

2016-17

STUDENT HANDBOOK



AM!

Education that Works.

**STUDENT HANDBOOK
2016-2017**

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

PICKENS TECHNICAL COLLEGE ADMINISTRATION

Teina L. McConnell, Executive Director
Patricia Duhalde, Assistant Director
Michael Klouser, Assistant Director
Kevin Simpson, Student Services Coordinator
Eric Ward, Assistant Director

Rhonda Robbins, Dean of Students/Title IX Coordinator

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**Aurora Public Schools
1085 Peoria Street
Aurora, CO 80011
303-344-8060**

(Revised 08/05/16)

PICKENS' PROGRAM SCHEDULES 2014-2015

Daytime Programs

BLOCKS	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
AM BLOCK	7:50 – 10:40	9:20 – 11:30
PM BLOCK	12:05 – 2:55	12:45 – 2:55

Cosmetology, Hairstylist

BLOCKS	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
AM BLOCK	7:50 – 11:50	9:20 – 12:20
PM BLOCK	12:25 – 4:25	12:55 – 3:55

Esthetician, Nail Technician

BLOCKS	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
AM BLOCK	7:50 – 10:50	9:20 – 11:20
PM BLOCK	12:25 – 3:25	12:55 – 2:55

Landscape Assisting

MONDAY – FRIDAY 9:30-11:00

Evening Programs

EVENING BLOCK	MONDAY – THURSDAY	FRIDAY
(Varies by Program)	4:00 – 10:00	NO CLASSES

Bookstore

BLOCKS	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
AM and PM BLOCKS	7:30 – 2:00	8:30 – 2:30
EVENING (MTWH)	5:00 – 7:00	5:00 – 7:00

Student Commons – Nutrition Services

MEAL	PICKENS	WILLIAM SMITH HIGH SCHOOL
BREAKFAST	7:00 – 10:00	7:00 – 10:00
LUNCH (MTHF)	10:40 – 12:00	12:00 – 12:30
LUNCH (W)	10:40 – 12:45	12:00 – 12:30

PICKENS' VISION STATEMENT

Pickens Technical College prepares all students for Post-Secondary Workforce Readiness (PWR).

PICKENS' MISSION STATEMENT

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

PICKENS' LOGO

Pickens Technical College – Education That Works.

PICKENS' MARKETING THEME

I AM...education that works.

PICKENS' CORE VALUES

Respect.....Integrity.....Compassion.....Equity.....Excellence

Welcome! Pickens Technical College offers over 40 certificate granting programs to adults and high school students as part of Aurora Public Schools and the Colorado Community College System. 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. Certificates earned are transferable to any community college or area technical school/college in Colorado in their area of training based on existing transfer policies.

More information about our programs, admissions process, financial aid or any other information is available on our website at www.pickenstech.org.

Accreditations

The programs at Pickens Technical College are approved jointly by the Colorado Community College and Occupational Education System 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).

Certificates & Degrees

Pickens Technical College students can now earn a certificate or an associate degree through all cooperating Colorado community and junior colleges, authorized by the CCCS, (Colorado Community College System). Check with the individual college for updates and/or degree requirement modifications.

Community College of Aurora

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

For more information about obtaining an AAS degree, contact a counselor/advisor at Pickens Tech or the Community College of Aurora (303-360-4700). Pickens will accept credits from other schools in the Colorado community college system; however students must provide the appropriate transcripts and work with a counselor/advisor on this process.

NOTICE OF NONDISCRIMINATION

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

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

Access to Student Information/Student Records – Rights and Privacy

From time to time, Aurora Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student. Aurora Public Schools is unable to provide this information because it is illegal according to federal law (Family Educational Rights and Privacy Act). There are some exceptions which include requests of information through a subpoena, information classified as “directory information” (such as email address, date of birth and photograph), and information which is shared with a different school in which the child seeks to enroll or when parental consent is given.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

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

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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that APS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APS may disclose appropriately

designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow APS to include this type of information from your child's education records in certain school publications. Examples include:

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

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

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

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

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

Annual Notice to Parents: Disability Discrimination

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

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in Health Services, at phone number 303-344-8060, ext. 28511, or write to the 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011.
- For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

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 303-367-3000 ext. 28685.

Critical Information

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

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 Marcelina Rivera, Chief of Staff, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, mriviera@aps.k12.co.us, or designee. Please see website 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 homeless and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-365-5817.

No Child Left Behind: Parent's "Right to Know"

The federal law called the "No Child Left Behind Act" requires that all public schools inform parents whose children participate in Title I programs of the professional qualifications of their teachers. Aurora Public Schools will provide this information to you upon request.

Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained by writing to the Division of Human Resources located at 1085 Peoria Street, Aurora, Colorado 80011 or by calling 303-344-8060. All written requests will be processed by the Division of Human Resources. Within 30 days of receiving a request, you will be provided written information by mail. Human Resources staff **will not** provide information over the telephone.

Non-Custodial Parent Rights

By law the district is required to allow non-custodial parents (those who do not have legal custody of their children) access to all records concerning their children unless there is a court order denying them access to such records or, in rare cases, where the district believes the children could be in danger. This means that if you are divorced, separated or for some other reason not living with the parent of your child, and the non-custodial parent asks the school for any records concerning your child, the school is required to provide the records to him/her, unless there is a court order which says they are not entitled to such records. Please note that school records include names and addresses of students.

It is the responsibility of the parent who has custody of a student to provide the district with a copy of the most recent court order related to custodial rights and any order relating to the right of the non-custodial parent to have access to records involving a student. Such a court order must be provided as close as possible to the time of registration of the student or to the time the court issues the order. If there is no court order on file with the school, the school will assume that none exists.

Protection of Pupil Rights Act (PPRA)

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

Special Needs

Please contact your school building administrator or the Director of Health Services, at phone number 303-344-8060, ext. 28511 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in Braille) upon request. Please contact the principal of your school for more information.

Storm Water Management Program

Aurora Public Schools has developed a 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 303-367-3000 ext. 28685.

Bus Procedures/Rules

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

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

High Schools handbooks ONLY

Concurrent Enrollment

The board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education. Policy IHEDA does not apply to students seeking to enroll in postsecondary courses pursuant to the Accelerating Students through Concurrent Enrollment (ASCENT) program. Students seeking to enroll in the ASCENT program shall work with district administrators and meet the applicable requirements of the Concurrent Enrollment Programs Act .

Eligibility

Qualified students seeking to enroll in postsecondary courses at the District's expense and receive high school credit for such courses shall follow the procedure accompanying policy IHEDA-R. .

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. Concurrent enrollment is not available for summer school.

Agreement with Institution of Higher Education

When a qualified student seeks to enroll in postsecondary courses at an institution of higher education and receive high school credit for such courses, the district and the participating institution shall enter into a written cooperative agreement in accordance with the Act.

Payment of Tuition

The district shall pay the tuition for up to 12 credit hours of postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. A qualified student may enroll in up to 24 credit hours of postsecondary courses per academic term. The qualified student or the student's parent/guardian will be responsible for textbooks and materials required for the postsecondary course(s).

The tuition paid by the district for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Act and the District's cooperative agreement with the institution of higher education. The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by the District. Prior to paying the tuition for any qualified student, the district shall require the student and student's parent/guardian to sign an agreement stating if the student fails or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by the district on the student's behalf.

Transportation

The District shall not provide or pay for the qualified student's transportation to the institution of higher education.

Notice

Information about concurrent enrollment options shall be made available to high school students and their parents/guardians on an annual basis.

ASCENT

The ASCENT program permits eligible students to participate in a fifth year of high school while enrolled concurrently. An ASCENT program participant shall not be considered a high school graduate until he or she has completed his or her participation in the ASCENT program and any

AVISO DE NO-DISCRIMINACIÓN

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

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

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

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

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

1. El derecho a inspeccionar y revisar los expedientes académicos del estudiante, dentro de los 45 días después del día en que la escuela reciba una solicitud de acceso.

Los padres o estudiantes elegibles deben presentar al director de la escuela, o al funcionario escolar apropiado, una solicitud por escrito, que identifique los expedientes que deseen inspeccionar. El funcionario escolar hará arreglos para el acceso y notificará al padre o estudiante elegible del tiempo y lugar donde los expedientes pueden ser inspeccionados.

2. El derecho de solicitar la corrección de los expedientes académicos del estudiante que el padre o estudiante elegible crea que son incorrectos, malinterpretados, o que de otra manera estén en violación de los derechos de privacidad del estudiante bajo la ley *FERPA*.

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

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

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

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

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

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

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

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

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

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

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

Aviso anual para los padres: Discriminación por discapacidad

En cumplimiento con la ley federal conocida como *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del Acta de Rehabilitación de 1973), el distrito de las Escuelas Públicas de Aurora proporcionará a cada estudiante protegido por la ley y que tiene una discapacidad, sin discriminación o costo para el estudiante o la familia, esos servicios de apoyo suplementario o adaptaciones que son necesarios para proporcionar oportunidad equitativa de participar en y

obtener los beneficios del programa y las actividades extracurriculares de la escuela, al máximo nivel apropiado para las habilidades de la persona. Para calificar como estudiante protegido por la ley y que tiene una discapacidad, el niño tiene que cumplir con la siguiente definición: él o ella tiene que estar en edad escolar y tener una discapacidad física o mental que lo limite sustancialmente en una o más actividades de la vida (tal como el aprendizaje), o que le impida la participación o el acceso en algún aspecto del programa escolar. Además, alguien que en el pasado haya tenido tal discapacidad o que para otros parezca tener tal discapacidad, también puede ser protegido por la ley, en contra de la discriminación basada en la discapacidad.

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

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

- La seguridad de los estudiantes y empleados de todas las instalaciones las Escuelas Públicas de Aurora son la prioridad principal para la *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental). Nuestros procedimientos para tratar el asbesto son el reflejo de dicha prioridad.
- Como es requerido por la ley *Asbestos Hazard Emergency Response Act (AHERA, por sus siglas en inglés)* (Ley de Respuesta a Emergencias por Riesgos de Asbesto, las Escuelas Públicas de Aurora han hecho una inspección extensa de asbesto en todas las instalaciones del distrito. Basado los resultados de estas inspecciones, se ha desarrollado un plan de administración extenso para cada escuela. Cada plan identifica los lugares y tipos de materiales que contienen asbesto en el edificio, y detalla el esfuerzo constante del distrito para mantener o remover estos materiales. Los planes son continuamente actualizados con documentación del trabajo rendido en relación al asbesto en cada plantel.
- El programa está disponible para su revisión en el *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental) en 1369 Airport Boulevard. Sus preguntas son bienvenidas y deben ser dirigidas al Director de *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental) 303-367-3000 ext. 28685.

