

Elementary Student Handbook 2024-2025



Home of the Lions

11001 East Alameda Avenue Aurora, CO 80012

Phone: 303-360-0052 | Fax: 303-360-0071

contact@lotusschool.org

C O N T E N T S

MISSION & VISION	3
ADMISSIONS	4
WITHDRAWAL	4
DROP-OFF & PICK-UP PROCEDURES	4
Bell Schedule (Regular Day)	5
Delayed Start Bell Schedule	5
Half-Day Bell Schedule	5
UNIFORM POLICY	6
GRADING & PROMOTION POLICY	7
ATTENDANCE POLICY	10
MEDICATION POLICY	15
NETWORK ADMINISTRATION POLICY	16
DISCIPLINE POLICY	17
LGBTQIA+ GUIDELINES FOR STUDENTS	26
ELECTRONIC DEVICE POLICY	27
APPENDIX – RELEVANT AURORA PUBLIC SCHOOL DISTRICT NOTICES & POLICIES	28

MISSION & VISION

Lotus School for Excellence provides a safe learning environment and a rigorous college preparatory curriculum supported by a diverse, dedicated community.

Our vision is to create well-rounded and global-minded citizens who are prepared for a college education in order to pursue careers in S.T.E.A.M. fields and become contributing members of the community.

ELEMENTARY ADMINISTRATION

Andre Underwood, *Elementary Principal*
aunderwood@lotusschool.org

Mr. Elias M. Huerta, *Elementary Assistant Principal*
emhuerta@lotusschool.org

ADMISSIONS POLICY

Lotus School for Excellence (LSE) shall not base admission on intellectual ability, measures of achievement or aptitude, or athletic ability, nor discriminate based on ethnicity, race, religion, disability, color, creed, national origin, sexual orientation, sex, need for special education services, or any other legally protected class status.

During the spring of the current school year, parents of children attending LSE will be requested to re-enroll their children for the following year. Enrollment for the following year will then be determined as follows:

1. **All re-enrolling students will be placed.**
2. **Siblings of re-enrolling students will be placed.**
3. **Children of staff members will be placed with the following conditions:**
 - Staff members are defined as:
 - **Full-Time Salaried Employees:** Employees who work at least 30 hours per week are paid a salary.
 - **Full-Time Hourly Employees:** Employees who work at least 30 hours per week are paid hourly.
 - The total number of staff members' children enrolled without participation in the lottery shall not exceed **10% of total student enrollment.**
4. **Children of the LSE board members will be placed with the following conditions:**
 - The total number of students enrolled as children of LSE board members shall not exceed **2% of total student enrollment.**
5. **A lottery will be held to fill all remaining openings if the applicant number exceeds the capacity by the end of February.**

Lottery Process and Procedures

- The lottery will consist of the names of all students whose parents have completed and returned the application form to the school registrar by the designated deadline.
- The lottery will be conducted on a **grade-by-grade basis**, randomly selecting names until all available seats in each grade are filled.
- The lottery process will be conducted publicly and may be observed by interested parties to ensure transparency.
- Once the available spots are filled, remaining applicants will be placed on a **waiting list** in the order in which they were drawn.

Exemptions from the Lottery

The following students are **exempt** from the lottery and will be placed automatically:

- Returning students who have re-enrolled.
- Siblings of returning students.

- Children of staff members, provided their total enrollment does not exceed 10 % of the student population.
- Children of board members, provided their total enrollment does not exceed 2 % of the student population.

Waiting List Procedures

- If a parent desires their child to attend LSE and the class in which the child needs placement is full, that child will be placed on a **waiting list**.
- When a space becomes available, the main office will contact the parents of the first child on the waiting list to inquire if the child will attend.
- If the parent declines, the next child on the list will be contacted, and so on.
- Siblings of currently enrolled students will be given **first priority** on the waiting list, regardless of the date and time they were placed.

WITHDRAWAL PROTOCOL

Only parents or legal guardians may withdraw their students. Students are expected to fill out and return the withdrawal form that is located in the main office prior to leaving. Students/parents will be responsible for paying the cost of any unreturned or damaged materials. Please keep in mind that any fees unpaid will be reported to a collection agency.

DROP-OFF & PICK-UP PROCEDURES

In the morning, students enter the building through the elementary gym door, which opens at 7:30 AM. Students will report directly to the cafeteria and/or homeroom class. No student should be in the building before that time without adult supervision. Also, LSE is not responsible for the students who are dropped off early and wait outside for the gym door to open. The gym door closes at 8:15 AM; after that time, students will enter through the elementary office and be marked tardy. Late students must use the main elementary entrance and check with the office before proceeding to their classrooms.

The regular pick-up time starts at 2:55 PM. Parents should remain inside their vehicles as students are released from the building and wait for them to be directed to their vehicles. At 3:15 PM, students who have after-school activities (tutoring or clubs) and those who are not picked up on time will remain inside the gym or other designated areas. There is a 15-minute grace period for the parents who are late for pick-up. At 3:30 PM, students who are not picked up and do not have an after-school activity will be allowed to make a final phone call to their parents/guardians and then be transferred to the after-school care. Parents are responsible for any after-school care charges due to not picking up students on time.

(Before and after school care is provided in the morning from 7 AM to 7:30 AM and in the afternoon from 3:15 PM to 5 PM on regular school days. Please contact the elementary office for the cost and other details.)

After-school clubs and tutoring pick-up time starts at 4 PM, and the same procedures apply. There is a 15-minute grace period for the parents who are late for pick-up. At 4:15 PM, students who are not picked up and are not a part of after-school care will be allowed to make a final phone call to their parents/guardians. If parents/guardians are not reached, the student(s) will be transferred to after-school care. Parents are responsible for any after-school care charges due to not picking up students on time. If parents/guardians are consistently late for pickup, students will not continue to attend after-school clubs and/or tutoring sessions.

Parents should avoid parking & leaving their cars in the pick-up lanes. If you need to leave your car for any reason, you must park in the designated parking spaces on the campus.

