LOTUS

SCHOOL FOR EXCELLENCE

Home of the Lions

Student/Parent Handbook
Grades 6th - 12th
2026-2027

11001 E. Alameda Avenue, Aurora, CO 80012
Phone: (303) 360-0052 Fax: (303) 360-0071
contact@lotusschool.org | www.lotusschool.org

THIS STUDENT HANDBOOK BELONGS TO:

Name:_____

Grade:_____

Welcome to Lotus School for Excellence!

We are so glad to have you as part of the Lotus family! At Lotus, we carry ourselves with pride knowing that our academics, athletics, and overall program offerings are delivered with excellence.

This handbook includes important information that will help you to navigate being a part of this wonderful community. Included you will find details about school policies, personnel, and procedures that are unique to Lotus. Please take time to read this resource and if you have any questions, please direct them to a member of the admin team.

We are proud to welcome you as a student at Lotus. As you show up everyday and dedicate yourself to taking ownership for your learning, we are confident you will be successful!

Thank you again for choosing Lotus & welcome!

LSE Secondary Staff

LSE Administration

Executive Director……..Mehmet Nalcaci

Executive Director Assistant ……..…John Kara

MS-HS Principal……Ermek Bakyt

Middle School Assistant Principal……Adriana Felix

High School Assistant Principal…….Alana Raybon

Dean of Student Culture ……..Joeann Rangel

HS Dean of Student Culture ……..Sonya Beauman-Thompson

LSE Board Members

Board President…….Dr. Zikri Arslan
Board Secretary……..Alptekin Kavi
Board Treasurer…….Angelina Velez-Reyes
Board Member……Elcin Alibayli
Board Member……Timur Mangliyev

Table of Contents

Welcome to Lotus School for Excellence! 2
I. SCHOOL OVERVIEW 8
INTRODUCTION 8
MISSION STATEMENT 8
VISION 8
LOTUS SCHOOL FOR EXCELLENCE CHAIN OF COMMAND 8
CHAIN OF COMMUNICATION 8
CONTACT INFORMATION 9
ADMISSIONS POLICY 9
WITHDRAWAL PROTOCOL 11
TEXTBOOKS AND SCHOOL SUPPLIES 11
b. Sport Equipment 11
VISITORS 11
II. ACADEMICS 11
MTSS PROCESS 11
ACADEMIC PROBATION 12
MIDDLE AND HIGH SCHOOL PROMOTION POLICY 13
Middle school students must pass each of the following subjects to promote to the next grade level: 13
III. ATTENDANCE 13
EXCUSED ABSENCES 14
UNEXPECTED ABSENCES 16
MIDDLE AND HIGH SCHOOL TARDY POLICY 16
HABITUAL TRUANCY 17
MORNING ARRIVAL AND AFTER SCHOOL DISMISSAL 18
HALL PASS 18
EARLY CHECK-OUT FROM SCHOOL 18

IV. STUDENT CONDUCT AND DISCIPLINE **19**
MIDDLE AND HIGH SCHOOL UNIFORM POLICY **19**
SCHOOL UNIFORM NON-COMPLIANCE 21
HIJABS/RELIGIOUS HEAD COVERINGS 21
SHORTS AND SKIRTS 21
FOOTWEAR 21
SWEATSHIRTS 21
Solid color pullover sweatshirts, including quarter-zips are permitted. No athletic sweats or warm-ups. 22
BACKPACKS 22
JACKETS 22
HATS, CAPS, HOODIES AND BANDANAS 22
BLANKETS 22
ATHLETES DRESS 22
"LOTUS SPIRIT DAY" 22
On designated Lotus Spirit days, students may wear jeans and Lotus gear. This includes: any Lotus shirt, sweatshirt or jacket with Lotus insignia, logos, etc. 22
FREE DRESS DAYS 22
COMPUTER USE **23**
SCHOOL PHONE **25**
CELL PHONE / ELECTRONIC DEVICE POLICY **25**
NETWORK ADMINISTRATION POLICY 25
Responsible users may use school provided technology or networks (under supervision): 26
Responsible users may not use school provided technology or networks: 26
LOCKERS **26**
LOST AND FOUND 27
LUNCH 27
CLOSED CAMPUS POLICY 27
FOOD DELIVERY SERVICES 28
PUBLIC AREA CONDUCT **28**
ILLNESS, INJURY & MEDICATION POLICIES **28**
MEDICATION POLICY 29
Prescription Medications 29
Over-the-Counter Medication 29
Self-Carry Medication 29
POLICY PERTAINING TO VIDEO/AUDIO RECORDINGS 30
DETENTION POLICY 30