Información crítica

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

Acoso: Racial y sexual

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

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

Si el estudiante reúne los requisitos de la definición federal para personas sin hogar, el padre(s) y el estudiante(s) tienen el derecho de inscribirse en la escuela del área a la que pertenecen y participar por completo en cualquiera de los programas ofrecidos a los estudiantes, siempre y cuando reúnan los requisitos de elegibilidad. A los estudiantes sin hogar no son obligados a asistir a una escuela separada para jóvenes sin hogar y no serán estigmatizados por el personal escolar. El padre(s) y el estudiante(s) sin hogar no necesitan proporcionar documentos escolares, comprobantes de domicilio, o expedientes de vacunas para inscribir al estudiante. La escuela les puede ayudar a los padres con información sobre clínicas para vacunación o pidiendo expedientes escolares por ellos. A los estudiantes sin hogar se les proporcionará los servicios comparables, incluyendo transporte, educación y comidas. Si a un padre se le niega la inscripción de su hijo, él/ella puede apelar la decisión con la persona de enlace familiar para las familias sin hogar del distrito escolar. Después de analizar la situación, la persona de enlace familiar tomará la decisión final, sobre la inscripción del estudiante.

Si alguna familia o algún joven queda sin hogar durante el transcurso del año escolar, el padre(s) puede pedir ayuda con el transporte para que su hijo continúe asistiendo a la escuela original. Esta petición solo se aplica si la familia, o el joven, tiene que mudarse a una dirección fuera del área de asistencia que corresponde a la escuela. Esta ayuda con el transporte se otorgará por lo que reste del año escolar actual. Al determinar las opciones de transporte, la persona de enlace familiar para familias sin hogar considerará las necesidades del estudiante y si el viaje en el autobús es muy largo o si el tiempo que éste requiera causaría momentos difíciles para el estudiante y su familia.

Para más información sobre a los estudiantes sin hogar, o los derechos de los padres y jóvenes sin hogar, por favor comuníquese con el Metro Migrant Education Program, Escuelas Públicas de Aurora, al 303-365-5817.

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

La ley federal llamada “Que ningún niño se quede atrás” requiere que todas las escuelas públicas les informen a los padres cuyos niños participan en programas de *Title I* (Título I) de las cualificaciones profesionales de sus maestros. De ser solicitada, Las Escuelas Públicas de Aurora le proporcionarían esta información.

Si usted deseara obtener información sobre la licencia y los títulos de los maestros de clase bajo el Título I, por favor llene el formulario “*Title I Teacher Qualification Request Form*”. Este formulario se puede obtener solicitándolo por escrito al *Division of Human Resources* (la División de Recursos Humanos) ubicada en el 1085 Peoria Street, Aurora, Colorado 80011 o llamando al 303-344-8060. Todas las solicitudes enviadas por escrito serán procesadas por el *Division of Human Resources*. Dentro de 30 días de haber recibido su solicitud, se le proporcionará la información por escrito a través del correo. El personal de Recursos Humanos **no proporcionará** información por teléfono.

Derechos de los padres sin la custodia legal de sus hijos

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

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

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

Según la ley federal *PPRA*, los padres tienen el derecho a aviso previo de: (1) cualquier actividad que implica la recopilación o divulgación de información personal del estudiante para propósitos de mercadeo; (2) la administración de cualquier encuesta que es diseñada para recopilar información privada del estudiante (incluyendo información acerca de la afiliación

política, ingresos de la familia, problemas mentales, conducta ilegal, conducta y actitudes sexuales y creencias religiosas); y (3) cualquier examen físico o evaluación médica, que no sea de emergencia y que sea invasiva, la cual sería requerida como condición de asistencia, administrada por la escuela y programada con anticipación y que no sería necesaria para proteger en forma inmediata la salud y seguridad del estudiante o de otros estudiantes. Para ver una descripción completa de los derechos indicados en *PPRA*, por favor visite el sitio web del distrito en aurorak12.org (seleccione “*Parents*” y después haga clic en “*Legal Rights*”).

La *PPRA* proporciona a los padres ciertos derechos en relación a la realización de encuestas, recopilación y uso de información para propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:

Consentimiento antes que los estudiantes estén obligados a someterse a una encuesta que se refiera a una o más de las siguientes áreas protegidas (“encuesta de información protegida) si la encuesta es financiada en su totalidad o en parte or un programa del Departamento de Educación de los Estados Unidos.

1. Afiliaciones o creencias políticas del estudiante o del padre del estudiante;
2. Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
3. Conductas o actitudes sexuales;
4. Conducta ilegal, anti-social, de auto incriminación o degradante;
5. Evaluaciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
6. Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
7. Prácticas, afiliaciones, o creencias religiosas del estudiante o de los padres; o
8. Ingresos, aparte de lo requerido por ley para determinar la elegibilidad del programa.

Recibir notificación y una oportunidad de optar a un estudiante fuera de –

1. Cualquier otra encuesta de información protegida, independientemente de la financiación;
 2. Cualquier examen físico, o revisión médica, que no sea de emergencia y que sea invasiva, requerida como condición de asistencia, administrado por la escuela o su agente para proteger la salud y seguridad inmediata de un estudiante, a excepción de revisiones de audición, visión o escoliosis, o cualquier examen físico o revisión permitido o requerido por la ley estatal; y
 3. Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los estudiantes para propósitos de mercadeo o su venta, o distribuir la información a otros.
- *Revisar*, cuando sea solicitado o antes de administrar o usar:
 1. Encuestas de información protegida de los estudiantes;
 2. Instrumentos usados para recopilar información personal de los estudiantes, para cualquiera de los propósitos de mercadeo, venta u otros propósitos de distribución, indicados arriba; y
 3. Material instructivo usado como parte del currículo educativo.

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

El distrito escolar de las Escuelas Públicas de Aurora (APS, por sus siglas en inglés) ha desarrollado y adoptado políticas en consulta con los padres, en relación a estos derechos, así como arreglos para proteger la privacidad de los estudiantes en la administración de encuestas sobre información protegida y la recopilación, divulgación o uso de información personal para mercadeo, ventas u otros propósitos de distribución. APS les notificará directamente a los padres sobre estas políticas, por lo menos anualmente, al inicio de cada año escolar y después de cualquier cambio significativo. APS también notificará directamente, como a través del correo o correo electrónico, a los padres de los estudiantes que están programados para participar en las actividades o encuestas especificadas a continuación y proveerá una oportunidad a los padres de optar para que su hijo no participe en la actividad especificada o encuesta. APS hará esta notificación a los padres al inicio del año escolar, si el distrito ha identificado las fechas específicas o aproximadas de las actividades o encuestas, en ese momento. Para las encuestas y actividades programadas después de que haya empezado el año escolar, se les proporcionará a los padres avisos razonables de las actividades y encuestas planeadas y enumeradas abajo; y se les proporcionará una oportunidad de optar para que su hijo no participe en dichas actividades y encuestas. También se les proporcionará a los padres una oportunidad de revisar cualquier encuesta pertinente. A continuación hay un listado de las actividades y encuestas específicas cubiertas bajo este requerimiento:

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

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

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

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

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

City of Aurora Police Department 303-739-6050

Adams County Sheriff's Department 303-655-3488

Arapahoe County Sheriff's Department 720-874-3875

Necesidades Especiales

Por favor comuníquese con su escuela o con el Director de Servicios de la Salud de las Escuelas Públicas de Aurora al número telefónico 303-344-8060, ext. 28511 o al 303-326-1585 (TDD) si, debido a su discapacidad, usted requiere de asistencia especial para poder participar

en una actividad escolar. Se les pide a las personas con dichas necesidades que se comuniquen por lo menos dos semanas antes del evento, si es posible, para permitirle tiempo al personal de coordinar los arreglos necesarios.

Esta y la mayoría de las otras publicaciones de su escuela, están disponibles en otros formatos (ej. en letra grande, en grabación y en Braille) cuando son solicitadas. Para más información, por favor comuníquese con el director de su escuela.

Programa de manejo del agua producida por una tormenta

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

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

Reglas y procedimientos del autobús

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

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

Inscripción Simultánea

El Consejo Directivo de Educación cree que a los estudiantes que deseen cursar trabajo de nivel de postpreparatoria, mientras están en la preparatoria se les debe permitir hacerlo. De acuerdo con esta política y regulación de acompañamiento, los estudiantes de preparatoria que completen exitosamente cursos de postpreparatoria que son aprobados y ofrecidos por instituciones de educación superior, pueden recibir créditos por estos cursos y usarlos para el cumplimiento de los requisitos de graduación de preparatoria. La Política IHEDA no se aplica a los estudiantes que buscan inscribirse en los cursos de postpreparatoria bajo el programa *Accelerating Students through Concurrent Enrollment (ASCENT)* (Acelerando a Estudiantes a través de la Inscripción Simultánea). Los estudiantes que deseen inscribirse en el programa ASCENT deberán trabajar con los administradores del distrito y cumplir con los requisitos aplicables de *Concurrent Enrollment Programs Act* (Ley de Programas de Inscripción Simultánea).

Elegibilidad

Los estudiantes calificados que deseen inscribirse en cursos de postpreparatoria a expensas del Distrito y recibir crédito de preparatoria por estos cursos, deberán seguir el procedimiento que acompaña la política IHEDA-R.

Crédito Académico

El crédito académico otorgado por los cursos de postsecundaria completados exitosamente por un estudiante calificado contará como crédito de preparatoria para los requisitos de graduación, a menos que dicho crédito sea negado. El crédito de preparatoria será negado para los cursos de postpreparatoria que no cumplen o exceden los estándares del distrito. El crédito de preparatoria también se le puede negar a un curso de postpreparatoria que sea sustancialmente similar a un curso ofrecido por el distrito, a menos que se haya aprobado la inscripción del estudiante calificado en el curso de postpreparatoria debido a un conflicto de horario u otra razón considerada legítima por el distrito. La inscripción simultánea no está disponible para la escuela de verano.