SCHOOL HOURS

Regular Day Schedule

7:30 AM	Drop-off/Breakfast
8:10 AM	School Begins
2:55 PM	Dismissal/Pick-up
4:00 PM	Club Pick-up
5:00 PM	Extended Learning Pick-up

Two-Hour Delayed Start & Half-Days

Times will change, and certain conditions will apply for two-hour delayed starts or half-days. The administration may decide on delayed starts or cancellations due to inclement weather conditions or other reasons. Parents will be notified in case of a two-hour delayed start or half-day. Our regular two-hour delayed start and half-day schedules can be found on the next page.

Two-Hour Delayed Start Schedule 2022 - 2023

Period	Begin Time	End Time	ELD	Specials
Doors Open	9:30 AM			
1	10:00 AM	10:35 AM	Kinder	5th Grade

2	10:40 AM	11:10 AM	3 rd	1st Grade
3	11:15 AM	11:50 AM		Kindergarten
4	11:55 AM	12:25 PM	5 th	
5	12:30 PM	1:05 PM	1 st	
6	1:10 PM	1:45 PM	2 nd	2nd Grade
7	1:50 PM	2:20 PM		3rd Grade
8	2:20 PM	2:55 PM	4 th	4th Grade
Wrap-Up	2:55 PM	3:00 PM		

· The order/time of specials may be different, but the designated specials class for that day will remain the same.

Early Release Schedule

Period	Begin Time	End Time
Doors Open	7:30 AM	8:10 AM
1	8:15 AM	8:40 AM
2	8:45 AM	9:10 AM
3	9:10 AM	9:25 AM
4	9:30 AM	9:55 AM
5	9:55 AM	10:20 AM
6	10:25 AM	10:50 AM
7	10:50 AM	11:05 AM
8	11:05 AM	11:30 AM

TIME	SPECIALS	CLDE
8:15 – 8:40	5 th Grade	4th Grade

8:45 – 9:10	1 st Grade	3rd Grade
9:15 – 9:40	Kindergarten	5th Grade
9:45 – 10:10	2 nd Grade	1st Grade
10:15 – 10:40	3 rd Grade	Kindergarten
10:45 – 11:10	4 th Grade	2nd Grade

- **The order/time of specials may be different, but the designated specials class for that day will remain the same.**

UNIFORM POLICY

To provide a safe learning environment, sustain discipline, and eliminate any competition and distraction often caused by various dress styles, LSE enforces a uniform policy.

Students are expected to arrive in uniform every day unless otherwise announced by the school. If a student is not in compliance with the uniform policy when they arrive at school regularly, parents will be contacted and reminded of the uniform policy.

Uniform tops:

- Burgundy polo shirt
- Burgundy sweatshirt
- Burgundy hoodie

Uniform bottoms:

Bottoms can be any color pants, slacks, shorts, or skirts, including jeans, as long as they comply with the dress code.

Footwear:

- Fishnet or torn tights are not allowed.
- Tights may not be used as pants in any shape or form.
- Sandals, flip-flops, high heels (more than 1.5”), open toed/heeled shoes, or platform shoes are not allowed.

Dress code

All students are to adhere to the following guidelines even when they are not in uniform (e.g., on free dress days).

- Shorts, skirts, and skorts should be at knee length or lower, even when worn with tights.
- Bottoms must fit adequately; large sagging ones are not allowed.
- Bottoms cannot be too tight.

- Students may not wear:
 - Shirts with inappropriate signs, images, or sayings on them
 - Spaghetti strap dresses or shirts
 - Shirts that reveal midriffs or cleavage
 - Jewelry and accessories with inappropriate signs, sayings, or images
 - Jewelry and accessories that may cause harm to self or others.
School-appropriate necklaces can be worn.
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercing are not acceptable.
- Skirts are not to be rolled at the waist.
- Writing on uniform or skin is not allowed.
- Skulls are not allowed on any backpacks or clothes.
- Hats, ball caps, wave caps, bonnets, and other inappropriate headwear may not be worn in any building for religious reasons.
- Sunglasses are not allowed to be worn or put on top of the head anywhere inside the building.

GRADING & PROMOTION POLICY

Grading Scale for K-2

K – 2nd-grade students must attain a “partial-proficient” status to be promoted to the next grade level. The grading scale for grades K – 2 is as follows:

90 – 100	Advanced
75 – 89	Proficient
60 – 74	Partially Proficient
0 – 59	Unsatisfactory

Grading Scale for 3-5

3rd – 5th grade students must attain, minimally, a letter grade of D in Reading, Writing, Math, and Science to be promoted to the next grade level. The grading scale for grades 3 – 5 is as follows:

90 – 100	A
80 – 89	B

70 - 79	C
60 - 69	D
0 - 59	F

Weighted Scale for K-5

classwork	50%
assessments	40%
homework	optional
digital learning	10%

Weekly Grade Expectations:

One grade for classwork, homework, and digital learning due weekly in IC.
A minimum of two assessments quarterly

There is no “automatic” retention (repeating the same grade) at the elementary. The administration makes the final decision on all retention cases.

Parents who want their students to repeat a grade level must make an official request by filling out the appropriate form, which can be obtained from the elementary office.

Report Cards/Progress Reports

Report cards will be released at the end of each Quarter, and Progress Reports will be released every 4 to 5 weeks of school. Elementary no longer prints out and sends the grade reports in paper form. Parents can check their student’s grades and other important information on Infinite Campus Parent Portal using their username and password. Parents may contact the office to obtain their login information.

ATTENDANCE POLICY

Lotus School for Excellence upholds that “good attendance is paramount to academic performance and overall success of students. Absences, whether excused or unexcused, are

detrimental to the learning process. Regular attendance develops habits essential for success in the working world” (APS Code: JE).

