877-542-7223.

In order to minimize cyberbullying, students should:

- Not erase any message they receive from a bully. They should keep a record of every message they receive.
- Tell someone either at his or her site or through Safe2Tell
- Not reply to any bullying messages they receive
- Look into how they can block these messages
- Keep all personal information private. Do not share details with others.

Student Discipline

PTC expects that all students behave in ways which foster a school atmosphere that is safe, conducive to learning, and free from any unnecessary disruptions. Recognizing that the goal of discipline is to effect change in behaviors, PTC administration and teachers will make every effort to assist the student in resolving conflicts, solving problems, and choosing more effective behaviors. When disruption and behaviors do occur which are detrimental to the learning environment, depending on the severity of the incident, the staff has agreed to the following progressive discipline process for redirecting or changing behavior.

Step 1: First redirect – a kind, gentle, clear reminder of the expected behavior.

Step 2: Second redirect – if possible, the teacher will hold a short hall conference where the student and teacher have a respectful exchange about behaviors, observations and a clear plan about expectations and consequences.

Step 3: Third redirect – if the student behavior does not change, a teacher will then contact the program administrator.

If disciplinary issues are ongoing or cannot be resolved at the classroom level, administration may become involved. Parent/student contact and conferences may be scheduled in order to assist the student in making the needed changes that will allow them to remain in our school.

If a student is involved in a serious discipline incident, the teacher or administrative supervisor will immediately contact the administrator to support rather than follow the redirect process. School administrators do have the discretionary power to discipline students. Disciplinary actions may include removal from class, search and seizure of personal property, assignment to work detail, suspensions from school, and/or recommendations for expulsion. Emergency situations or behaviors which pose a threat to the health, safety, and welfare of staff and students will be dealt with immediately by an administrator. *Please refer to the Safe School Policies and Procedures Handbook at www.pickenstech.org for specific information on offenses and consequences.*

Safe Schools Policies and Procedures

PTC enforces and abides by the Safe Schools Policy guidelines put forth by the Aurora Public Schools District. Students are expected to conduct themselves in an appropriate manner at all times and to adhere to the Safe Schools Policy and school conduct guidelines. Behavior which is inappropriate or which interferes with the learning of students may result in serious consequences. *State law and District policies* ***require an expulsion*** for possession of a firearm. Suspension and possible **expulsion can result** from: **(1)** possession of a dangerous weapon (including pocket knives - depending on the style and size). **(2)** sale of illegal drugs, **(3)** commission of an act which, had it been committed by an adult, would have been robbery, **(4)** commission of an act which, had it been committed by an adult, would have been assault and **(5)** false accusation of offense by staff. Expulsion can be for a period up to one full calendar year.

Drugs, Alcohol, & Tobacco: Rules and Procedures

PTC is committed to helping any student who may have a substance abuse concern or problem. We are equally committed to maintaining an educational environment that is free of illegal drugs, alcohol, and tobacco. Consequently, the following procedures will be observed when dealing with these issues.

Any student who requests help with regards to a substance abuse issue will be offered as much assistance as our resources allow. When appropriate, all measures will be taken to maintain confidentiality.

Any student who is found under the influence or in possession (internal – already consumed or external – in purse, pocket, backpack, etc. or having the noticeable odor) of illegal or synthetic drugs or alcohol will be subject to the following consequences:

Under the Influence:

Any person at PTC may refer a student to an administrator if they have reason to believe the student is under the influence of drugs or alcohol. *NOTE: the odor of marijuana or alcohol is sufficient grounds for referring and disciplining a student for being under the influence*. If a student is considered to be under the influence of drugs or alcohol, the student will be suspended from school.

Possession of Illegal Drugs, Paraphernalia, or Alcohol:

In all cases involving possession of illegal drugs, drug paraphernalia, or alcohol, the following procedures will be observed:

- The student will be disciplined and possibly suspended for a period of time, possible recommendation for expulsion or withdrawn from school.
- In all cases involving possession, the Aurora Police will be notified and students may be ticketed for the offense.
- **(Be aware that a person, 18 or older, giving or sharing illegal drugs with a minor, under 18 years old, can be charged with a felony. Felony convictions may limit or prevent students from pursuing certain careers.)**

Tobacco:

Colorado state law prohibits the use and distribution of tobacco products on school property, regardless of the day or time. Tobacco use on Aurora Public Schools property is not permitted, even in private cars in the parking lot.

Smoking:

Smoking is not permitted anywhere on any Aurora Public Schools property at any time including inside cars parked on campus. APS property on the east side of Airport Blvd. extends from 6th Avenue south to CenterTech Parkway. Smoking is permitted beyond the fence gate opening at the north end of the North Parking Lot or on the Airport Blvd. sidewalk south of the chain-linked fence south of William Smith High School.