WEAPONS 31
FIGHTING / ASSAULT 31
ENCOURAGING OR INCITING A FIGHT 31
DRUGS AND ALCOHOL 31
STUDENT SEARCHES 31
GIVING A FALSE ALARM, THREAT ETC. BOTH VERBAL AND WRITTEN 32
PORNOGRAPHIC MATERIALS 32
Consequences for Pornographic Materials: 32
HARASSMENT AND BULLYING BEHAVIOR 32
Consequences for Harassing or Bullying: 33
HARASSMENT – RACIAL/SEXUAL 33
DISRESPECT AND/OR INSUBORDINATION TOWARD TEACHERS OR STAFF 33
Consequences for Disrespect and/or Insubordination 33
DISPLAYING THREATENING BEHAVIOR 33
Consequences for Threatening Behavior: 34
STEALING AND/OR VANDALIZING PRIVATE OR SCHOOL PROPERTY 34
Consequences for Stealing or Vandalizing: 34
CHEATING/PLAGIARISM 34
Consequences for Cheating/Plagiarism: 34
GAMBLING 34
Consequences for Gambling: 34
SELLING OF ITEMS 35
STUDENT DUE PROCESS 35
Expulsion Procedures 35
ADMINISTRATION DISCRETION 37
STUDENT SAFETY 38
V. SCHOOL ACTIVITIES 38
TUTORING 38
AFTER SCHOOL CLUBS 38
CLUB/TEAM COMPETITIONS 39
ATHLETICS 39
FIELD TRIPS 40
SENIOR CLASS ACTIVITIES 40
INCENTIVE PROGRAMS 40
SURVEILLANCE CAMERAS 41
VI. STATUTES, DISTRICT POLICIES, AND LOCAL POLICIES 41
NOTICE OF NONDISCRIMINATION 41

LGBTQIA+ GUIDELINES FOR STUDENTS 43

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. 43

Access to Student Information/Student Records – Rights and Privacy 43

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. 43

ANNUAL NOTICE TO PARENTS: DISABILITY DISCRIMINATION 45

ASBESTOS MANAGEMENT PLAN DESIGNED FOR SCHOOL SAFETY 46

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. 46

HARASSMENT – RACIAL/SEXUAL 46

HOMELESS CHILDREN & YOUTH – MCKINNEY-VENTO ACT 47

EVERY STUDENT SUCCEEDS ACT: PARENT'S "RIGHT TO KNOW" 47

NON-CUSTODIAL PARENT RIGHTS 47

PROTECTION OF PUPIL RIGHTS ACT (PPRA) 48

SENATE BILL 03-072/SEX OFFENDER LIST 49

SPECIAL NEEDS 50

STORM WATER MANAGEMENT PROGRAM 50

Aurora Public Schools has developed a StormWater 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. 50

AGREEMENT WITH INSTITUTION OF HIGHER EDUCATION 50

ASCENT 51

TRANSPORTATION 51
STUDENT CONDUCT CONTRACT **52**

I. SCHOOL OVERVIEW

INTRODUCTION

To achieve our mission, every member of Lotus School for Excellence (LSE) must respect the right to learn for all members of the community. This is accomplished by creating an environment that is physically, emotionally and intellectually safe. Additionally, the information in this handbook provides guidelines for behaviors and attitudes that will assist in creating and sustaining a positive environment, enhancing the opportunity for each student, parent and teacher to contribute and learn.

MISSION STATEMENT

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

VISION

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.

LOTUS SCHOOL FOR EXCELLENCE CHAIN OF COMMAND

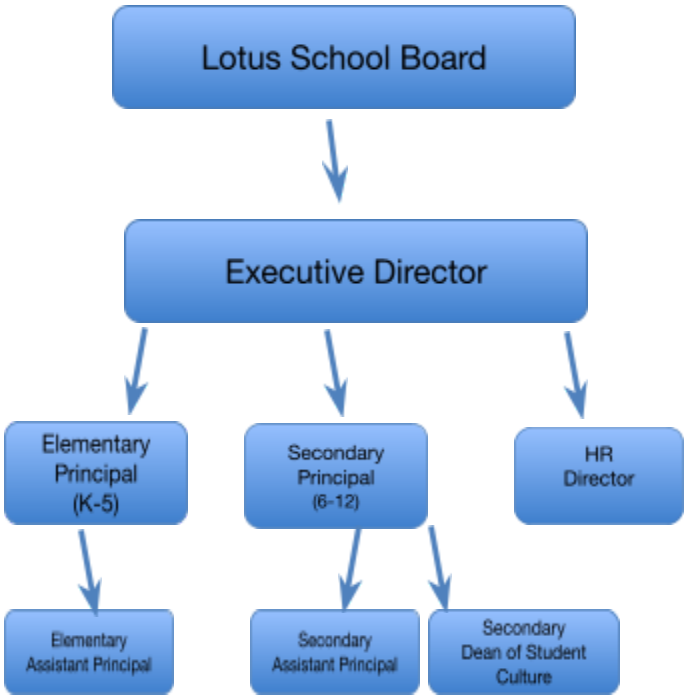
The Executive Director is in charge of district communications, financial concerns, teacher hiring/terminating, parent concerns, teacher performance evaluations, campus facilities, audits and general governing of all school systems.