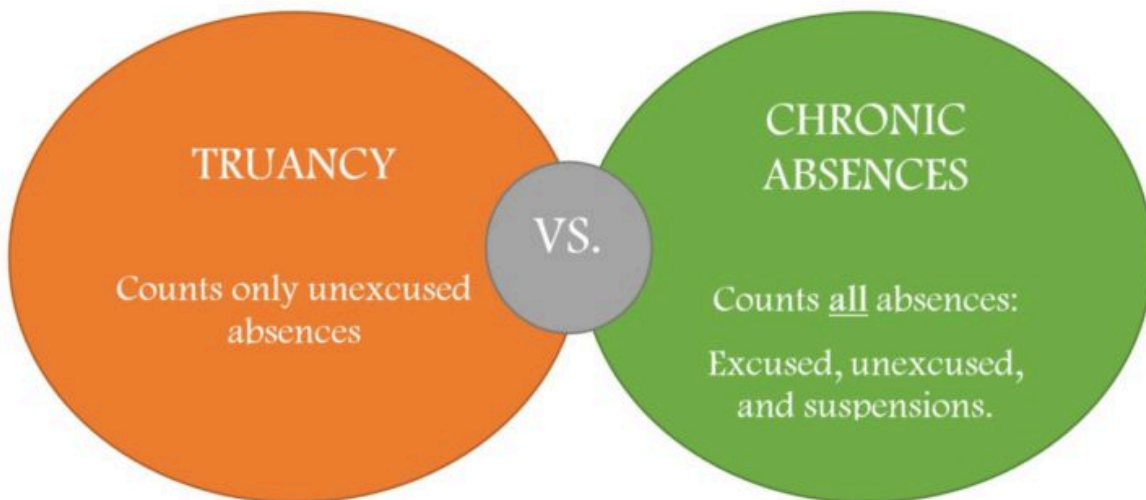
Under Colorado State law (section 22-33-101 et seq., C.R.S), Lotus is required to schedule school for the minimum number of hours.

- 1080 hours- middle school/ high school
- 990 hours- elementary (1st-5th)
- 900 hours- kindergarten (Full day)

State law C.R.S 22-33-107 and this policy defines habitual truancy as “four unexcused absences in any one month or 10 unexcused absences during any school year.” This law also requires that schools monitor the attendance of all students and report those who have a significant number of unexcused absences. At Lotus School for Excellence we have the duty to bring appropriate cases of truancy to court to enforce this law.

There are two types of absences: **EXCUSED** and **UNEXCUSED**

There are also two categories of absences: **CHRONIC** and **TRUANT**



Excused Absences

To excuse a student, a parent must notify the school in a timely manner via telephone, written notification or through other verifiable documentation as required by the school administration. In cases of excessive absences, Lotus School for Excellence will pursue appropriate attendance tiered levels of support as outlined below. The following types of absences, or other absences for good cause as determined in the discretion of the school principal, are considered excused absences:

- **Illness/injury/health conditions**
 - The student's parent/guardian must call the school each morning the student is absent due to illness/injury/health condition and describe the reason for the absence. For excessive health related absences of 3 days or more, in a month we may require a written medical excuse from a physician. If the family indicates they have no physician or medical source available for this purpose, the school nurse is authorized to make determination if the student's absence is indeed health related.

- **Appointments/serious circumstances**
 - Ideally, medical, dental, legal, and other appointments should be scheduled outside of school hours. If the student must be gone during the school day, the student must bring a **note to the office** on the day of the absence or the following day the student attends school. Clearly stating the date and time of the appointment.

- **Pre-Arranged/ Family Vacation**
 - Parent/guardian may request approval for an excused absence to attend a family business/ family vacation (eg. wedding, graduation, birthday celebrations, family trip, family emergency). Approval will be determined by the principal based on the following criteria.
 - Student is in good academic standing (passing all classes with a C or PP)
 - Student has **NO UNEXCUSED ABSENCES; or**
 - Student less than four excused absences in a semester or less than seven excused absences in a year
 - Pre-Arranged Absences Requests that are submitted for the following days will not be accepted. **(If student misses those days it may result in student being withdrawn from Lotus and would need to reapply for the the following school year with no guarantee of acceptance)**
 - First two weeks of school
 - Week before (fall break, Thanksgiving break, winter break, and spring break)
 - Week after (fall break, Thanksgiving break, winter break, and spring break)
 - Last month of school

- Funeral
 - Parent/guardian may request approval for an absence to be excused to attend a funeral. This excused absence shall not exceed three day. Approval shall be left to the discretion of the principal.

- Religious Holidays
 - Students may be excused for the purpose of observing a religious holiday consistent with their creed or belief. The parent / guardian must call the school attendance line to notify as for the reason for absence.

- Out of school suspension/expulsion

Unexcused Absences

An unexcused absence is defined as an absence that is not covered in the excused absence section. Including but not limited to the following.

- Appointment for any family member other than the student (ex. Parent, sibling, cousin, grandparent etc.)
- Illness of family member (ex. Parent, sibling, cousin, grandparent etc.)
- Weather
- Transportation issues
- Moving residency
- Waking up late/missing ride
- Student not wanting to attend school
- Parent calling in for “family emergency” but student has excessive absences
- Pre-arranged/family vacation that was not approved by principal
- Funeral not approved by principal
- Student needing to leave early because other family member (ex. Parent, sibling, cousin, grandparent etc.) has an appointment.
- Student leaving early because of transportation issue

Teachers and attendance personnel will monitor all students’ excused and unexcused absences and/or tardies. When a pattern of unexcused absences and/ or unexcused tardies occur, the student will be identified as habitually truant and the school may follow applicable laws for commencing truancy proceedings. Each unexcused absence shall be entered on the student’s record.

If the student’s school attendance does not improve, school personnel will make every effort to schedule a conference with the student and the parent/guardian to develop an

attendance improvement plan. An attendance improvement plan shall be developed for a student who has been declared or who is at risk of being declared habitually truant, the goal of which is to assist the student to remain in school, maintain regular attendance, and obtain a quality education. This plan will also develop improvement goals, with the expectation that all parties will work together to assist the student in meeting attendance requirements.