Acuerdo con la Institución de Educación Superior

Cuando un estudiante calificado busca inscribirse en cursos de postpreparatoria en una institución de educación superior y recibir crédito para la escuela preparatoria por estos cursos, el distrito y la institución participante entrarán en un acuerdo de cooperación por escrito de conformidad con la Ley.

El Pago de la Colegiatura

El distrito deberá pagar la colegiatura por un máximo de 12 horas de crédito de cursos de postsecundaria completadas exitosamente por un estudiante calificado y por las cuales el

estudiante esté recibiendo créditos de preparatoria. Un estudiante calificado se puede inscribir en un máximo de 24 horas de crédito de cursos postsecundarios cada término académico. El estudiante calificado o el padre/tutor serán responsables por los libros y los materiales requeridos para el curso(s) de postsecundaria.

La colegiatura pagada por el distrito para que el estudiante calificado complete exitosamente un curso aprobado de postsecundaria se hará de conformidad con la Ley y el acuerdo de cooperación del Distrito con la institución de educación superior. La institución de educación superior puede cobrar una cuota adicional y/o cargos asociados al estudiante calificado o el padre/tutor del estudiante, además de la colegiatura pagada por parte del Distrito. Antes de pagar la colegiatura de cualquier estudiante calificado, el distrito requerirá que el estudiante y el padre/tutor del estudiante firmen un acuerdo que indica que si el estudiante reprueba o no la completa el curso de postpreparatoria, por cualquier motivo y sin el consentimiento del director de la escuela secundaria en el que está inscrito el estudiante, el estudiante y/o padre/tutor del estudiante deberá reembolsar la colegiatura pagada por el distrito en nombre del estudiante.

Transportación

El Distrito no les proporcionará ni pagará por el transporte a la institución de educación superior para los estudiantes calificados.

Aviso

Información sobre las opciones de inscripción simultánea estarán disponibles para los estudiantes de preparatoria y para sus padres/tutores anualmente.

ASCENT

El programa ASCENT les permite a los estudiantes elegibles participar en un quinto año de preparatoria mientras estén inscritos simultáneamente. Un participante del programa ASCENT no será considerado un graduado de la preparatoria hasta que él o ella haya completado su participación en el programa ASCENT y cualquier otro requisito de graduación. Para participar en el programa, los estudiantes tienen que cumplir con las siguientes cualificaciones:

- Tiene que haber completado, o estar a tiempo de completar, por lo menos 12 horas de crédito (horas de semestre o su equivalente) de cursos postsecundarios antes de completar el grado 12;
- No le hacen falta clases de habilidades básicas;
- Tiene que haber sido seleccionado para participar en el programa ASCENT por el director de su preparatoria
- Tiene que haber cumplido con los requisitos mínimos del curso antes de su inscripción en el curso; y
- No puede haber participado en el programa ASCENT en años anteriores

Plan Académico de Estudio

El estudiante calificado debe establecer, en consulta con el director/designado, un plan académico de estudio que describe todos los cursos (incluyendo cursos postpreparatoria) que el estudiante tiene la intención de completar para satisfacer los requisitos de graduación de la escuela secundaria del consejo directivo de educación. Antes de la inscripción del estudiante calificado en un curso de postpreparatoria, el superintendente/designado deberá revisar y aprobar el plan académico del estudiante de estudio de acuerdo con las reglas del Consejo Directivo del Estado. Un estudiante calificado no se inscribirá simultáneamente en un curso de conocimientos básicos a menos que él o ella esté inscrito en el grado 12 con un proveedor de educación local. Los estudiantes que no tengan suficientes créditos para graduarse al final de su cuarto año y regresan para un quinto año de escuela preparatoria, no podrán inscribirse en más de seis horas de crédito de educación postpreparatoria.

Solicitud

El estudiante calificado deberá completar el formulario de inscripción simultánea del Distrito y entregarla al director/designado al menos 60 días antes de la finalización del término académico precedente a la inscripción propuesta por el estudiante en un curso de postpreparatoria. El estudiante y el padre/tutor deben firmar el formulario indicando que han leído las declaraciones relacionadas a la participación en el Programa de Inscripción Simultánea. El curso postsecundaria solicitado(s) en la solicitud del estudiante deberá ser consistente con el plan académico aprobado del estudiante. El superintendente/designado puede hacer una excepción del requisito de 60 días, según su discreción. El director/designado deberá firmar el formulario y enviarlo al superintendente/designado. El superintendente/designado deberá aprobar o negar la solicitud del estudiante de acuerdo con la política de acompañamiento de este reglamento y deberá notificar al estudiante de la decisión. La decisión del superintendente/designado será definitiva.

remaining graduation requirements. To participate in the program, students must meet the following qualifications:

- Have completed or is on schedule to complete at least 12 credit hours (semester hours or equivalent) of postsecondary course work prior to the completion of his or her 12th grade year;
- Is not in need of basic skills coursework;
- Have been selected for participation in the ASCENT program by his or her high school principal;
- Have satisfied the minimum prerequisites for the course before his or her enrollment in the course; and
- Have not participated in the ASCENT program in previous years.

Academic Plan of Study

The qualified student shall establish, in consultation with the principal/designee, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the superintendent/designee shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules. A qualified student shall not concurrently enroll in a basic skills course unless he or she is enrolled in the 12th grade in a local education provider. Students who do not have enough graduation credits by the end of their fourth year and return for a fifth year of high school may not enroll in more than six postsecondary credit hours.

Application

The qualified student shall complete the District's concurrent enrollment application form and submit it to the principal/designee at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The student and the parent/guardian must sign the form indicating that they have read the statements concerning participation in the Concurrent Enrollment Program. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The superintendent/designee may waive the 60 day requirement at his or her discretion. The principal/designee shall sign the form and send it to the superintendent/designee. The superintendent/designee shall approve or disapprove the student's application in accordance with this regulation's accompanying policy and shall notify the student of the decision. The decision of the superintendent/designee shall be final.

ASSOCIATE DEGREE OPTIONS THROUGH TRANSFER OR ARTICULATION

Associate of Applied Science/Applied Technology

The AAS degree in Applied Technology requires the completion of at least 60 semester hours. Credits from area vocational 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 vocational 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 Vocational Schools & Technical Colleges

A student who completes coursework at an area vocational school may transfer any eligible and relevant postsecondary course credits to another area vocational 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

Academic Probation/Suspension Appeal (see the Student Grievance Procedure below)

A student may initiate appeals regarding academic probation or suspension within 60 calendar days after the end of the semester in which the decision was rendered. To make an appeal, a student should contact the Administrator of their program and request a meeting to discuss the suspension or probation. The Administrator will investigate and respond in writing within 15 days.

Grades Appeal

A student may initiate appeals regarding final grades within 60 calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the instructor's Administrator. If there still is no resolution, the student can appeal the grade by submitting a written statement to the Appeals Committee explaining the problem. The Appeals Committee will investigate and respond in writing within 15 days.

Graduation Qualification Appeal

A student may initiate appeals regarding completion of graduation requirements within 60 calendar days after the decision was rendered. To make an appeal, a student should contact the Division Administrator in writing explaining the problem. The Administrator will investigate and respond in writing within 15 days.

Student Grievance Procedure

The Student Grievance Procedure is intended to provide Due Process by allowing students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination/harassment, sexual or racial, based on federal or state civil rights laws, the student must file a grievance with the Aurora Public Schools under the Civil Rights Grievance and Investigation Process. Please refer to APS Policy ACA and Policy JBB.

The Pickens' Student Grievance Procedure is in the Information > Current Students section of the Pickens website. The procedure includes the filing of the grievance complaint and determining whether the Informal or Formal Process will be followed. A grievance can be based on a range of complaints from grades to disciplinary actions to incidents between students to those between staff and students.

GENERAL INFORMATION

Address Updates

It is important to have current addresses and phone numbers for all of our students and their families. 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.

Bookstore

Located near the Student Lounge, the Bookstore stocks required textbooks, basic school supplies, and snacks. Bookstore hours are: Monday, Tuesday, Thursday, Friday 7:30-2:00, Wednesday 8:30-2:30 and Monday, Tuesday, Wednesday, Thursday evenings 5:00-7:00. Credit/Debit cards can only be used for purchases of \$10 or more. A valid Pickens Photo ID is required for admission.

Breaks

Many instructors allow their students to take a mid-class break. Breaks are neither required nor are they to be expected by students. When breaks are provided they are limited to 10 minutes. Secondary students are encouraged not to leave campus during break time. Postsecondary students are cautioned not to drive secondary students off campus during breaks as such transporting requires parent permission.

Bus Schedules/Transportation

High school students enrolled in APS will receive free bus transportation from their home high schools to Pickens Technical College and back. Secondary students may drive their personal cars or, with parental approval, ride with someone else. Students, who miss a scheduled bus, will be responsible for making arrangements for transporting themselves back to their home high school or may wait for a later scheduled bus. Postsecondary students and non-APS secondary students may ride an APS bus, if they have in their possession a current Pickens Technical College Photo ID and if space is available. APS bus schedules are posted and are available at Registration or at the Reception Desk. Specific APS bus schedules can be found online at www.aurorak12.org, pull down Schools and select Bus Schedules and then Find Your Students Bus Schedule. RTD bus schedules are also online at www.rtd-denver.com.

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 assists students and alumni with job placement and employability skills. The Career Services Department handles employer inquiries about job postings and then connects students and alumni with these opportunities by utilizing the College Central Network (CCN) database. The employability skills covered by the Career Services Department are focused on, but not limited to; resume writing, career portfolio creation, interviewing skills, job searching, and labor market information. The Career Services Department is located across the hall from counseling in Building B and is open Monday-Friday, 7AM-4PM. For one-on-one assistance, an appointment is recommended to guarantee availability. The Career Services Department will stay open late to meet with students from the night programs by appointment.

Child Care Services

Childcare services are available during the day for the children of secondary and postsecondary students. Contact the Early Childhood Education Department for more information on enrolling children into Kids Tech. (303-326-2046)

Classroom Access

A student should never be denied admission to a class by the instructor for any reason, including tardiness. Please contact the main office if assistance or is needed.