Principals are administrators and work for, as well as with, the Executive Director.

Assistant Principals are administrators and work for, as well as with, the Assistant Executive Director and Executive Director.

CHAIN OF COMMUNICATION

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to first address the situation with the person(s) directly involved. For example, if parents are unsure of a decision made in the classroom about a consequence given for a behavior, they should discuss the situation with the teacher first. If after this discussion, a parent feels the situation is unresolved, the parent should follow the grievance process which can be found on the school's website.



Teachers, staff and administration are available through email, phone, in person by appointment only and/or the voice mail system.

Due to the busy schedules of the teachers and administration, parents are asked to not “drop in" for meetings, but to schedule an appointment in advance. Appointments can be scheduled with school staff by calling the Secondary main office and speaking with the receptionist, 303-360-0052 ext. 100.

CONTACT INFORMATION

Throughout the school year, it is critically important that parents provide the school with updated home and work telephone numbers, as well as mailing addresses. 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 alternative plans with their children in case the unexpected happens (early dismissal, parent delay, etc.).

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.

TEXTBOOKS AND SCHOOL SUPPLIES

LSE will provide textbooks for students.

a. Students are responsible for undue wear and tear of textbooks. Students will be responsible for replacement costs of lost or damaged textbook(s)
b. Sport Equipment

All sports uniforms and equipment must be returned to the coaches no later than one week after their last contest, in satisfactory condition. Students/Parents will be billed for unreturned/damaged uniforms or equipment.

VISITORS

All visitors are required to properly check-in and pick up a background check dated pass in the front office upon arrival. This is the single check in point for parents/guardians, visitors, etc. into the building. Other perimeter entries are closed to non-school personnel. LSE believes that pre-arranged home visits may be beneficial. Staff members will determine the occurrence and frequency of home visits.

II. ACADEMICS

MTSS PROCESS

Lotus School for Excellence (LSE), in agreement with Aurora Public Schools (APS), believes that to provide the most effective education for ALL students, we must start with providing an effective education for EACH child. We know that children have different learning styles and not all children will

respond to the same instructional approach. Some students require additional support to experience success.

At LSE we use the Multi-Tiered System of Supports (MTSS) system, a 3-tiered problem-solving approach, to identify and support students who have instructional needs beyond our core curriculum and instructional strategies. Students who qualify will be provided with 2 levels of support beyond the core curriculum. MTSS has been identified as a best practice in education, and fulfills legal requirements of the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Improvement Act (IDEA).

At Tier I, the classroom teacher uses the core curriculum for all students, including strategies to support students performing at different levels. Research has shown that students are successful with the general education classroom approach and with our general education curriculum.

At Tier II, we supplement the core curriculum with additional scientific, research-based group interventions for students not successful at Tier I. Lotus School for Excellence students will be provided additional direct instruction or tutoring during school in specific areas as needed. Parents of children identified as requiring Tier II supports will be notified in writing and proposed group interventions and support strategies will be described.

At Tier III, Lotus School for Excellence Intervention Assistance Team (IAT), which includes the student's parents' input, meets to: a) review information collected about the student's skill deficits, and b) plan an educational program with more intensive support to specifically address identified skill deficits.

At Tier III, it may be necessary to alter the student's schedule within the day to adapt and increase instruction in areas of need.

At each Tier, student progress is monitored on a schedule determined by the student's need. At Tier I, all students' basic skills are monitored 3 times a year. At Tier II, students' skills are monitored at least monthly. At Tier III, students' skills are monitored weekly. As a parent, you will have access to ongoing progress monitoring data so you will be aware of your child's progress as data is collected.

We take our responsibility to ensure the success of all students very seriously. MTSS will allow us to support each student efficiently and more effectively, regardless of their unique learning styles and needs.

ACADEMIC PROBATION

Any student who fails any class for the Quarter report card may be placed on academic probation until s/he has raised the grade on the next Quarterly report by the Academic Dean. Mandatory tutoring will be required.

Membership in any club may be suspended and the student may not be allowed to attend any school events, field trips, dances or participate in the normal free dress activities until s/he is no longer on

probation. In order to ensure the success of every student, the Administration encourages each student to meet with the Principal or Assistant Principal if s/he is struggling with a class and would like to receive additional assistance.

MIDDLE AND HIGH SCHOOL PROMOTION POLICY

Middle school students must pass each of the following subjects to promote to the next grade level:

- English
- Social Studies
- Math
- Science

In middle school, students must attend summer school to make up for failed classes in order to be promoted to the next grade level. Students who do not attend summer school to recover failed class(es) will be placed on academic probation for a quarter.