If the student's school attendance continues to be a concern, the school may refer the student to an attendance review board or file a truancy petition in court. One outcome of the attendance review board is to complete an attendance contract which defines the expectations and responsibilities for the student, parent/guardian and school. If the parent/guardian and/or student fails to attend the attendance review board meeting or attendance does not improve after the meeting, proceedings may begin for filing the truancy case in Arapahoe or Adams County Truancy Court.

In accordance with district policy, the administration may impose penalties which relate directly to classes missed while unexcused. The administration shall also develop appropriate intervention strategies for students who have unexcused absences. The school administration shall develop appropriate intervention strategies to assist the student in changing his/her truancy behaviors. The school shall request a sanction letter be sent to the family by the truancy attorney according to district protocol when the student is at risk of becoming habitually truant or has been determined to be habitually truant.

A court petition may be filed when the student has been deemed to be habitually truant and when interventions have been unsuccessful at changing the student's behavior. A judicial officer will take action as he/she deems appropriate. All petitions shall be accompanied by a sworn affidavit by a school person knowledgeable of the child's record. This affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.

At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the current unexcused/excused absences, unexcused/excused tardies, grades and behaviors in all classes taken during the school year and a copy of the child's attendance plan.

Tardies

A tardy is defined as a student who is physically late to class. Tardies are excused by the school, not by the parent. Minutes of unexcused tardies shall be combined with unexcused absences to determine the total amount of unexcused absences.

Tiered Levels of Attendance Support and Monitoring		
Tier 1	5 - 9.99 % days Excused and/or 1 day of Unexcused absences per month	Tier 1 Letter sent home Email parent/guardian Document in IC / School Attendance Tracker
Tier 2	10 - 19.99 % Excused Absences and/or 2 days of Unexcused Absences per month	Tier 2 Parent meeting, letter sent home Email parent/guardian Phone call home Document in IC / School Attendance Tracker
Tier 3	20+ % Excused Absences and/or 4 days Unexcused Absences per month	Student Attendance Review Board Meeting

Release of a Student during School Hours

- Only an administrator or office personnel may release a student during school hours.
- Students may be released only to a legal parent/guardian whose name is listed on the Infinite Campus (online school information system), or to a properly identified person who is authorized in writing by the parent/guardian to pick up the student.
- No staff member shall permit, or cause a student to leave school during school hours, except upon the knowledge and approval of the administration, and permission from their parent/guardian.
- Students will not be released from school to any government agency without a proper warrant or written parental permission, except in the event of an emergency as determined by the administration.

MEDICATION POLICY

The following policies are in addition policies JLCD, JLCD-R and JLCDB of Aurora Public Schools. Medication should not be sent to school unless it is required that a student needs to take it during the day or if it is imperative that a student have access to it, for example, severe allergies or asthma. The medication must be prescribed to the specific student.

All medications will be kept in a secure location in the clinic or will be supervised by the students' teacher during off campus trips. The parent/guardian must pick up and drop off any medication, as it should not be carried by the student.

A student may carry and administer his/ her medication in Elementary only if these conditions are met:

1. It is warranted by a potentially life-threatening condition advised by their physician and discussed/approved by the school nurse.
2. Parent/guardian authorization is on file in the health office.

The health office/school nurse must be notified of all medication needs prior to any school activity. Any student found with medication will be sent to the health office and said medication will be locked up in the health office until the parent is contacted and arranges to pick up.

Prescribed Medication Policy

If a student must have medicine at the school, these procedures must be followed:

- Only a delegated health office staff, school nurse, or teacher will dispense the medication.
- The clinic supervisor must observe the dispensing of the medication.
- Medications are to be brought to and from school only* by the parent/guardian. Medications are not to be brought in by the student under any circumstances.
- The school must have a medication permission form or health care plan signed by the parent/guardian and physician. These forms are available in the health office and on the school website under the health office tab of the parent tab.

All medication must have a completed medication directions form on file and the following information clearly printed on the original container:

Student's Name

Name of the medication including dosage and/or amounts

Time(s) the medication must be taken

Over-the-counter Medication Policy

Ibuprofen, Tylenol, herbal remedies and other patent drugs are not available from school. If a student needs to take over-the-counter medications such as the above, the parent/guardian and physician must authorize the use, dosage, and the quantity sent of such medication. Once the authorization is complete, the over-the-counter medication will be securely stored in the health office for use. These medications must be in the original container with a current expiration date. The parent/guardian must pick up and drop off any medication, as it should not be carried by the student.

NETWORK ADMINISTRATION POLICY

Failure to adhere to the policy and the guidelines below will result in revocation of the user's access privilege. Unacceptable uses of the computer include, without limitation:

1. Using profanity, obscenity, or other language that may be offensive to another user.
2. Reposting (forwarding) personal communication without the author's prior consent.
3. Copying commercial software in violation of copyright law.
4. Using the network for financial gain, for commercial activity, or for any illegal activity.
5. Damaging any part of hardware or software of the computer network system.

The student in whose name an account is issued is responsible at all times for its proper use. Students must not give a password to another person unless that person is a teacher or administrator.

Students may (under supervision):

- Use the Internet to research assigned classroom projects.
- Use the Internet to explore other computer systems.

Students may not:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to them.
- Send or get copyrighted materials without permission.
- Use the Internet to send electronic mail (email) to other parties.

The IT Manager has access to all student accounts. Students shall have no expectations of privacy for any use of the school provided technology or networks, which are subject to search at any time for any reason. If any student does not follow the rules above, their access to the network will be denied indefinitely, and they will be referred to the office.

Attempts to tamper or "hack," any of the school's computer or network system as well as purposefully sharing sensitive/personal information with other parties, or getting involved with activities that are considered as cyberbullying will result in disciplinary actions including and up to expulsion.

If the student is not sure how to do something on the computer, they should consult with a teacher or a staff member.

Student activities on School equipment or systems may be monitored at any time and students should have no expectation of privacy, even if a user name and password is provided.