College Central Network

The Career Services Department utilizes the College Central Network (CCN) database to assist students and alumni in their employment search. All students will set up a profile on CCN and this will be done within the first 3 weeks of starting a program. This database will allow students to build resumes, create career portfolios, conduct job searches, and communicate with potential employers. CCN has many resources students can utilize such as the career document library, job search tool kit, and career videos and podcasts. Be sure to take advantage of this great resource that is here to help students and alumni reach their career goals.

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. 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.

Counseling Services

Counselors are available at Pickens Technical College to support all students in the following three domains:

- Academics – including grades, schedule changes, and attendance.
- Career advising – career exploration, program selections, career assessments and goal setting.

- Social, emotional consultation – including referrals to community resource agencies and responsive services.

Counselors are available in Bldg B Monday through Friday from 7:15 to 3:15 feel free to call and schedule an appointment or drop by.

CTE Student Resource Days

Various community agencies and potential employers set up in the Pickens Student Commons the first or second Wednesday of the month from August through May. They are available from 9:00 until 2:00 offer multiple services from health screenings and flu shots to financial, mental health, employability, college transition, career services and employment opportunities. Students may visit them before/after class, at break time and during class (with teacher permission).

Email Addresses

Students will be asked to provide their personal email addresses for instructor and school communication by creating an account in the College Central Network.

End of the Year

Report cards, transcripts and all records will be released at the end of the year only if students have paid all fines and assessments and returned all library and text books.

Food and Drink in the Classroom

NO food or drinks are allowed in classrooms, labs, shops or the cosmetology service area without instructor permission.

Fund Raising Activities

Fund raising 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. Fund raising activities from the home schools of APS Pickens students are allowed on campus. Fund raising by non-APS Pickens students is limited to the student's classroom and only with teacher permission. Both the King Soopers and Safeway Rewards Programs have proven to be effective means for raising funds. Rewards cards and information are available from the cashier's window in the Registration Office of Bldg B.

Insurance Options for Students and Parents

APS has selected the Student Insurance Plan from K&K Insurance Group to make reliable coverage available to parents. If parents don't have other insurance, this plan may be a resource to consider. Additionally, even parents have other coverage, this plan can help fill expensive "gaps" caused by deductible and co-pays. Coverage may be purchased at any time during the school year by visiting www.studentinsurance-kk.com

Additional information is available at risk.aurorak12.org/student-accident-insurance/ including coverage levels and annual rates.

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 the dean have

adequate reason to search the locker. Pickens keyed-combination padlocks are available for purchase in the Bookstore (\$5 plus tax).

National Technical Honor Society (NTHS)

Students, who meet the academic requirements of a GPA of 3.5 or above with no D's or 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, student members receive letters of recommendation, certificates, etc. and are recognized at their graduation. 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 (\$5). 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.

Pickens Salon Appointments

Secondary students may not be excused from home school or Pickens classes for appointments in the Pickens Salon. Likewise non-Pickens secondary students truant from their home schools cannot make Pickens Salon appointments during scheduled home school classes. Home schools will be contacted.

Pickens Student and Alumni Employment Fair

A job fair is held near the end of the second semester where potential employers from the community have the opportunity to speak with Pickens students. Students are encouraged to come prepared with resumes and to dress appropriately for the event.

Professional Organizations for Students

Professional organizations offer co-curricular activities which broaden and complement specific occupational areas. The activities are designed to build leadership skills while allowing members the opportunity to network and socialize.

The first five Career and Technical Student Organizations (CTSO's) listed below are offered at Pickens and are officially recognized by the Colorado Community College System. These along with the other CTSO's are broad-based, encompassing a wide array of careers. Join today!

FCCLA – Family, Career & Community Leaders of America
HOSA – Health Occupations Students of America
SkillsUSA – formerly the Vocational Industrial Clubs of America
FFA – Future Farmers of America and Phi Beta Lambda
FBLA – Future Business Leaders of America
MECA – Manicuring Esthetician Cosmetology Association
SPOC – Student Photographers of Colorado
VIP – Visual Imaging Professions

Program Visits

Parents, community members, and prospective postsecondary students, who would like to visit a program, must follow the PTC visitor policy of (1) signing in with the receptionist in Bldg A or the Registration Office in Bldg B, and then of (2) reporting to the counseling department in Bldg B. Arranging a visit in advance with a counselor is highly recommended.

School Tours

Secondary non-Pickens instructors or students must schedule tours with the counseling department prior to arrival date and must provide a list of all student visitors and accompanying staff prior to the day of the visit or upon arrival. Counselors will arrange the campus tours and notify the Pickens staff.

The ACE program is approved for campus visits with prior notice and accompanied by a staff member.

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 a sexual misconduct, you may file a complaint. Please contact the Title IX Coordinator/Dean of Students 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](https://www.ed.gov/) website.

What is 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 make 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 to Distributed to All Concerned Parties.
STEP 4: Investigation.
STEP 5: Review of Investigation Findings and Decision.

SUPPORT STAFF FOR TITLE IX:

General Phone Number: 303-340-4910

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

NAME: Rhonda Robbins, Title IX Coordinator and Dean of Students

LOCATION: Building "B", Student Resource Center

EXTENSION: 27728

EMAIL: rjrobbins@aps.k12.co.us

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: Patricia Duhalde, Assistant Director

LOCATION: Building "A".

PHONE NUMBER: Extension 27726

EMAIL: prduhalde@aps.k12.co.us

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 Dean of Students, the Title IX Coordinator, Counselors in the Student Services Office, 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.
- Know 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 sexual assault 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 as the Counselors or School Nurse.
5. **File a report with the College** by contacting the Title IX Coordinator, Dean of Students, Counselors, 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 counselors, the school nurse, the Dean of Students, 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: Rhonda Robbins, Title IX Coordinator and Dean of Students

LOCATION: Building "B", Student Resource Center

EXTENSION: 27728

EMAIL: rjrobbins@aps.k12.co.us

Pickens Counselors:

NAME: **Sandra Peoples**

LOCATION: Building "B", Student Resource Center

PHONE NUMBER: Extension 27909

EMAIL: sdpeoples@aps.k12.co.us

NAME: **Scott Idlet**

LOCATION: Building "B", Student Resource Center

PHONE NUMBER: Extension 27935

EMAIL: sgidlet@aps.k12.co.us

Pickens School Nurse:

NAME: **Sharon Dacus**

LOCATION: Building "A".

PHONE NUMBER: Extension 27704

EMAIL: srdacus@aps.k12.co.us

Administration:

NAME: **Patricia Duhalde, Assistant Director**

LOCATION: Building "A".

PHONE NUMBER: Extension 27726

EMAIL: prduhalde@aps.k12.co.us

NAME: **Teina McConnell, Executive Director**

LOCATION: Building "A".

PHONE NUMBER: Extension 27701

EMAIL: tlmccconnell@aps.k12.co.us

NAME: **Eric Ward, Assistant Director**

LOCATION: Building "A".

PHONE NUMBER: Extension 27925

EMAIL: elward@aps.k12.co.us

NAME: **Mike Klouser, Assistant Director**

LOCATION: Building "A".

PHONE NUMBER: Extension 27777

EMAIL: mjklouser@aps.k12.co.us

NAME: **Kevin Simpson, Director Student Services**

LOCATION: Building "B".

PHONE NUMBER: Extension 27734

EMAIL: kksimpson@aps.k12.co.us

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 APS Food Services are available to all Pickens (secondary and postsecondary), and William Smith High School students and staff at the costs listed below. APS secondary students may eat breakfast/lunch either at Pickens or their home high school as long as they have an APS home school or Pickens Student ID with their Student ID Number. Non-APS students and postsecondary students pay the "adult" price. "Reduced" prices are for Free/Reduced Lunch qualified APS students only. Vending machines are available in the adjoining main hallway in Building A and in the Building B hallway. By Board of Education policy food sold at school must be "healthy". Food, drinks, sack lunches, etc., are welcome in the Student Lounge---please help keep the area clean!

APS Secondary Students: Breakfast - \$1.35, Reduced Price – Free; Lunch - \$2.70 (10 bought in advance cost \$26.50), Reduced Price - \$0.40

Adults and Non-APS Secondary Students: Breakfast - \$1.85, Lunch - \$3.70 (10 bought in advance cost \$36.50)

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 the Dean of Students. 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.” To read the full policy, visit www.aps.k12.co.us/pol-reg/SectionJ/jih.pdf.

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 or property.

Traffic Danger

Automobile accidents occur frequently in front of Pickens usually involving south-bound vehicles on Airport Blvd. making left-hand turns into the main parking lot. Be extremely cautious especially if two lanes of backed up north-bound traffic stop for you. The third lane vehicle may not see you. Also be careful exiting Pickens on a green stoplight, since north bound vehicles often ignore their red light. Left turns onto Airport Blvd. from the south parking lot road are both illegal and dangerous.

Visitor (Marketing Guest) Policy

All visitors are required to sign in with the receptionist in Bldg A or the Registration Office in Bldg B. Visitors are asked to leave a photo ID or car keys in order to obtain a visitor’s pass. District personnel also must sign in and wear their ID at all times. Students may not bring non-Pickens students, friends, or relatives to school without prior teacher and administrative approval. School age visitors may be approved only if they are officially excused from their home school and are valid potential PTC students or are classroom models/clients. Home schools will be contacted and unexcused students cited for trespassing.

ABSENCE REPORTING PROCEDURES

Statement of Philosophy

Attendance is very important to the success of students. Absences, whether excused or unexcused, are detrimental to the learning process and work completed outside of class is not as effective or meaningful as the actual classroom experience. Since a single PTC class is 2 to 3 hours long, a single absence at Pickens is the equivalent of 2 to 3 days of absence in a regular one hour high school class. Our goal at Pickens is for students to have **95% attendance**. This translates to **no more than 4-5 absences** per semester. Regular and punctual attendance is expected, and each instructor will keep a complete record of student attendance for the entire length of each course. Students will be counted absent from missed class meetings, beginning with the first day of class.

Absence Reporting Procedures for all Students

Absences must be reported **BEFORE 8:00 AM ON THE DAY FOLLOWING THE ABSENCE**. Only a parent/guardian (on record in Infinite Campus) of a high school student may excuse the student. Postsecondary students are expected to self-report so the instructor will be aware of the absence.