Students who receive failing grades during the school year in any subject are required to attend mandatory tutoring. Students may also be placed on an academic probation contract.

To be enrolled in Grade 10, a student must have a minimum of 6 units of credit, including at least 3 units in core classes (English, Math, Science or Social Studies).

To be enrolled in Grade 11, a student must have a minimum of 12 units of credit, including at least 6 units in core classes (English, Math, Science or Social Studies).

To be enrolled in Grade 12, a student must have a minimum of 19 units of credit, including at least 10 units in core classes (English, Math, Science or Social Studies).
State test results are not a factor in determining promotion at the high school level. A student's grade level placement is determined by the requirements listed above. A student's grade level placement remains the same for an entire school year. For students to participate in any senior activities they must have a total of 19 credits at the beginning of the first semester and/or 21 credits at the beginning of the second semester of their senior year. In addition, students have to fulfill all graduation requirements to participate in the Graduation Ceremony.

III. ATTENDANCE

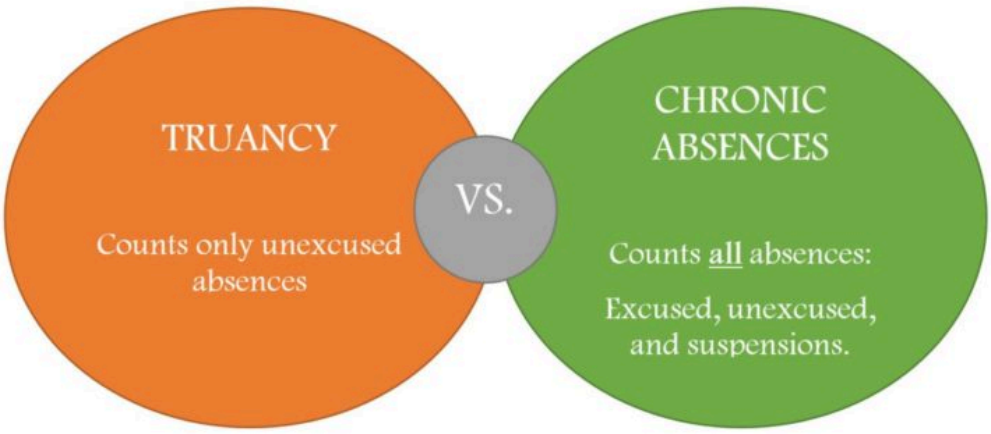
Lotus School for Excellence upholds that “good attendance is of paramount importance to academic performance and overall success of students. Absences, whether excused or unexcused, are detrimental to the learning process. Regular attendance develops habits that are essential for success in the working world” (APS Code: JE).

In accordance with 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 LSE 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. Students who do not meet the defined number of hours will be required to attend Saturday School / Summer School to recover lost hours.

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, upon completing the
  Extended Excused Absence Form, based on the following criteria.
    - Student is in good academic standing (passing all classes with a C)
    - Student has **NO UNEXCUSED ABSENCES; or**
    - Student has 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)
      - During State Testing
      - 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 days. 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.

- **Prayer**
  If parents request for their child(ren) to pray at school with a written request form, proving the student must pray during school hours, school will provide the time and place without disrupting the instructional time.

- **Out of school suspension / expulsion**

UNEXPECTED 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.

MIDDLE AND HIGH SCHOOL TARDY POLICY

A student is tardy or late when arriving at school or class after the scheduled time.
Students must be in their first period class by 8:00am or they will be considered tardy to school. Students who arrive to periods 2-8 after the scheduled start time will be considered late to class.
If a student is late 15 minutes or longer to any class, they will be considered absent and will receive appropriate consequences for cutting or skipping class according to the school's behavior matrix.

1st Offense: ● Contact Parent ● Parent Conference ● 1-3 Day ISS	2nd Offense: ● Contact Parent ● Parent Conference ● Parent Pays for Damage ● 1-3 Day OSS ● Behavior Contract	3RD Offense ● Contact Parent ● Parent Conference ● Parent Pays for Damage ● Revisit Behavior Contract ● 1-5 Day OSS ● Possible Expulsion

Goal: *At Lotus Middle and High School campus we strive to empower every student with the accessibility to arrive to each class on time. Students who arrive late to class must obtain a pass from the Tardy Station*

2025 -2026 Tardy Policy	
Tardy Offense	**Consequence**
1st Tardy	Warning
2nd Tardy	Phone Call to Parent
3rd Tardy	Lunch Detention
4th Tardy	Afterschool Detention
5th Tardy	In School Suspension/Saturday Detention at Administrator's Discretion
Tardy consequences will re-set after the fifth tardy.	

HABITUAL TRUANCY

LSE considers a student "habitually truant", under Colorado State Law, when despite warnings and/or parent's efforts to ensure attendance, a student has accumulated 4 unexcused absences in a month or 10 unexcused absences in year

Students are required to report to the Tardy Station if they do not arrive to class on time. Students will be consistently tracked to ensure the appropriate consequence assigned.