DISCIPLINE POLICY

LSE embraces a positive discipline approach, which is effective long-term, is based on a sense of connection, mutual respect and encouragement, and teaches important social and life skills as well as invites students to discover how capable they are.

LSE commits to helping students fulfill their intellectual, social, physical and emotional potential. Everything in and around the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the LSE administration enforces the discipline policies outlined herein.

Everything may not be covered in a handbook; therefore, for behaviors that are not listed, immediate action and consequences will be given in a fair and consistent manner.

For habitual minor behaviors, students will be placed on a behavior plan, violation of which will result in referral to the discipline committee.

Students who are consistent in demonstrating expected behavior will be rewarded with various incentives, including periodic free dress days, recognition at school assemblies, and etc.

Examples of Unacceptable Behaviors (this list is illustrative and not comprehensive)

Teacher-Managed Behaviors: Behaviors that are addressed directly by the teacher, who also determines the consequence.

- **Minor Aggression** (pushing, shoving, grabbing items from others, rough play, non-serious physical contact)
- **Teasing** (negative communication based on ability, gender, ethnicity, religion, etc.)
- **Disrespect/Insubordination** (arguing, talking back, socially rude interaction, not following the instructions)
- **Disruption** (throwing small objects, excessive talking, callouts, yelling, making noises, out of seat)
- **Non-Compliance** (refusal to follow or comply with class/school rules, off task behavior)
- **Refusal to Work** (refusal to complete assigned work or participate in class activities)
- **Inappropriate Language/Profanity** (name calling, put downs, class specific unacceptable words; profane, lewd or vulgar communications directed to any adult by any method or means, including verbally, electronically or by written words, photographs, or drawings.)

- **Property Misuse** (tearing paper, breaking pencils, drawing on desks, etc.)
- **Technology Violation** (non-serious but inappropriate use of cell phone, computer, camera, iPod, etc.)
- **Dishonesty** (communication of information that is untrue that does not seriously affect another person or self)
- **Cheating** (viewing and/or using the answers or work of another student with the intent to use it as their own, including plagiarism)
- **Stealing** (taking or finding/keeping objects that do not belong to him/herself that are of small value (i.e. pencils, erasers)
- **Computer Misuse/Abuse.** (Violating the network administration policy.)

Office-Managed Behaviors: Major incidents that will be addressed directly by an administrator. Parents will be notified if a student gets referred to the office.

- **Fighting.** Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. It may include, but is not limited to, punching, striking, kicking, hitting, or otherwise subjecting another person to physical contact that causes them harm. Consequences will be given for fights taking place on or off school grounds. In all but the rarest of occasions, such as an instance in which one student assaults an innocent bystander, any fight will involve disciplining all students involved in the fight.
- **Possession of Weapons.** Weapons include, but are not limited to, conventional objects such as guns, pellet guns, knives, smoke bombs, fireworks, or club type implements. Mace, tear gas, or other chemicals are also included. A “toy weapon” presented as a real weapon may also be considered the same as a real weapon. Objects converted from their original use to an object used to threaten or injure another are also classified as weapons. The administration reserves the right to make all final decisions regarding the definition of what constitutes a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon. Weapons will not be returned.
- **Use of or Intent to Sell Controlled Substances.** Knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except under the direction of a physician/parent as outlined under the “Medication Policy” in this handbook) alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. The sale, distribution, possession, or use of any of the above, drugs and/or alcohol is strictly prohibited anywhere on school grounds, at any school activity, and on any school transportation.

- **False Fire Alarm.** A false alarm refers to any act which leads others to believe that they are in imminent danger of fire, bomb threat, or such. This is also a violation of the respective state law (CRS § 18-8-111,) which rules that it is a Class 3 misdemeanor. A false alarm includes, but is not limited to phone calls, personal malice, or any other action which could insight undue fear, concern, school dismissal or involvement of private, city and/or county workers, such as the fire department, ambulance or police.
- **Obscene Materials.** Any material (e.g., pornographic material) of this nature is not permitted at school, school functions, while on the Internet, during field trips or at any time whatsoever that can be considered “school time.”
- **Hazing / Harassment.** Generally, various forms of these two behaviors include, but are not limited to: (1) Targeting someone else with behavior meant to alarm, annoy, torment or terrorize, and creating reasonable fear in the victim for their safety; (2) making unwelcome advances, or demonstrating any form of improper physical contact; included are sexual and/or racial remarks, personal comments, e.g. name calling, teasing, statements regarding physical characteristics, e.g., “fat”, display of material which others may find offensive, inclusive of jokes and cartoons; (3) any speech or action that creates a hostile, intimidating or offensive learning environment; (4) imposing a ritual, which causes mental or physical discomfort, embarrassment, or ridicule, on a person who wants to join a certain group/activity. All these actions are not only a violation of multiple Federal and State Laws, but also are further contrary to LSE’s commitment to provide a physically and psychologically safe learning environment.
- **Bullying.** Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student is considered bullying. Bullying that is engaged in on school property or at school sponsored events or that create a substantial disruption to the educational environment of the school is prohibited.
- **Cyberbullying.** This involves the use of information and communication technologies such as e-mails, text messages, instant messaging, defamatory personal websites, social networking websites and defamatory online personal polling websites. Cyberbullying that is engaged in on school property or at school sponsored events or that creates a substantial disruption to the educational environment of the school is prohibited. Cyberbullying actions include:
 - Sending mean, vulgar or threatening messages or images
 - Posting sensitive, private information about another person
 - Pretending to be someone else in order to make that person look bad
 - Intentionally excluding someone from an online group
 - Sexting