Electronic or non-tobacco cigarettes are difficult to distinguish from tobacco cigarettes from a distance and as such are prohibited from use on campus.

Marijuana and Marijuana Containing Products

Marijuana and marijuana containing products sale, possession, use (odor) or being under the influence will result in discipline and possible suspension or expulsion as indicated in the Safe School Policies and Procedures. Whether a person has been approved for the use of medical marijuana or not has no bearing on a school campus.

Reporting Inappropriate Actions

Both staff and students have the responsibility of maintaining a safe environment for learning at Pickens. Whether observing or experiencing inappropriate actions of others, staff and students are responsible for reporting those actions. Reports should be made to staff or administrators. Anonymous reports can be made by calling Safe2Tell at 1-877-542-SAFE.

Pickens and the Police

The school will cooperate and assist the Aurora Police Department in the investigation of on-campus and off-campus situations as directed by APS Policies and Procedures.

Social Networking & Video Sharing

Students should refrain from taking pictures or videos and should from posting pictures or videos on social networking sites without prior approval from students or instructors while at Pickens. Students in the Professional Photography class will take into account the need for Media Release approval of any student/client photos.

Emergencies

During FIRE ALARMS, all students should immediately vacate the building in an orderly manner to a position as close to 300 feet as possible from the structure. Students are not to stop for personal belongings or the restroom. Students are required to remain with their instructors until the “All Clear.”

During TORNADO WARNINGS, all students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions of where to move and what to do.

If a POWER FAILURE occurs, students should normally remain in the area where they are currently located.

If a DISASTER occurs, students will be directed to safety. Parents can call the administration building at 303-344-4910 for information on where they can pick up their students.

During a LOCKDOWN, all students will follow directions from their teacher. Students in the hall when a YELLOW or ORANGE LOCKDOWN is announced should immediately return to class or move to the closest lockable room. During a RED LOCKDOWN students in a bathroom should stay in the bathroom, go into a stall and climb up on the toilet seat with their feet off the ground. Remain quiet.

School Closures

SCHOOL CLOSURE, such as that resulting from adverse weather conditions, is announced ON THE APS WEBSITE, http://www.aurorak12.org, and by the LOCAL media.

SNOW DELAYS will impact the AM departure time for school buses bringing students to Pickens. The times are posted with the regular APS bus schedules.

Technology & Electronic Devices

Cell phone and electronic device usage varies by program. Your instructor will share program guidelines on permissible phone and electronic deviice during class time. Also, refer to your syllabus for specific information.

Vehicles & Parking

Parking Lot

Students are not allowed to loiter around or sit in vehicles during the school day. THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR STOLEN OR DAMAGED PROPERTY INCLUDING VEHICLES, MOTORCYCLES AND BICYCLES. Cruising the parking lot is not allowed. THE CAMPUS SPEED LIMIT IS 5MPH. Students who speed, drive recklessly or park in unauthorized areas may lose their parking privileges.

Parking Permits

For safety reasons, all students parking on campus must register their car(s). Parking permits for students are available during the Photo ID process and anytime in the Registration Office. Students must be insured and have a valid driver's license to park at Pickens Technical College. Students may park in the designated parking lots if they obtain a PTC parking permit. Students will need to know the license plate number, make, model and color of their car to register for a parking permit. If a vehicle is parked in a PTC parking lot, it must display the appropriate parking permit out of the driver's line of sight on the front windshield. If not, the vehicle may be towed and all expenses incurred will be the responsibility of the vehicle owner. A printed, adhesive warning will be placed on a car at least one day before it is towed.

Notice of Non-Discrimination:

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

Questions, complaints or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance coordinator for these issues, Aurora Public Schools' Legal Counsel, 15701 E. 1st Ave., Aurora, CO 80011, 303-344-8060 ext. 28301. This notice is available in alternative formats.

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 to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of

the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

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

manufacture class rings or publish yearbooks.

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

A. student's name,
B. date and place of birth,
C. electronic mail address,
D. photograph,
E. grade level,
F. major field of study,
G. participation in officially recognized activities and sports,
H. weight and height of members of athletic teams,
I. dates of attendance,
J. awards received,
K. most recent previous educational agency or institution attended by the student or other similar information, and
L. other similar information.

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

Annual Notice To Parents of Secondary Students: Disability Discrimination:

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.

In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.

For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in School Services, at phone number 303-344-8060, ext. 28025, or write to the 504 Compliance Director, Aurora Public Schools, 1085 Peoria St., 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.

Office of Disability Services

Pickens is committed to providing reasonable academic adjustments for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. Our goal is to ensure that students with disabilities have equal access to academic programs, services, and activities.