Parents/guardians will be alerted to specific students' attendance issues, including expectations and consequences.

A meeting will be held with the administration and the parents in order to determine if the student plans to continue to attend LSE. If the student continues to have unexcused absences then LSE may pursue legal action pursuant to Colorado's Mandatory School Attendance law and/or the student's name may be forwarded to the APS truancy office.

MORNING ARRIVAL AND AFTER SCHOOL DISMISSAL

Students will not be allowed in the building, hallways, or classrooms prior to 7:50 am. Students should not be left unsupervised on campus by parents outside of these hours.
Breakfast will be served in the cafeteria at 7:30 am and students must remain in the cafeteria or return outside prior to 7:50 am. The cafeteria is not a waiting area, it is for students eating breakfast only. Students will be allowed to wait in the gym until dismissed to report to 1st period.

Upon dismissal from classes at 3:15 pm, all students are to directly leave school premises immediately unless in an after-school activity. Students are not allowed to be on campus past 3:15 pm unless in a supervised activity by a staff member. There are no after school clubs or activities on Wednesdays, so all students must be off campus after 3:00pm. There are no exceptions.

Students can be picked up at school, but it's not required. Anyone waiting to be picked up after 3:30 pm must wait off school grounds. Students who wish to participate in tutoring or clubs MUST be in the designated location by 3:30 pm. Any student not in a classroom by 3:30 pm, must make their way outside of the building and off campus immediately. Tardiness to clubs and tutoring is not permitted. Students will be supervised from 7:45 am until 3:30 pm Monday through Friday.

Cutting or ditching, is defined as a student being absent one or more periods without parental knowledge. Cutting includes when a student leaves class (or the location that is listed on their schedule for that timeframe) without permission. Administration may assign a consequence (up to, and/or including a suspension) to those that violate this policy based on the individual circumstances.

HALL PASS

Lotus Secondary is transitioning to a Digital Pass system, students must adhere to the policies and procedures set forth through this program.

Hall passes will not be available in the first and last 10 minutes of the class period.

EARLY CHECK-OUT FROM SCHOOL

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.

IV. STUDENT CONDUCT AND DISCIPLINE

MIDDLE AND HIGH SCHOOL UNIFORM POLICY

At Lotus Middle and High School students will be provided with an inclusive, equitable, and excellent learning environment for all.

Students attending Lotus Middle and High School will be required to wear school uniforms while on campus. Students who are not in uniform will not be permitted to remain on campus. Parents/Guardians will be notified immediately.

Middle and High School Student Dress Code	
Middle School	**High School**
Bottoms ● Khaki/ Navy Blue bottoms or skirts ● No jeans allowed. ● No other pants allowed **Tops:** ● Blue Lotus logo School Polo Style Shirt *Available Purchase at Lotus and/or online store . ● Outerwear : solid color only ● Educational institution outwear	**Bottoms** ● Khaki/Navy Blue bottoms or skirts ● No jeans allowed. ● No other pants allowed **Tops:** ● Red or Black Lotus logo School Polo Style Shirt *Available Purchase at Lotus and/or online store ● Outerwear: solid color only ● Educational institution outwear
Allowed	**Not Allowed** • Shorts, dresses, skirts or other similar clothing that are so short as to be immodest and/or create a distraction • Sunglasses, hats, and/or head coverings (e.g., bandanas and doo rags) worn inside the building • Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments

	made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to the stomach, buttocks, back and breasts • Clothing worn in such a way as that undergarments can be seen • Hair coloring must be of a natural hair color (black, blond, brown, etc.) • Any clothing (including outerwear), grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures, etc., that: - Refer to drugs, tobacco, alcohol, or weapons - Are of a sexual nature - By virtue of color, trademark, or other attributes denote membership in gangs which advocate drug use, violence, or disruptive behavior - Are obscene, profane, vulgar, lewd, or legally libelous - Threaten the safety or welfare of any person - Promote any activity prohibited by the student code of conduct - Otherwise disrupt the teaching-learning process

Students will not be allowed to remain at school if they are not in the dress code. Please see progressive discipline policy below for non-compliance.

Additional Notes

- Per Lotus policy, and student safety Secondary students will be allowed to wear sweaters with hoods, but cannot wear the hood on campus; students wearing hoodies during school hours will have their hoodies held in the front office and available for pick up at the end of the day.
- Outer jackets that are not dress code color are not permitted.
- Students will be granted dress code passes upon admin approval.
- Students will not be allowed to wear hoods due to concerns with haircuts, etc.