- **Disobedience/Defiance.** Disobedience is defined as deliberate failure or refusal to comply with the directions of authorized school personnel or with school rules. Defiance is defined as disobedience coupled with a serious verbal challenge or challenge of some other kind.
- **Displaying Threatening Behavior.** Threatening behavior includes, but is not limited to verbal threats, face-to-face interactions that cause or promote fear, written notes and threats through electronic media such as the phone and/ or computer. Non-verbal threats, such as “hard” stares or gestures, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated, are also included under the definition of threatening behavior. Regardless of the context, if a student is reported for making threats, even jokes of a threat, to another student(s) or individual(s), the parents of this student will be contacted, and the school’s Threat Assessment team will investigate and follow-up with interviews with all involved students and staff. Once a determination is made as to the level of threat, this student and their family will be informed of the next steps. In order for this student to come back to the classroom, regardless of the level of the threat, a re-entry meeting with the parent or guardian present is required.
- **Vandalism.** Causing, or attempting to cause, damage to private or school property.
- **Theft.** Taking or finding/keeping objects that do not belong to him/herself that are greater in value (i.e. money, jewelry, electronics, etc.)
- **Academic Dishonesty.** Untruthful or deceptive behavior in connection with academics, including plagiarism, cheating on tests or assignments or changing grades without authorization. Plagiarism is the taking of someone else’s words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- **Dishonesty.** Being untruthful or deceptive to an LSE employee outside the academic setting, including forgery and withholding information.
- **Habitual Disruption.** A student who has, on three or more occasions during a school year, caused a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school-related activities, will be declared “habitually disruptive.”
 “Material and substantial disruption” means behavior that is considered in the view of the administration to cause a serious interference with the orderly operation of the school or the school’s ability to provide educational opportunities to the student or others, including behavior detrimental to the welfare or safety of others.
 After the first or second disruption that counts towards declaring the student as “habitually disruptive,” a behavior plan may be developed by the administration.

Once a student is declared as habitually disruptive, the parents will be informed on the three disruptions that caused it.

- **Gambling.** Gambling includes, but is not limited to, card playing, dice shooting and sports pools, which involve the transfer of money or personal belongings or assistance from one person to another.
- **PDA (Public Displays of Affection).** Public displays are limited to a brief hug. No other type of displays of affection are allowed (e.g. hand holding, lengthy hugs, arms around each other, kissing, etc.)
- **Cutting Class.** Students who are absent for a whole day or one or more periods without parental knowledge or who just leave a class without permission are considered "cutting" that class.

Consequences

Below is a list of possible consequences the Elementary Administration may give due to unacceptable behavior. It should be noted that every case will be handled separately, and the consequences may vary due to mitigating or aggravating factors involved. The decision as to which consequence will be given for a particular misbehavior is up to the admin discretion.

Lunch/Recess Detention / Community Service

(Grades K-5)

Students may get relocated to a more isolated area to eat their lunch if they misbehave in the cafeteria.

Students may be assigned community service duties during their recess times.

After-school Detention

(Grades 4th and 5th only)

1. This is the final step prior to a possible suspension. Repetitive, constant, and/or routine minor issues may result in an after-school detention.
2. Teachers may recommend an after-school detention while referring the student to the office.
3. The parents will be notified in the event a student receives an after-school detention, and required to sign the necessary paperwork.
4. The after-school detentions will be served on Fridays between 3:30 PM and 4:15 PM.
5. A detention student has to be very prompt and stay till the end of the detention period as otherwise the detention may be considered as "no show/not served."
6. No-show or not-served detentions may result in another detention, or suspension.
7. Eating will not be allowed in the detention room. Detention students will be allowed to have snacks between 3:15 and 3:30 PM.

In-School Suspension

(Grades K-5)

The parents will be notified in the event a student receives an in-school suspension, and required to sign the necessary paperwork. In-schooled students will not be allowed to go to their classrooms and will be kept under supervision in a designated room for the duration of the suspension. They will be doing assignments sent by teachers.

Out-of-School Suspension

(Grades K-5)

The parents will be notified in the event a student receives an out-of-school suspension, and required to sign the necessary paperwork. Out-of-school suspension students will not be allowed to access the school premises for the duration of the suspension.

Expulsion

(Grades K-5)

Students may be expelled from the school indefinitely per the decision of the discipline committee, which consists of the Elementary Principal, the Elementary Assistant Principal, the LSE Executive Director, the School Counselor, and the Classroom Teacher.

Any traditional public school or charter school under the Aurora Public Schools may deny the enrollment application of an expelled student for 365 calendar days after the date of expulsion.

Expulsion Procedures

Once the decision is made by the discipline committee to recommend expulsion, the following will occur:

- a. The student will be suspended for a period of time necessary to conduct the expulsion process, not to exceed 25 days in total, and in accordance with state law (an initial 5 day suspension with up to two additional suspensions of 10 days each, as needed).
- b. Notice should be communicated in writing to the family and the Executive Director or designee. Notice should accomplish, at a minimum, the following:
 - 1) A summary of the allegations, including a reference to the statutory grounds for expulsion, and reasons for the recommendation to expel;
 - 2) Inform the parents that, if requested, a hearing will be held, and the date (usually within 5 days), time, and place of the hearing, if it is requested;
 - 3) Inform the parents that the student and parents may be present at the hearing and may call witnesses and/or present any evidence in the student's defense at the hearing. They may have an attorney present, but must inform

the school immediately if an attorney will be present, so that the school may also have its attorney present; 4) Inform the parents that the hearing may be rescheduled at the discretion of the school, and if it is rescheduled the parents will be informed; and 5) Inform the parents that failure to request a hearing is deemed a waiver of the right to a hearing or further appeal of the matter.