1. Requesting Academic Adjustments

Students with disabilities who require academic adjustments should contact the Office of Disabilities, located at Pickens Technical College 500 Airport Blvd. Aurora CO 80011, or reach out by phone at 303-344-4910 or email at Pickens504@aurorak12.org. The request process will be explained, and students will be asked to provide appropriate documentation supporting the need for accommodations.

2. Process

The College will engage in an evaluation process with each student to determine the nature and extent of necessary accommodations. This process involves:

- The student provides documentation of their disability (if not already on file).
- A discussion between the student and the College to identify individual needs and Potential adjustments.
- Development of a plan to implement agreed-upon accommodations.

3. Essential Academic Requirements

While reasonable accommodations will be provided, academic requirements that are essential to the course or program, or directly related to licensing or accreditation, will not be adjusted unless they result in discrimination. The College will ensure that essential academic standards are maintained while providing access to qualified students with disabilities.

4. Timeframes for Processing Requests

Students are encouraged to submit requests for accommodations as early as possible. Pickens aims to review all requests and provide a response within 30 business days of receiving the request. Students will be notified in writing of the accommodation decisions.

5. Referral to Appropriate Contacts

Students who inquire about accommodations will be promptly referred to the appropriate office or staff member responsible for processing requests. If a request is submitted to the incorrect office, it will be forwarded to the appropriate personnel without delay.

Grievance Process

PTC Student Grievance Process is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

Please refer to this link that describes the steps that you must take to start the grievance process.This information is also available on the Pickens website under the Student Resources

tab. If you decide to use the grievance process, you should be prepared to present all the reasons that support your request.

If you are dissatisfied with the outcome of the school's grievance procedures or wish to pursue an alternative to using those procedures, you may file a complaint against the school with OCR or in a court. You may learn more about the OCR complaint process from the brochure *How to File a Discrimination Complaint with the Office for Civil Rights*, which you may obtain by contacting us at the addresses and phone numbers below, or at http://www.ed.gov/ocr/docs/howto.html.

If you would like more information about the responsibilities of postsecondary schools to students with disabilities, read the OCR brochure *Auxiliary Aids and Services for Postsecondary Students with Disabilities: Higher Education's Obligations Under Section 504 and Title II of the ADA*. You may obtain a copy by contacting us at the address and phone numbers below, or at http://www.ed.gov/ocr/docs/auxaids.html.

Denver Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695

Harassment – Racial/Sexual

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.

It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with the Office of Legal Counsel, Aurora Public Schools, 15701 E. 1st Ave., Aurora, CO 80011, 303-344- 8060 ext. 28301.

Please see website www.aurorak12.org; Policy Code JBB.

Homeless Children & Youth - McKinney-Vento Act

If a student meets the federal definition for homeless, the parent(s) and the student(s) have the right to enroll in the student's designated attendance area and to fully participate in any school programs offered to students, for which they meet eligibility requirements. Homeless students are not required to attend a separate school for homeless youth and will not be stigmatized by school personnel. Homeless parent(s) and student(s) do not need to provide school documents, proof of residence or immunization records when enrolling. Schools may assist parents with information on clinics for immunization or with requesting school documents. Homeless students will be provided comparable services including transportation, education and meals. If a parent is denied enrollment they may appeal the decision for non-enrollment to the district's homeless liaison. Upon review of the situation, The district's homeless liaison will make a final decision on the enrollment of the student.

If a family or youth becomes homeless during the school year, parent(s) may request assistance with transportation for their child to continue attendance at the school of origin. This request is only applicable if the family or youth needs to move to a location outside of the school's attendance area. This assistance with transportation to the school of origin will be provided for the balance of the current school year. In determining transportation options, the homeless family liaison will consider the hardship of the student if transportation is deemed too long for the student to ride on the bus or if the time involved would also cause some hardships for the student and their family.

For more information on homelessness and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-344-8060 X28426.

Protection of Pupil Rights Act (PPRA) Notice

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

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

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

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

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

    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State

law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect* upon request and before administration or use –

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

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

Academic Credit

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the board's graduation requirements, unless such credit is denied. High school credit shall be denied for postsecondary courses that do not meet or exceed the district's standards. High school credit shall also be denied for a postsecondary course substantially similar to a course offered by the district, unless the qualified student's enrollment in the postsecondary course is approved due to a scheduling conflict or other reason deemed legitimate by the district.

Pickens Technical College prepares students for careers and industry specific licensure. Most programs are one or two years in length. Students must successfully (with a grade of C or better) complete each course within the program to receive the PTC Certificate of Completion. Students who fail one or more courses in the first semester of the program will not be allowed to continue in the program or register for the second semester. There may be extenuating circumstances in which permission to continue to the second semester would be granted, but that would be decided by the instructors and administrator of the program.