SCHOOL UNIFORM NON-COMPLIANCE

1. The first infraction will warrant a parent/guardian call and the student will be asked to remain in the main office until a guardian can be reached. Students will not be allowed to attend school if not in uniform.
2. Available school uniform may be requested by the parent/guardian. Coordination may occur with parents/guardians so that the available uniform can be provided for the day by Lotus (if available). Clothing that is provided will be from the uniform closet, clean, etc.
3. The second infraction will warrant a parent/guardian call and detention assignment. Students will not be allowed to attend school if not in uniform.
4. Coordination may occur with parents/guardians so that an available spare uniform can be provided for the day by Lotus (if available).
5. The third infraction will warrant the student being removed from school for the day.
6. Continued infractions will warrant an administrative review, as well as additional consequences including suspension, etc.

Students are not permitted to change clothing during the course of the day without the permission of an adult, unless the clothing change is for an athletic/P.E. class related cause.

HIJABS/RELIGIOUS HEAD COVERINGS

All religious headwear must be soft colors. Gray, navy, black, white or beige are recommended (due to availability issues).

SHORTS AND SKIRTS

Shorts and skirts are to be at knee level or longer, even when worn with tights. Shorts and skirts should be khaki or navy blue.

FOOTWEAR

Open-toed shoes or flip flops are not allowed at LSE for safety purposes. Slides, sandals, clogs, crocs, high heels (more than 1.5”), open toed/open heeled, or platform shoes are NOT allowed.

SWEATSHIRTS

Solid color pullover sweatshirts, including quarter-zips are permitted. No athletic sweats or warm-ups.

BACKPACKS

Lotus students will be provided lockers to store backpacks. Students will be responsible to visit their lockers during transition to obtain materials necessary for class. Backpacks will not be allowed in the classroom.

JACKETS

Jackets are allowed inside the building as long as the jacket complies with the uniform policy.

HATS, CAPS, HOODIES AND BANDANAS

All non-religious headwear (including bandanas, caps or "do-rags'') is prohibited inside the building. Sweatshirts or jackets with hoodies are not allowed to be worn in the school building.

BLANKETS

Blankets are prohibited at all times inside the building.

ATHLETES DRESS

Game Days: Athletes are permitted to dress up (business dress) as a team on game days; however, athletes are NOT permitted to dress down. If an athlete does not choose to dress up, athletes must be in school uniform on game days.

"LOTUS SPIRIT DAY"

On designated Lotus Spirit days, students may wear jeans and Lotus gear. This includes: any Lotus shirt, sweatshirt or jacket with Lotus insignia, logos, etc.

FREE DRESS DAYS

During Free Dress Days, students must wear school-appropriate clothing. Please refer to the dress code above for prohibited items.

COMPUTER USE

Computer hardware and software are for the benefit of all students. Users have no expectation of privacy when using School networks, computers, or technology, even when usernames and passwords are used, and all of which are subject to search by the School at any time for any reason. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Technology is in the school for educational purposes. Abuse and/or misuse of technology includes loading private software, checking personal email, accessing inappropriate websites or web pages, or using social networking sites, and/or the unauthorized posting of pictures of students. The posting of any statements that are inflammatory or defamatory is also expressly forbidden. Complete computer lab guidelines are distributed by computer teachers:

a) **Ethical use of Computer Technology:** Users - A user is defined as any staff person or student at the School. Students and staff who use computing systems in evening classes or off-campus are also considered users. Computing Systems - Any computer or computer peripheral owned by the School or used on the premises of the School. Network - Any networked systems on the premises of the School or networks accessed via the School computers.
b) **User Privileges:** Each user has the privilege to make use of technology for education, research, and productivity consistent with the purposes of the School. A user's continued use of technology is subject to compliance with these purposes, as determined by the School.
c) **User Responsibilities:** Privacy – Users shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.
d) **No Expectation of Privacy:** Users have no expectation of privacy for any use of school computers, technology, or systems, which remain at all times the property of the school and are subject to search and monitoring.

Passwords – Users shall take precautions to secure access to their personal password from others. All passwords will be known to the IT Manager, who shall maintain the security of such passwords to the extent reasonably possible and use them only as necessary in relation to appropriate operations of the school.

Security – (A) Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files that will jeopardize the security of the computing system or the network; and (B) Users shall not load software on computers without permission of a computer teacher.

Integrity – (A) Users shall not use a computing system or network to threaten and/or harass others or develop software programs that harass others; (B) Users shall not use a computing system or network to gain access to pornography, obscenity, or otherwise inappropriate data files or to communicate pornography, obscenity or otherwise inappropriate data files; (C) Users shall practice "safe" computing in keeping computers free of viruses or other files dangerous to the integrity of the computer or network system; and (D) Users shall not use a computing system or network in a destructive or malicious manner.

Non-Instructional Use - Users shall not use a school computing system or network for commercial or for-profit purposes, personal or private business, producing advertisements, or political lobbying.

Recreational Games - Users shall not use a computing system or network for recreational games unless expressly approved by a teacher or administrator.