The phone call to **303-326-1677** should provide the following information:

1. Who is calling and the relationship to the student, if the student is secondary
2. The name of the student who is absent, spelling the last name
3. Date(s) of absence
4. REASON FOR THE ABSENCE

NOTES FROM HOME AND E-MAILS ARE NOT ACCEPTED.

**THE AUTOMATED ATTENDANCE OFFICE LINE IS 303-326-1677.
TO SPEAK TO THE ATTENDANCE CLERK CALL 303-344-4910 EXT. 27730.**

ALL ABSENCES NOT CALLED IN BY 8:00 AM ON THE DAY FOLLOWING THE ABSENCE WILL BE CONSIDERED UNEXCUSED. Any late calls will be considered unexcused absences. The school's daily attendance report will indicate which absences are excused or unexcused for the previous day.

ATTENDANCE POLICIES & INFORMATION

Attendance Options

Students needing to miss a scheduled class can arrange with the instructor to attend the Pickens class the same day at a different time. So if a morning Pickens student has to attend a mandatory home school morning meeting, the student can arrange in advance with the instructor to attend the same afternoon Pickens class.

Unexcused Absences/Tuancies

Any secondary (high school) student who has accumulated excessive unexcused absences is in violation of the 1963 Colorado School Attendance Law (CRS Section 22-33-101). An absence is unexcused when the parent/guardian (student, if postsecondary) fails to call the Attendance Office by 8:00 AM on the morning following the absence or when the reason for the absence does not meet school-approved criteria.

Secondary students will be considered unexcused if they are absent from class without the prior knowledge and approval of their parent or guardian.

Students missing 50% or more of the class period by arriving late to class or leaving early without permission will be counted as ABSENT. Students missing LESS THAN 50% of the class period by being late to class or leaving early without permission will be counted as TARDY.

Secondary students, whose parent/guardian has notified the Attendance Office in advance and signed out in the Registration Office in Building B, may leave class before dismissal. Signing out is required.

Students may be released before class ends, if (1) the student's STARS record indicates the parent/guardian has notified the Attendance/Registration Office in advance, (2) the student has given the teacher an Early Release slip from the Registration Office, and (3) the student will sign out in the Registration Office before leaving campus. In the event the student does not present the Early Release slip, the teacher should call the Attendance Clerk at extension 27730 to confirm that the parent has called and then release the student at the indicated time to check out in the Registration Office. If the parent has not called, the student must contact the parent and have the parent call the attendance clerk. Signing out in the Registration Office is always required for secondary students before leaving campus early.

Aurora Public School's Responses to Unexcused Absences: Dual Enrolled

A student is considered "habitually truant", if the student has 4 unexcused absences in a month or 10 consecutive absences in a year. A student can receive a "sanction letter" from the home school warning of possible truancy court action before or as he /she is considered "habitually truant". At that point the student can be referred to the District Attendance Review Board, which in turn can file an action with the appropriate county truancy court.

Pickens' Responses to Unexcused Absences: Dual Enrolled and Postsecondary

In keeping with our goal of preparing our students for the workforce, there should not be any unexcused absences. After the first unexcused absence, the instructor will have a conversation with

the student within 24 hours. The instructor **may** refer the student to the Dean of Students. If there is a second unexcused absence, the instructor **will** refer the student to the Dean of Students. In the case of students who are dual enrolled, Pickens may notify the home school and/or parents about the attendance situation.

Pickens' Responses to Excused Absences:

Students are expected to attend 95% of their classes. This translates to no more than 4-5 absences per semester. The Pickens attendance policy allows for instructors to monitor their classroom attendance and make the best decisions for their classrooms. In the event an instructor deems a student to have excessive absences, the student will be referred to the Dean of Students for intervention, support, and/or disciplinary action.

Tardy Policy

Students are expected to arrive to class on time and to wait until class ends before leaving. Students are expected to go directly to class and check in with their instructor. Late arrival to a class or leaving a class early without teacher permission is considered a tardy. If the amount of time missed is half or more of the class period the tardy is recorded as an absence. Tardy minutes can be recorded, accumulated and converted into days of unexcused absence. That means that tardies alone can result in truancy action. Please refer to the APS tardy policy for clarification and detail.

Teachers will call the parent or guardian after the fifth unexcused tardy. Consequences for unexcused tardies, whether arriving late or leaving early without permission, are at the discretion of the teacher. Students who fail to fulfill teacher-assigned consequences can be referred to the Dean of Students.

Completing Work Missed Due to Absences

CREDIT WILL BE GIVEN for work missed because of an absence, excused or unexcused (unless the work was clinicals or labs that could not be rescheduled). Students are expected to complete missed class work and homework within a reasonable amount of time, as determined by the instructor (usually one day per day of absence). This includes work missed during school activities, suspension, etc. Parents may notify the Registration Office to collect class work for students who will be absent for 3 days or more. Please note, that work may not always be available because students may need instruction prior to completing the assignments.

It is not the responsibility of the program to provide make-up clinical experiences. Failure to complete required clinical hours may jeopardize a student's ability to complete the program.

Messages and Student Checkout/Early Release

Messages for students received in the office will be delivered only if there is an emergency. High school (secondary) students will not be released from school unless a parent/guardian makes a personal request at or calls the Main or Registration Office. A secondary student will not be released to another adult without the adult producing appropriate identification and being specifically listed in the student's file. Students must sign out in the Registration Office if a parent or guardian has excused them before the end of the school day. Parents are asked not to contact their student on the student's cell phone during instructional class time. Emergency messages/calls to the office will be delivered promptly to students by support staff.

Unusual Circumstances

In the case of unusual circumstances (extended illness, death in the family, etc.) a student will be able to schedule time with teachers to complete the work missed. This may mean coming in early,

staying late, etc. A doctor's note is required for extended illnesses. Extended absences may affect the student's ability to complete the program. Several programs require a minimum number of hours of instruction to qualify for certification.

STUDENT ATTIRE AND 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. 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 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.

Cyber Bullying Save It

Cyber bullying 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 1-877-542-7233.

In order to minimize cyber bullying, students should:

- Not erase any message they receive from a bully. They should keep 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 Dean of Students.

If disciplinary issues are ongoing or cannot be resolved at the classroom level, the Dean of Students and/or 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 Dean of Students or administrator 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. These behaviors may include, but are not limited to:

Any conduct which may be contrary to the welfare of students or staff or injurious to their health, safety, or morals or which interfere with the schools ability to provide educational opportunities for other students may be grounds for dismissal. Some examples are:

fighting, profanity (language which is abusive, vulgar, or disrupting), insubordination to staff, persistent or recurring disobedience, academic dishonesty, sexual harassment, possession of firearms and/or potential items that could be used as weapons, possession, sale, or distribution of drugs or alcohol, defacing school property, robbery or theft.

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 and 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 and 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

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 303-344-8060 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.aps.k12.co.us>, 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 AND ELECTRONIC DEVICES

Acceptable Use of Technology Policy

Internet access and interconnected computer systems are available to the students. Electronic networks, including the Internet, are important parts of the instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. In order for PTC to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While PTC instructors and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Acceptable Technology Uses

All use of the electronic network must be (1) in support of education and/or research, and be in furtherance of the stated educational goals; or (2) for legitimate school business purposes. Use is a privilege, not a right.

Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the school's electronic network or computers. PTC reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Unacceptable Technology Uses

- Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential trade secret information or copyrighted materials. Using school equipment to download music, and/or burn CDs is strictly prohibited, unless it is a teacher-sponsored activity
- Uses that cause harm to others or damage to their property, including but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism;

participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.

- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- Students are prohibited from joining chat rooms, or downloading instant message programs to District computers, unless it is a teacher-sponsored activity.

If there are violations of this policy, the student’s access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

Cell Phones, Phone Use, Pagers and Other Electronic Devices

Aurora Public Schools believes in “providing environments that optimize learning and teaching and are safe, secure, and well maintained.” As such, and except for approved educational purposes, all personal electronic devices* shall not be seen, used (this includes texting), nor heard during instructional time on Aurora Public School property by students K-12. Exceptions to this are possible only through prior arrangement with the instructor, i.e. a day-care call concerning a sick child.

Students suspected of sending, receiving or having stored on their phone “sexting messages/photos” may have their phones confiscated along with parents, if secondary, being contacted. Confiscated phones will be investigated by the Aurora Police Department not school staff.

If an electronic device becomes a persistent distraction to the student or the learning environment, **the device may eventually be confiscated** by a staff member and turned in to the Registration Office. A parent or guardian may be required to pick it up from school. **PICKENS WILL NOT ACCEPT RESPONSIBILITY FOR NOR INVESTIGATE LOST OR STOLEN ELECTRONIC DEVICES.**

*Cell phones, iPods, CD players, PSPs, Blackberries, cameras, electronic games, etc.

Photo Posting/Distribution

Students taking photos of other students, staff or guests, including Salon clients, without expressed consent and then electronically posting or distributing them will be open to disciplinary and potential legal action. Taking photos of children in the Kids Tech day-care program is strictly prohibited.

Portable Wireless Electronic Devices

Wireless devices, such as cell phones, I-Pads, laptops, and especially those with their own “hotspots” are susceptible to hacking. Some computer classes in this building study hacking prevention. Persons with devices using “hotspots”, in particular those “unsecured”, may be asked to turn them off to avoid damage. Connecting APS computers to the internet through private hotspots is a violation of the APS Internet Agreement that every student must sign before receiving access to an APS computer. Inappropriate use of private hotspots may result in loss of internet privileges at Pickens.

VEHICLES AND 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.

ADDITIONAL INFORMATION FROM THE AURORA PUBLIC SCHOOLS DISTRICT

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 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: 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.

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.

Critical Information

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

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

No Child Left Behind: Parent's "Right to Know"

The federal law called the "No Child Left Behind Act" requires that all public schools inform parents whose children participate in Title I programs of the professional qualifications of their teachers. Aurora Public Schools will provide this information to you upon request.

Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained by writing to the Division of Human Resources located at 1085 Peoria Street, Aurora, Colorado 80011 or by calling 303-344-8060. All written requests will be processed by the Division of Human Resources. Within 30 days of receiving a request, you will be provided written information by mail. Human Resources staff **will not** provide information over the telephone.