- c. If the student has an IEP or 504 plan, a manifestation determination will be conducted in a manner so as to ensure any suspension or expulsion in excess of 10 days does not result in an improper change of placement.
- d. Legal counsel may be contacted, as needed.
- e. All evidence should be gathered and organized, including a thorough and detailed timeline of events from the initial incident, by the appropriate administrator involved in the investigation. The information gathered must be submitted to the Executive Director or designee, if no hearing is requested, or prepared for presentation at the hearing, if it is requested.
- f. If a hearing is not requested by the student, the Executive Director will review the information submitted by those involved in the investigation and the Executive Director will issue a written decision to expel or not within 5 days of receiving the information. The written decision must be promptly provided to the student's parents.
- g. If a hearing is requested by the student, it should occur within the above timeline. If a hearing is requested the conduct of the hearing will be as follows:

The hearing must be conducted by the Executive Director, or a designee, as a hearing officer. The hearing officer, if it is a designee of the Executive Director, should be an outside contractor or high-ranking member of the administration who, as much as possible, was not directly involved in the investigation. The hearing will typically be held in closed session, and should be conducted in as confidential a manner as possible. Ultimately, the school will determine the hearing format. Witnesses may participate as deemed necessary by the hearing officer, but should not be present at the hearing any longer than needed. The hearing officer will decide on the introduction of evidence and testimony, questioning of witnesses, or any other presentation or rebuttal of evidence the hearing officer deems necessary and relevant. The hearing officer must provide a fair opportunity for the student to provide his or her defense, but the hearing officer is not bound by any formal rules of evidence or procedure, and the hearing officer has the authority to decide the admissibility and weight given to any evidence or testimony presented. The hearing officer should arrange and provide for the hearing to be audio recorded.

- h. The hearing officer, if someone other than the Executive Director, has 3 days to provide written findings of facts and also a recommendation regarding the expulsion, which must be immediately forwarded to the Executive Director.
- i. The Executive Director has 5 days from the date of the hearing to review the findings and recommendation, and issue a written decision to expel or not. The written decision should be promptly provided to the student's parents and include information for requesting an appeal to the APS Board of Directors.
- j. The student has 10 days after receiving the decision to appeal to the APS Board of Directors.
- k. Once the expulsion is final, LSE will ensure that the student continues to be educated, including paying any necessary costs, as required by state law and the Charter Contract.

Due Process

All students at LSE are entitled to the rights guaranteed by the United States Constitution and the Colorado Revised Statutes. Your rights will not knowingly be denied by the required code of conduct, or by any disciplinary actions taken by the school. Any student who exhibits any of the "Unacceptable Student Behaviors" listed in this handbook, or commits any offense subject to suspension or expulsion under C.R.S. 22-36-106, will be held responsible for their actions.

All students at LSE have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to a teacher or an administrator regarding the problem so that the situation can be investigated as soon as possible. Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to a teacher or an administrator about the problem. The situation will be investigated as soon as possible, based upon the severity of the offense, and you will be informed of the outcome. All such conversations as well as investigation reports are kept confidential, to the extent possible.

Parents may choose to follow the protocol below, in the given order if they disagree with a discipline decision:

1. Schedule a meeting with the teacher to talk about the incident,
2. Schedule a meeting with the Elementary Assistant Principal to discuss the incident and/or the consequence,
3. Schedule a meeting with the Elementary Principal to discuss the overall decision and the procedure.

4. Follow LSE's grievance procedure, which can be found on the School's website or in the front office.

School Searches

In order to maintain the security of all students, authorized school officials may conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search, which must be reasonable in scope, will result in evidence that the student violated the law or the School's Code of Conduct or otherwise constitute a threat to the health, safety, welfare, or morals of the school, other students, school personnel, or any other person lawfully on school property or attending a school function. In authorizing searches, the school acknowledges both state and federal constitutional rights, which are applicable to personal searches of students and searches of their possessions.

In addition, a school official may search school property (i.e. lockers, laptops, desks, cabinets, etc.) at any time for any reason.

Administration Discretion

Everything listed in this handbook is ultimately at the administration's discretion. Due to the range of possible behaviors, the administration reserves the right to adjust consequences for the given situation at any given time for any event.

Suspension and Expulsion in Early Grades

Any out of school discipline of students in grades Kindergarten through 2nd grade will be in compliance with C.R.S. 22-33-106.1, including its prohibition on out-of-school suspension or expulsion of a student enrolled in preschool, kindergarten, first grade, or second grade unless:

1. The School determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that:
 - a. Involves the possession of a dangerous weapon without the authorization of the public school or enrolling entity, if different;
 - b. Involves the use, possession, or sale of a drug or controlled substance, as defined in C.R.S. 18-18-102(5) ; or
 - c. Endangers the health or safety of others;
2. The School determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and
3. The School, on a case-by-case basis, considers each of the factors set forth in C.R.S. 22-33-106(1.2) before suspending or expelling the student. The School must document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

The out-of-school suspension of a K-2 student shall not exceed three school days unless the Principal determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled.

LGBTQIA+ GUIDELINES FOR STUDENTS

Any student may inform a school staff member of their strong desire to be consistently recognized at school using their stated gender identity, and this request should be acted upon respectfully. The school shall accept the gender identity that each student asserts; and there is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. Students ready to socially transition may initiate the process starting with an LGBTQIA+ Inclusive Action Plan through their LSE school counselor or their academic dean. They will help inform students on the process to change their name, pronoun, and access to programs, activities, and facilities consistent with their gender identity.

ELECTRONIC DEVICE POLICY

LSE believes in “providing environments that optimize learning and teaching and are safe, secure, and well maintained.” As such, and except for approved educational purposes, all personal electronic devices shall not be seen, used, nor heard during the school day on LSE property or during school sponsored activities by students, unless permitted by the administration. Electronic devices include but are not limited to cell phones, iPods, CD players, PSPs, Blackberries, cameras, electronic games, etc.

Such devices may be confiscated on sight by any LSE staff. On the first offense, confiscated devices will be kept in the office until school dismissal and returned to the student at the end of the day. On repeated offenses, confiscated devices will be returned to a legal parent/guardian only and not to the student, at the end of the day. Unclaimed devices will remain in the office until they are claimed.

Surveillance Cameras

Surveillance cameras have been installed in locations where the security of either property or people will be enhanced, including, but not limited to, inside and outside of buildings and on our school buses. Surveillance cameras will not be used in locations where there is a reasonable expectation of privacy, as defined by law.

Video and/or audio recordings may be used as evidence in any disciplinary action, administrative or criminal proceeding, and may become a part of a student’s education record or an employee’s personnel file. All recordings of illegal activities of employees, students, or others will be forwarded to the appropriate law enforcement authority. LSE will comply with all requirements of the Family Educational Rights and Privacy Act (FERPA) prior to releasing any recordings to parents or guardians of students involved in disciplinary matters. Surveillance camera video recordings will be kept for a limited period of time, to be determined by a record retention policy.