Online Chat Use - Users shall not use a computing system or network for online messaging and shall not access online messaging platforms including but not limited to, Google Hangouts, Gchat, Facebook Messenger, or any video chatting platform.

Copyright - (A) Users shall not copy software without the written permission of the publisher; (B) Users shall not copy documents or files without the written permission of the author; (C) Users shall cite references for all data accessed via computing systems or networks; (D) Illegal installation of copyrighted software for use on computers is prohibited; and (E) Users shall adhere to all Copyright Regulations of the School.

Accountability - Users have the responsibility to monitor all of the materials they receive via the School's technology systems to assure that they comply with responsible usage.

Consequences for Computer Misuse:

a. Parents/guardians are contacted;
b. Administrative disciplinary action is imposed;
c. Students/parents may be held financially responsible for computer technicians to undo tampering; and/or reset or delete as needed.
d. Students may be banned from the computer lab or school computing systems for a prescribed time or for the remainder of the year.
e. Should the student do damage to a school computer, the parent/guardian will be responsible for payment to a computer technician, designated by the school as an approved vendor, to make any necessary repairs.
f. Additional consequences could be assigned, depending on the individual circumstances.

Social Media Policy: The School has the right to monitor, inspect, review, or retain any electronic communication sent or received over the School's network. Students do not have an expectation of privacy while using the School's network or technology. A student's use of the School's network to bully, harass, or otherwise intimidate another student over social media will be grounds for suspension, expulsion, or if necessary, appropriate legal action.

Chromebook Policy: LSE provides Google Chromebooks to students in certain grade levels (primarily high school). Students who are provided with a Chromebook are required to review, agree to, and sign a separate Chromebook User Agreement. Parent(s)/Guardian(s) are also required to review, agree to, and sign the Chromebook User Agreement. Agreements must be signed and returned at the time the Chromebook is issued.

SCHOOL PHONE

School phones are not available to students for personal use. Students are to ask an administrator for assistance in case of emergency.

CELL PHONE / ELECTRONIC DEVICE POLICY

All electronic devices must be off, put away and not visible while in the school building. The definition of "off" includes, but is not limited to: shut down, powered off, not usable, etc. Students should keep all electronic devices in their backpacks/pockets. Students can only use cell phones during their lunch and/or recess (for high school only). Having the ability to use an electronic device at school is a privilege, not a right. This privilege may be revoked if the student fails to follow the school rules. Behavioral consequences for violating this policy could be assigned based on the individual circumstances.

Phones that are visible will be confiscated by the supervising adult immediately and will be returned **only** to the parent at the end of school after the 3rd time. First three incidents will result in other consequences such as students losing free dress days etc. Students can take their cell phones from the Dean of Students end of day for the first three times This policy serves as the "warning" for all students.

NETWORK ADMINISTRATION POLICY

School provided technology is used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks.

It is a general policy that all school provided technology, or devices utilizing the School's networks are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of school provided technology or networks include:

- Violating the conditions of the Education Code dealing with student's rights to privacy.
- Using profanity, obscenity or other language that may be offensive to another user.
- Reposting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright law.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Damaging any part of hardware or software of the computer network system.
- The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Users should change passwords frequently. As the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that the school does not control the content of the information available on systems not related to LSE. Some of the information available is controversial and, sometimes, offensive. The school does not condone the use of such materials.

Responsible users may use school provided technology or networks (under supervision):

- to research assigned classroom projects.
- to explore other computer systems.

Responsible users may not use school provided technology or networks:

- 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 the user.
- Send or get copyrighted materials without permission.
- Users must not give their password to anyone.
- send electronic mail (email) to other users, unless school related.

System operators will have access to all user accounts, including email. If any person does not follow the rules above, use of the network will be canceled. There will be no second chances.

If the user is not sure how to do something on school provided technology or networks, ask a teacher or the system administrator in the school.

LOCKERS

Each student will be provided with a locker at LSE for the 2026-2027 school year.
If the student's lock is misplaced, the student will be responsible for paying $10 for each additional lock.

- Personal locks are not permitted.
- Food and drink, not packaged in a lunch box, are not permitted in lockers.
- Students may not store items for peers in their locker. A student caught storing or holding items for a peer in his/her locker will have their locker privileges removed for the remainder of the year.
- Students may not trade lockers without notifying administrative staff. Failure to notify staff of a locker change will result in the removal of locker privileges for the remainder of the year.
- Locks will be placed on all lockers without a lock at the end of each school day. Students must pay the $10 fee to purchase a new lock prior to the locker being unlocked.
- Lockers will not be unlocked for students during the school day. A request to have a locker unlocked should be made using the locker support form.
- If a student wishes to change his/her locker, a written request should be submitted to the Secondary administrative team. Locker changes should be made only when there are legitimate reasons for the change.
- Locks are expected to be on all Lotus lockers (in a locked position) at all times.