Non-Custodial Parent Rights

By law the district is required to allow non-custodial parents (those who do not have legal custody of their children) access to all records concerning their children unless there is a court order denying them access to such records or, in rare cases, where the district believes the children could be in danger. This means that if you are divorced, separated or for some other reason not living with the parent of your child, and the non-custodial parent asks the school for any records concerning your child, the school is required to provide the records to him/her, unless there is a court order which says they are not entitled to such records. Please note that school records include names and addresses of students.

It is the responsibility of the parent who has custody of a student to provide the district with a copy of the most recent court order related to custodial rights and any order relating to the right of the non-custodial parent to have access to records involving a student. Such a court order must be provided as close as possible to the time of registration of the student or to the time the court issues the order. If there is no court order on file with the school, the school will assume that none exists.

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

Special Needs

Please contact your school or the Aurora Public Schools, Division of Equity & Engagement, 303-344-8060 ext. 28024 and TDD 303-326-1585 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in Braille) upon request. Please contact the principal of your school for more information.

Stormwater 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. Stormwater can flow into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation's greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately.

The program is available for review at the Environmental Compliance Branch at 1369 Airport Boulevard. Questions are welcomed and should be directed to the Environmental Compliance Branch Manager at 303-367-3000 ext 28685.

Bus Procedures/Rules

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

Recording devices are located on APS busses.

All general education stop locations are identified by a sign or yellow curbside stencil that contains the school abbreviation. Students should arrive at the bus stop no more than five minutes before the bus is scheduled to depart.

The Transportation Department works diligently to ensure that the buses arrive on time to all bus stops, however, occasionally buses may be late because of traffic, vehicle malfunctions or weather conditions.

CONCURRENT ENROLLMENT

The board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education. Policy IHEDA does not apply to students seeking to enroll in postsecondary courses pursuant to the Accelerating Students through Concurrent Enrollment (ASCENT) program. Students seeking to enroll in the ASCENT program shall work with district administrators and meet the applicable requirements of the Concurrent Enrollment Programs Act .

Eligibility

Qualified students seeking to enroll in postsecondary courses at the District's expense and receive high school credit for such courses shall follow the procedure accompanying policy HCDA-R.

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. Concurrent enrollment is not available for summer school.

Agreement with Institution of Higher Education

When a qualified student seeks to enroll in postsecondary courses at an institution of higher education and receive high school credit for such courses, the district and the participating institution shall enter into a written cooperative agreement in accordance with the Act.

Payment of Tuition

The district shall pay the tuition for up to 12 credit hours of postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. A qualified student may enroll in up to 24 credit hours of postsecondary courses per academic term. The qualified student or the student's parent/guardian will be responsible for textbooks and materials required for the postsecondary course(s).

The tuition paid by the district for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Act and the District's cooperative agreement with the institution of higher education. The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by the District. Prior to paying the tuition for any qualified student, the district shall require the student and student's parent/guardian to sign an agreement stating if the student fails or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by the district on the student's behalf.

Transportation

The District shall not provide or pay for the qualified student's transportation to the institution of higher education.

Notice

Information about concurrent enrollment options shall be made available to high school students and their parents/guardians on an annual basis.

ASCENT

The ASCENT program permits eligible students to participate in a fifth year of high school while enrolled concurrently. An ASCENT program participant shall not be considered a high school graduate until he or she has completed his or her participation in the ASCENT program and any remaining graduation requirements. To participate in the program, students must meet the following qualifications:

- Have completed or is on schedule to complete at least 12 credit hours (semester hours or equivalent) of postsecondary course work prior to the completion of his or her 12th grade year;

- Is not in need of basic skills coursework;
- Have been selected for participation in the ASCENT program by his or her high school principal;
- Have satisfied the minimum prerequisites for the course before his or her enrollment in the course; and
- Have not participated in the ASCENT program in previous years.

1. Academic Plan of Study

The qualified student shall establish, in consultation with the principal/designee, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the superintendent/designee shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules. A qualified student shall not concurrently enroll in a basic skills course unless he or she is enrolled in the 12th grade in a local education provider. Students who do not have enough graduation credits by the end of their fourth year and return for a fifth year of high school may not enroll in more than six postsecondary credit hours.

2. Application

The qualified student shall complete the District's concurrent enrollment application form and submit it to the principal/designee at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The student and the parent/guardian must sign the form indicating that they have read the statements concerning participation in the Concurrent Enrollment Program. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The superintendent/designee may waive the 60 day requirement at his or her discretion. The principal/designee shall sign the form and send it to the superintendent/designee. The superintendent/designee shall approve or disapprove the student's application in accordance with this regulation's accompanying policy and shall notify the student of the decision. The decision of the superintendent/designee shall be final.

OTRO INFORMACION DE AURORA PUBLIC SCHOOLS (SPANISH)

Aviso de no discriminación

El distrito escolar de las Escuelas Públicas de Aurora (Aurora Public Schools, o APS) está comprometido con la política que indica que toda persona tendrá acceso equitativo a sus programas, instalaciones y empleo y no discrimina basado en la raza, edad, color, creencia, nacionalidad, orientación sexual, discapacidad o género, y proporciona acceso equitativo a los *Boy Scouts* y otros grupos de jóvenes nombrados. Las oportunidades de educación técnica y de profesiones serán ofrecidas sin importar estas clases protegidas. Al cumplir con esta política, el distrito de las Escuelas Públicas de Aurora cumple con *Title IX of the Education Amendments de 1972* (Título IX de las enmiendas de educación de 1972), la *Americans with Disabilities Act* (Ley para personas con discapacidades), la *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del acta de Rehabilitación de 1973), la *Age Discrimination Act* (ley de discriminación de la edad) y *Title VI* (Título VI) y *Title VII* (Título VII) de la *Civil Rights Act of 1964* (ley de derechos civiles de 1964).

Las preguntas, quejas y más información sobre estas leyes o problemas en relación a la discriminación (incluyendo información de cómo reportar una queja si cree que usted ha sido una víctima de discriminación) deben ser dirigidas al coordinador de cumplimiento para estos asuntos:

Aurora Public Schools' Legal Counsel (Consejero legal del distrito de las Escuelas Públicas de Aurora), 15701 E. 1st Ave. Aurora, CO, 303-344-8060, ext. 28301. Este aviso está disponible en diferentes formatos.

Acceso a la información estudiantil/expedientes estudiantiles: derechos y privacidad

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

La *Family Educational Rights and Privacy Act (FERPA)* (Ley de Derechos y Privacidad Educativa de la Familia) ofrece a los padres y alumnos de 18 años y mayores ("alumnos elegibles") ciertos derechos con respecto a los expedientes académicos del alumno. Estos derechos son:

1. El derecho a revisar y examinar los expedientes académicos, dentro de los 45 días, después del día en que la escuela recibe una solicitud para acceso.

Los padres o alumnos elegibles deben presentar al director de la escuela o al funcionario escolar apropiado, una solicitud por escrito, que identifique los expedientes que deseen inspeccionar. El funcionario escolar hará arreglos para el acceso y notificará al padre o alumno elegible del tiempo y lugar donde los expedientes pueden ser revisados.

2. El derecho de solicitar la corrección de los expedientes académicos del alumno que el padre o alumno elegible crea que son incorrectos o malinterpretados, o que de otra manera estén en violación de los derechos de privacidad del alumno, bajo la ley *FERPA*.

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

3. El derecho de proporcionar consentimiento por escrito, antes que la escuela divulgue información personal identificable (PII, por sus siglas en inglés) de los expedientes académicos del alumno, a excepción de la amplitud de *FERPA* que autoriza la revelación sin consentimiento.

Una excepción que permite la revelación de información sin el consentimiento, es la revelación de información a los funcionarios escolares con intereses académicos legítimos. Un funcionario escolar es una persona empleada por el distrito como un administrador,

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

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

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

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

La *Family Educational Rights and Privacy Act (FERPA)*, una ley federal, requiere que el distrito de las Escuelas Públicas de Aurora, con ciertas excepciones, obtenga el consentimiento de usted, por escrito, antes de la revelación de información personal identificable, de los expedientes educativos de su hijo.

Sin embargo, el distrito de las Escuelas Públicas de Aurora puede divulgar “información del directorio” adecuadamente indicada, sin consentimiento por escrito, a menos que usted haya notificado al distrito de lo contrario, de acuerdo con los procedimientos del distrito. El propósito primordial de la información del directorio es permitir al distrito de las Escuelas Públicas de Aurora, incluir este tipo de información de los expedientes académicos de su hijo, en ciertas publicaciones de la escuela. Los ejemplos incluyen:

- un cartel mostrando el papel de su hijo en una producción teatral;
- el anuario;
- el cuadro de honor u otros listados de reconocimiento;
- los programas de graduación y
- las hojas de actividades deportivas, tal como lucha libre, mostrando el peso y altura de los miembros del equipo.

La información del directorio, la cual es información que generalmente no es considerada nociva o una invasión de la privacidad si es divulgada, puede también ser divulgada a organizaciones

externas, sin el consentimiento previo por escrito de uno de los padres. Las organizaciones externas incluyen, pero no se limitan a compañías que fabrican anillos de graduación o publican anuarios.

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

- a. nombre del alumno;
- b. fecha y lugar de nacimiento;
- c. dirección de correo electrónico;
- d. foto;
- e. grado;
- f. área de especialización de estudio;
- g. participación en actividades y deportes oficialmente reconocidos;
- h. peso y altura de los miembros de equipos deportivos;
- i. fechas de asistencia;
- j. premios recibidos;
- k. la agencia o institución académica a la que el alumno asistió más recientemente, u otra información similar; y
- l. otra información similar.

Los números de teléfono y dirección del alumno, no serán divulgados de conformidad con esta sección.

Aviso anual para los padres: discriminación por discapacidad

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

- Incluso los alumnos que no tienen derecho a recibir servicios de acuerdo a los programas tradicionales de educación especial, los cuales son provistos por medio de la *Individuals with Disabilities Education Act* (Ley para la Educación de los Individuos con Discapacidades), pueden

tener derecho a recibir apoyo, servicios y adaptaciones complementarias, siempre y cuando califiquen para la definición de discapacidad mencionada arriba.