APPENDIX – RELEVANT AURORA PUBLIC SCHOOL DISTRICT NOTICES & POLICIES

While LSE utilizes APS’s following policies, “LSE” should be inserted in place of references to APS or the District as appropriate.

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.

In compliance with the Colorado Crown Act, any practices or references in this handbook or any handbooks or policies of the School related to prohibiting discrimination on the basis of an individual’s race shall include a person’s hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

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:

Kelly Hamm, HR Director (LSE)
11001 E Alameda Ave. Aurora, CO 80012
(303) 360-0071

Lotus School for Excellence (the “School”) is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all of the School’s Educational Programs and Activities. The following policy and procedure is designed to ensure an adequate and appropriate response to allegations of Sexual Harassment in the School’s Educational Program and Activities.

The Title IX Coordinator for the School is: HR Director - Kelly Hamm

The Title IX Coordinator may be contacted at the following:

11001 E. Alameda Avenue
Aurora, CO 80012
303-360-0052 ext. 108

khamm@lotusschool.org

To file a Title IX Formal Complaint visit: lotusschool.org

Title IX REPORTING

Any individual who believes that they or someone else has been a victim of or witness to Sexual Harassment or Retaliation as defined under Title IX are encouraged to make a Report of their concern to the Title IX Coordinator. All employees of the School must make a Report to the Title IX Coordinator of any Sexual Harassment of which they or someone else has allegedly been a victim, even if not witnessed first-hand by the employee. Other members of the community are encouraged to make a Report of concerns regarding the same to the Title IX Coordinator. Anyone, even if they are not the individual who experienced the Sexual Harassment, can make a Report to the Title IX Coordinator.

A concern or Report may be submitted to the Title IX Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the Report or concern. The Title IX Coordinator will make and maintain notes from any verbal Reports made.

It must be noted that an employee making a Report of concerns for Title IX purposes is separate and distinct from an employee's mandatory reporting obligations under state law when an employee reasonably suspects a child has been subjected to child abuse and/or neglect. Mandatory reporting of child abuse and/or neglect must be made directly to appropriate law enforcement and/or local child protection agencies and reporting to the Title IX Coordinator does not satisfy this requirement. It should not be assumed that reporting for Title IX purposes will satisfy an employee's other mandatory reporting obligations.

For more information about filing a Title IX Formal Complaint, the Title IX Grievance Process, and/or Title IX definitions please visit the School's website.

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

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

Parents or eligible students who wish to ask the school to amend a record should write to the school administration, 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 support, 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.

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 delay, 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 sex-ual 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 school administration or by filing a grievance with Kelly Hamm, HR Director (khamm@lotusschool.org); (303) 360-0071, or designee.
- Please see the website lotusschool.org.

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.

Every Student Succeeds Act: Parent’s “Right to Know”

The federal law called the “Every Student Succeeds Act” requires that all public schools inform parents whose children participate in Title I programs of the professional qualifications of their teachers. Aurora Public Schools will provide this information to you upon request.

Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained by writing to the Division of Human Resources located at 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 nonemergency, 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 in 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 administration for more information.

Storm Water Management Program

Aurora Public Schools has developed a Storm Water Management program intended to reduce nonpoint source pollution into the local waterways. As storm water flows over driveways, lawns, and sidewalks, it picks up debris, chemicals, sediment, and other pollutants. Storm water can flow

into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the water bodies 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.

Permissible Disclosure of Personally Identifiable Information from Education Records

- A. "Personally identifiable information" shall mean that data that includes:
 - 1. The address and telephone number of the student;
 - 2. A personal identification, such as the student's social security number or student registration number; and
 - 3. Personal characteristics or other information which would make the student's identity easily traceable.

- B. Written consent of the parent or eligible student shall be obtained before disclosing personally identifiable information from the education record of the student except when disclosure is for:
 - 1. School officials, including teachers who have legitimate educational interests;
 - a. "Legitimate educational interests" shall be defined as those situations which require decision-making that contribute to the welfare of the student. Such decision-making may be in, but not limited to areas such as health, placement, program and discipline,
 - b. School officials shall include those persons identified as administrator, teacher, nurse, social worker, psychologist, legal officer and others acting on behalf of the district;
 - 2. Officials of another school or school system in which the student seeks enrollment.
 - 3. Authorized federal and state official representatives for the purpose of audit and evaluation of federally supported education programs or in connection with the enforcement or compliance with the federal legal requirements which relate to these programs;
 - 4. Officials requesting information in connection with financial aid for which a student has applied or which a student has received. Provided, personally identifiable information may be disclosed only for such purposes as,

- a. determining the eligibility of the student for financial aid,
 - b. determining the amount of the financial aid,
 - c. determining the conditions which will be imposed regarding the financial aid, and
 - d. enforcing the terms and conditions of the financial aid.
5. Law enforcement agencies who have legitimate interest in the information with respect to students at risk, suspected or accused of criminal activity.
6. Federal, state and local agencies and independent organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and providing instruction, provided that studies are conducted in a manner which will not permit the personal identification of the students and their parents by individuals other than the representative of the organization and the information will be destroyed when no longer needed;
7. Accrediting organizations in order to carry out their accrediting function;
8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
9. Anyone if required by a judicial order or lawfully issued subpoena;
 - a. the parent or eligible student shall be notified of the order or subpoena. (see Notice of Judicial Order or Subpoena.) A reasonable effort shall be made to notify in advance of compliance.
10. Appropriate parties in a health or safety emergency when such information is necessary to protect the health or safety of the student or other individuals;
11. Directory information which includes the following 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.

A parent or the eligible student has a right to refuse the release of any or all categories of directory information with respect to that student. To exercise this right, the parent or eligible student must inform the district annually, in writing, within 15 calendar days of the date the student enrolls in district schools.