- Además el distrito no discrimina con respecto a la admisión, tratamiento, empleo o acceso a sus programas o actividades.
- Para más información acerca de los procedimientos de evaluación y estipulaciones de servicios otorgados a alumnos con discapacidades, comuníquese con el coordinador del distrito encargado de “*Section 504 Compliance*” (Cumplimiento de la Sección 504), en “School Services” (Servicios Escolares) al número telefónico (303) 344-8060, ext. 28025, o escriba a: 504 Compliance Coordinator, School Services, Aurora Public Schools, 1085 Peoria St., Aurora, CO 80011.
- Para información específica relacionada con los servicios de educación especial para alumnos con discapacidades, de acuerdo a la *Individuals With Disabilities Act*, comuníquese con el “Department of Exceptional Student Services” (Departamento de Servicios para Alumnos Excepcionales), en el 15751 E. 1st Avenue, Aurora, CO 80011, 303-340-0510.

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

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

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

Información crítica

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

Acoso: Racial/sexual

- El Consejo Directivo de Educación de las Escuelas Públicas de Aurora, reconoce que todos los alumnos tienen el derecho de proseguir su educación en ambientes escolares que estén libres de acoso racial y sexual. Con este fin, el consejo directivo prohíbe el acoso de los alumnos a través de la conducta o las comunicaciones.
- Es política del consejo directivo que cualquier reclamo sea investigado y que los culpables sean tratados de acuerdo a la ley estatal y las políticas del distrito. Los individuos que formalmente deseen entregar una queja de acoso racial y/o sexual lo pueden hacer comunicándose con el director de la escuela o enviando una queja a la oficina legal del distrito en: Office of Legal Counsel, Aurora Public Schools, 15701 E. 1st Ave., Aurora, CO 80011, (303) 344-8060 extensión 28301.
- Por favor visite el sitio web en www.aurorak12.org; busque el código de política JBB.

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

- Si el alumno reúne los requisitos de la definición federal considerada “sin hogar”, el padre(s) y el(los) alumno(s) tienen el derecho de inscribirse en la escuela del área a la que pertenezcan y participar de lleno, en cualquiera de los programas ofrecidos a los alumnos, siempre y cuando reúnan los requisitos de elegibilidad. A los alumnos sin hogar no se les requiere asistir a una escuela aparte, para jóvenes sin hogar y no serán señalados por el personal escolar. El padre(s) y el(los) alumno(s) sin hogar no necesitan mostrar documentos escolares, comprobantes de domicilio o tarjeta de vacunación cuando se inscriba al alumno. La escuela puede ayudar a los padres, con la información de las clínicas para vacunación o pidiendo expedientes escolares por ellos. A los alumnos sin hogar se les proporcionarán servicios similares, incluyendo transporte, educación y comidas. Si se niega la inscripción de sus hijos a un padre de familia, él/ella puede apelar la decisión con la coordinadora de familias sin hogar del distrito escolar. Después de analizar la situación, la coordinadora tomará la decisión final, acerca de la inscripción del alumno.
- Si una familia o joven queda sin hogar durante el transcurso del ciclo escolar, el padre puede (o los padres pueden) pedir ayuda con el transporte, para que su hijo continúe asistiendo a la escuela original. Esta petición será válida solamente si la familia, o el joven, tiene que mudarse a una dirección fuera del área de asistencia que corresponde a la escuela. Esta ayuda con el transporte se otorgará por lo que reste del ciclo escolar actual. Al determinar las opciones de transporte, la coordinadora de familias sin hogar considerará las necesidades del alumno y si el viaje en el autobús es muy largo o si el tiempo que éste requiera causaría momentos difíciles para el alumno y su familia.
- Para más información referente a alumnos sin hogar, o los derechos de los padres y jóvenes sin hogar, por favor comuníquese con el departamento de Metro Migrant Education Program del distrito de las Escuelas Públicas de Aurora, al número telefónico 303-344-8060, ext. 28426.

Que Ningún Niño se Quede Atrás (No Child Left Behind): “El derecho a saber” de los padres

- La ley federal llamada *No Child Left Behind* (Que Ningún Niño se Quede Atrás) exige que todas las escuelas públicas informen a los padres de los alumnos que participan en los programas de *Title I* (Título I), acerca de las cualidades profesionales de sus maestros. El distrito de las Escuelas Públicas de Aurora le dará a usted esta información cuando usted la solicite.
- Si usted desea recibir información con respecto a la licencia y títulos obtenidos por maestros que sirven en clases del programa *Title I*, por favor complete el formulario “Title I Teacher Qualification Request Form” (formulario de solicitud de calificación de maestro del programa Título I). Puede conseguir este formulario escribiendo a: “Division Of Human Resources” (División de Recursos Humanos), en 1085 Peoria Street, Aurora, Colorado 80011, o llamando al 303-344-8060. Todas las peticiones escritas serán procesadas por la Division of Human Resources. Dentro de los 30 días siguientes de recibir una solicitud, se le proporcionará a usted información por escrito y será enviada por correo. El personal de recursos humanos **no** proporcionará dicha información por teléfono.

Derechos de los padres sin la custodia legal de sus hijos

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

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

Aviso de la ley de protección de los derechos del alumno

(Protection of Pupil Rights Act (PPRA))

- Según la ley federal *PPRA*, los padres tienen el derecho a aviso previo de: (1) cualquier actividad que implica la recopilación o revelación de información personal del alumno, para propósitos de mercadeo; (2) la administración de cualquier encuesta que es diseñada para recopilar información privada del alumno (incluyendo información acerca de afiliación política, ingresos de la familia, problemas mentales, conducta ilegal, conducta y actitudes sexuales y creencias religiosas); y (3) cualquier examen físico o evaluación médica, que no sea de emergencia y que sea invasiva, la cual sería requerida como condición de asistencia, administrada por la escuela y programada con anticipación, y que no sería necesaria para proteger en forma inmediata la salud y seguridad del alumno o de otros alumnos. Para ver una descripción completa de los derechos indicados en *PPRA*, por favor visite el sitio web del distrito en aurorak12.org (seleccione “Parents” y después haga clic en “Legal Rights”).
- *PPRA* proporciona a los padres ciertos derechos en relación a nuestra manera de inspeccionar, recolectar y usar información con propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:
 - *Autorizar* antes que los alumnos sean requeridos a ser sometidos a una encuesta que concierna a una o más de las siguientes áreas protegidas (“encuesta de información protegida”) si la inspección es financiada en su totalidad o en parte por un programa del *U.S Department of Education (ED)* (Departamento de Educación de EE.UU):
 1. afiliaciones o creencias políticas del alumno o del padre del alumno;
 2. problemas mentales o psicológicos del alumno o de la familia del alumno;
 3. conductas o actitudes sexuales;
 4. conducta ilegal, anti-social, de auto incriminación o degradante;
 5. juicios críticos de terceros con quien los encuestados tengan relaciones familiares cercanas;
 6. relaciones privilegiadas legalmente reconocidas, tales como con abogados, doctores o ministros;
 7. prácticas, afiliaciones o creencias religiosas del alumno o de los padres; o
 8. ingresos, más que los requeridos por la ley, para determinar la elegibilidad para un programa.
- *Recibir aviso y una oportunidad de dejar a un alumno fuera de participar en:*
 1. cualquier otra encuesta de información protegida sin tener en cuenta los fondos;
 2. cualquier examen físico o revisión médica, que no sea de emergencia y que sea invasiva, la cual sería requerida como condición de asistencia, administrada por la escuela o su agente para proteger en forma inmediata la salud y seguridad de algún alumno, a excepción de revisiones médicas de audición, visión, o escoliosis, o cualquier examen físico o revisión médica, permitida o requerida por la ley estatal; y
 3. actividades que involucren recopilación, revelación o el uso de información personal obtenida de los alumnos, para mercadeo o para venta, o de otro modo distribuir la información a terceros.
- *Revisar*, cuando sea solicitado o antes de administrar o usar:

1. encuestas de información protegida de los alumnos;
2. instrumentos usados para recopilar información personal de los alumnos, para cualquiera de los propósitos de mercadeo, ventas u otros propósitos de distribución, indicados arriba; y
3. material instructivo usado como parte del currículo educativo.

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

El distrito escolar de las Escuelas Públicas de Aurora (Aurora Public Schools, o APS) ha desarrollado y adoptado políticas en consulta con los padres, en relación a estos derechos, así como arreglos para proteger la privacidad de los alumnos en la administración de encuestas sobre información protegida y la recopilación, revelación o uso de información personal para mercadeo, ventas u otros propósitos de distribución. APS notificará directamente a los padres sobre estas políticas, por lo menos anualmente, al inicio de cada año escolar y después de cualquier cambio significativo. APS también notificará por medios tales como el correo de EE.UU o correo electrónico, directamente a los padres de alumnos que han sido programados para participar en actividades o encuestas específicas anotadas más abajo y proporcionará una oportunidad para que los padres dejen fuera de participar a su hijo o hija en una actividad o encuesta específica. APS hará este aviso a los padres en el inicio del año escolar si el distrito ha identificado las fechas específicas o aproximadas de las actividades o encuestas, en ese momento. Para encuestas y actividades programadas después que empiece el año escolar, se les proporcionará a los padres avisos razonables de las actividades y encuestas planeadas y enumeradas más abajo; y se les proporcionará una oportunidad para que dejen fuera de participar a su hijo, de dichas actividades y encuestas. También se les proporcionará a los padres una oportunidad de revisar cualquier encuesta pertinente. A continuación hay un listado de las actividades y encuestas específicas cubiertas bajo este requerimiento:

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

Los padres que creen que sus derechos han sido violados pueden presentar una queja a:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Proyecto de ley 03-72 del senado: Listado de delincuentes sexuales (Senate Bill 03-72/Sex Offender List)

- Una ley estatal (*Senate Bill 03-072*, o sea el proyecto de ley 03-72 del senado), aprobada en el 2003, requiere que toda escuela notifique a los padres, del derecho que tienen para obtener información de ofensores sexuales registrados en las agencias legales. Los padres interesados pueden solicitar este listado en la oficina de policía local que administra su dirección o la dirección de la escuela a la cual sus hijos asisten. Esta puede ser o el *Aurora Police Department* (departamento de policía de Aurora) o las oficinas del *sheriff* (alguacil) en los condados de *Adams*

o *Arapahoe*, dependiendo de su dirección. Tiene que ir en persona a esta oficina y presentar un comprobante de su domicilio.

City of Aurora Police Department (departamento de policía de la ciudad de Aurora) 303-739-6050

Adams County Sheriff's Department (departamento del alguacil del condado Adams) 720-322-1351

Arapahoe County Sheriff's Department (departamento del alguacil del condado Arapahoe) 720-874-3875

Necesidades especiales

- Por favor comuníquese a la escuela de su hijo o a la Aurora Public Schools, Division of Equity and Engagement (División de Equidad y Compromiso de las Escuelas Públicas de Aurora) al número telefónico 303-344-8060 extensión 28024, o al (303) 326-1585 (TDD para las personas que sufren de discapacidad del oído), si debido a alguna discapacidad usted necesita ayuda especial para participar en una actividad escolar. Se les pide a las personas con tales necesidades que se comuniquen por lo menos dos semanas antes del evento, si es posible, para que el personal pueda coordinar los arreglos.
- Esta y la mayoría de las otras publicaciones de la escuela de su hijo están disponibles en otros formatos (ej. en letra grande, en grabación o Braille) siempre y cuando sean solicitadas. Para más información por favor comuníquese con el director de la escuela de su hijo.

Programa de manejo de agua producida por una tormenta

- El distrito de las Escuelas Públicas de Aurora ha desarrollado un programa de manejo de agua producida por una tormenta, con la intención de reducir las fuentes de partida de contaminación de los conductos de agua locales. Al correr sobre las vías de acceso, jardines, y banquetas, el agua de una tormenta acarrea desechos, químicos, sedimentos y otros contaminantes. El agua de una tormenta puede entrar en el alcantarillado pluvial o directamente en un lago, arroyo, río, pantano o agua costera. Cualquier cosa que entra en el alcantarillado pluvial es desechada, sin tratar, en los mantos de agua que utilizamos para la natación, pesca y provisión de agua potable. El agua residual que está contaminada es la mayor amenaza nacional para el agua limpia. Si usted es testigo de que una basura es dejada ilegalmente en la propiedad escolar, favor de contactar al "Environmental Compliance Branch" (Departamento de Cumplimiento Ambiental), inmediatamente.
- El programa está disponible para su revisión en el Environmental Compliance Branch, en el 1369 Airport Boulevard. Sus preguntas son bienvenidas y deberán ser dirigidas al director de Environmental Compliance Branch, al número telefónico 303-367-3000 ext. 28685.

Procedimientos/reglas del autobús

El derecho de cualquier alumno de viajar en autobús escolar, depende del acatamiento de todas las reglas de seguridad y la demostración de conducta aceptable en todo momento. El "Transportation Behavior Management Department" (Departamento de Administración de la Conducta en el Transporte) trabajará con los conductores de autobuses para determinar una acción justa y apropiada por las violaciones de estas reglas. Si llega a ocurrir una infracción, el departamento notificará al padre y/o tutor. Si usted tiene problemas referente a su hijo, o incidentes que han ocurrido en el autobús, por favor comuníquese con una de las "Transportation Department's Behavior Management Specialists" (Especialistas de Administración de la Conducta, del Departamento de

Transporte) al 303-326-1986, extensión 28863 para comunicarse con Celia Leibson (quien habla español), o la extensión 28804 para comunicarse con Sally Judd.

- Hay aparatos de vigilancia para la grabación de video, colocados en todos los autobuses de las Escuelas Públicas de Aurora.
- Todas las paradas de autobús, para los alumnos que siguen el programa de educación general, están identificadas con un letrero o están marcadas en la banqueta en color amarillo, con una abreviación del nombre de la escuela. Los alumnos deben llegar a la parada del autobús no más de cinco minutos antes de la salida programada del autobús. Todas las horas indicadas para las paradas de autobús son de SALIDA de la parada.
- El “Transportation Department” (Departamento de Transporte) trabaja diligentemente para asegurar que los autobuses lleguen a tiempo a todas las paradas de autobuses, sin embargo, a veces los autobuses pueden llegar tarde debido al tráfico, fallas del vehículo o condiciones climáticas.

Solo para secundaria

INSCRIPCIÓN SIMULTÁNEA

El consejo directivo cree que si los alumnos desean tomar cursos a nivel de post preparatoria, mientras ellos están en la preparatoria, se les debe permitir hacerlo. De acuerdo con esta política y la regulación que la complementa, los alumnos de preparatoria pueden recibir créditos que cuenten hacia el cumplimiento de los requerimientos de graduación de preparatoria, al terminar y pasar los cursos aprobados de post preparatoria, ofrecidos por instituciones de educación superior. La política IHCD A no se aplica a los alumnos buscando inscribirse en cursos de post preparatoria, de conformidad con el programa *Accelerating Students through Concurrent Enrollment (ASCENT)*, o sea el programa de aceleración de alumnos por medio de inscripción simultánea. Los alumnos que buscan inscribirse en el programa *ASCENT* tendrán que trabajar con los administradores del distrito y cumplir con los requerimientos aplicables a la *Concurrent Enrollment Programs Act* (ley de programas de inscripción simultánea).

Elegibilidad

Los alumnos que califican y buscan inscribirse en cursos de post preparatoria, pagados por el distrito y recibir crédito de la escuela preparatoria por dichos cursos, tendrán que seguir el procedimiento que complementa la política HCDA-R.

Crédito académico

El crédito académico otorgado por cursos de post preparatoria exitosamente completados por un alumno calificado, deberá contar como crédito de preparatoria hacia los requerimientos de graduación del consejo directivo, a menos que dicho crédito sea denegado. El crédito de preparatoria será denegado para cursos de post preparatoria que no cumplan ni excedan los estándares del distrito. El crédito de preparatoria será denegado también para un curso de post preparatoria que es sustancialmente similar a un curso ofrecido por el distrito, a menos que la inscripción del alumno calificado para el curso de post preparatoria sea aprobado debido a un conflicto con el horario u otra

razón considerada legítima por el distrito. La inscripción simultánea no está disponible para la escuela de verano.

Acuerdo con la institución de educación superior

Cuando un alumno calificado busca inscribirse en cursos de post preparatoria en una institución de educación superior y recibe crédito de preparatoria por dichos cursos, el distrito y la institución participante entrarán en un acuerdo de cooperación por escrito, de acuerdo con la ley.

Pago de matrícula

El distrito pagará la matrícula hasta por 12 créditos de cursos de post preparatoria, exitosamente completados por un alumno calificado y por los cuales el alumno calificado reciba crédito de preparatoria. Un alumno calificado puede inscribirse hasta por 24 créditos de cursos de post preparatoria, por término académico. El alumno calificado, o el padre/tutor del alumno, serán responsables por libros y materiales requeridos para el curso (o los cursos) de post preparatoria.

La matrícula pagada por el distrito por la finalización exitosa del alumno calificado, de un curso aprobado de post preparatoria, deberá estar en acuerdo con la ley y el acuerdo en colaboración del distrito con la institución de educación superior. La institución de educación superior puede cobrar matrícula adicional y/o cuotas asociadas al alumno calificado o al padre/tutor del alumno, además de la matrícula pagada por el distrito. Antes de pagar la matrícula por cualquier alumno calificado, el distrito requerirá que el alumno y el padre/tutor del alumno, firmen un acuerdo exponiendo que si el alumno no pasa o no completa el curso de post preparatoria por cualquier razón, sin el consentimiento del director de la escuela preparatoria en la cual el alumno está inscrito, el alumno y/o el padre/tutor del alumno, pagarán la cantidad de matrícula pagada por el distrito en nombre del alumno.

Transporte

El distrito no proporcionará o pagará por el transporte hacia la institución de educación superior del alumno calificado.

Aviso

La información sobre las opciones de inscripción simultánea estará disponible para los alumnos de preparatoria y sus padres/tutores, anualmente.

ASCENT

El programa *ASCENT* permite a los alumnos elegibles a participar en un quinto año de preparatoria, mientras están inscritos simultáneamente. Un participante del programa *ASCENT* no será considerado como graduado de la escuela preparatoria, hasta que él o ella hayan completado su participación en el programa *ASCENT* y cualquier requerimiento de graduación que quede. Para participar en el programa, los alumnos tienen que cumplir con los siguientes requisitos:

- haber completado o estar programados para completar por lo menos 12 créditos (horas semestrales o el equivalente) de trabajo de curso de post preparatoria, antes de la finalización del 12.º grado;
- no tienen la necesidad de trabajo de curso de habilidades básicas;
- haber sido seleccionados para la participación en el programa *ASCENT* por el director de su escuela preparatoria;
- haber satisfecho los pre requisitos mínimos del curso antes de su inscripción en el curso; y
- no haber participado en el programa *ASCENT* en años anteriores.

Plan académico de estudio

El alumno calificado establecerá, en consulta con el director/representante, un plan académico de estudio que describa todos los cursos (incluyendo cursos de post preparatoria) que el alumno tiene la intención de completar para satisfacer los requerimientos de graduación del consejo directivo. Antes de la inscripción del alumno calificado, en un curso de post preparatoria, el superintendente/representante revisará y aprobará el plan académico de estudio del alumno, de acuerdo con las reglas aplicables del *State Board of Education* (consejo directivo de educación estatal). Un alumno calificado no deberá inscribirse simultáneamente en un curso de habilidades básicas, a menos que él o ella esté inscrito en el 12.º grado en una institución local que proporciona educación. Los alumnos que no tengan créditos suficientes para la graduación al final de su cuarto año y regresen a un quinto año de escuela preparatoria, no pueden inscribirse en más de seis créditos de post preparatoria.

Solicitud

El alumno calificado deberá completar el formulario de solicitud de inscripción simultánea del distrito y entregarlo al director/representante, por lo menos 60 días antes del final del período académico, inmediatamente anterior al período de inscripción propuesto del alumno, en un curso de post preparatoria. El alumno y el padre/tutor tienen que firmar el formulario indicando que ellos han leído las declaraciones concernientes a la participación en el “Concurrent Enrollment Program” (Programa de Inscripción Simultánea). El curso (o los cursos) de post preparatoria pedido (o pedidos) en la solicitud del alumno deberá ser consistente (o deberán ser consistentes) con el plan académico de estudio aprobado. El superintendente/representante puede que no exija el requerimiento de 60 días, a discreción de él o ella. El director/representante deberá firmar el formulario y enviarlo al superintendente/representante. El superintendente/representante deberá aprobar o negar la solicitud del alumno, de acuerdo con la política que complementa esta regulación, y deberá notificar al alumno de la decisión. La decisión del superintendente/representante, será la decisión final.