- If a student is having difficulty with his/her locker at any point through the school year, the student will need to request support using the LSE Locker Support Form. Walk up requests during the school day will not be honored. Students will be supported by the locker support after school only.
- Non-approved locks will be immediately removed as this presents a safety issue for LSE staff and students. Students may not use personal locks on school issued lockers.

LOST AND FOUND

If a student finds books, clothing, personal items or electronic devices on school grounds, they are to take the found items to the secondary lost and found box.

If a student loses something, they are to check in the front office and/or report it immediately to the receptionist.

Students are encouraged to check the lost and found for lost items regularly because all collected items will be donated to a local charity quarterly.

LUNCH

Lunch / Cafeteria Etiquette

Students may bring a packed lunch or eat within the choices provided. Microwaves are available in the cafeteria for students to use.

- If a student has a special situation, they need to meet with an administrator.
- During the lunch period, students are expected to display good manners and courtesy toward others.
- Students must eat only in the designated lunch area and stay in their seat until dismissed by a staff member.
- Students are expected to clean their area and dispose of all trash appropriately.

Extra Curricular activities are not allowed during lunch/recess. All students are expected to be in location.

Students are not allowed to linger in hallways or remain in classrooms.

CLOSED CAMPUS POLICY

Lotus School for Excellence is a closed campus for 6th grade through 12th grade. A closed campus means students must remain at school for the entire school day, which includes the lunch period.
Students who choose to leave campus will be assigned appropriate consequences in accordance with LSE's Discipline Ladder.

1st Offense:	2nd Offense:	3RD Offense
● Contact Parent ● Parent Conference ● 1-3 Day ISS	● Contact Parent ● Parent Conference ● Parent Pays for Damage ● 1-3 Day OSS ● Behavior Contract	● Contact Parent ● Parent Conference ● Parent Pays for Damage ● Revisit Behavior Contract ● 1-5 Day OSS ● Possible Expulsion

FOOD DELIVERY SERVICES

Lotus School for Excellence does not allow food to be delivered from food delivery services. Any food that is delivered to Lotus will be refused and the cost of the food will not be reimbursed to the student who placed the order.

PUBLIC AREA CONDUCT

- All forms of public displays of affection (PDA) are prohibited.
- Eating is only allowed in the cafeteria, unless staff approves another designated area.
- Always walk in the halls, lunchroom, or bathrooms; always maintain orderly conduct in all areas of the building. Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Use school-appropriate language while in the school building. Profanity and vulgar language are unacceptable and strictly prohibited at all times.
- Students will respect the personal space of others. Students are to keep their hands to themselves, even in play.
- Vandalism, littering and/or graffiti in the school is prohibited and should be reported.
- Consequences may be assigned for failure to follow any of the above-mentioned rules, based upon the individual circumstances.
- PAC Etiquette includes sitting with your class, listening to the speaker, entering and exiting the PAC orderly, being quiet and respectful throughout the presentation.

ILLNESS, INJURY & MEDICATION POLICIES

LSE has first-aid trained staff and health professionals available to discuss or assist with medical problems or health related concerns.

When a student is injured or becomes ill, the student must inform his/her instructor immediately. It is critical that the student follow the procedure by informing the instructor, receiving a pass and then going to the health office. The health office staff will determine if a student needs to go home and will notify the parents. Students must inform the health office staff of any illness during the day. If a parent comes to pick up an ill student who has not checked out with the health office, they will be seen by the health office prior to being released. Parents should not allow students to text/call regarding illness; but first, ask their student to go to the health office.

MEDICATION POLICY

The following policies are in associated 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, for an allergic reaction or asthma.

Prescription Medications

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

- Only the school nurse or a delegated health office can administer medications.
- Staff/teacher will dispense the medication.
- The School Nurse must approve all self-carry contracts.
- Medications are to be brought to and from school by the parent/guardian if medications are not going to be self-carried by the student.
- The health office must receive a "Medication Permission Form" or Health care plan which must be completed and signed by the parent/guardian and the student's physician. These forms are available in the health office and on the school website under the health office tab of the parent tab.
- Students are not permitted to carry any controlled substance (i.e. Vicodin) medications with them to school at any time: must be brought by parents.

Over-the-Counter Medication

Ibuprofen, Tylenol, herbal remedies and other patent drugs are not available from the school. If a student needs to take over-the-counter medications such as the above, their parents must complete the "Medication Permission Form" authorizing the use, dosage and the quantity. Once the form is completed and signed by the parent/guardian and the physician, the over-the-counter medication will be securely stored and available in the health office.

Self-Carry Medication

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

- Student received approval from the school nurse.
- A "Medication Self-Carry Contract Form" is signed by the student, parent and nurse.

A Student's right to self-carry can be revoked at any time by the school nurse if not following the self-carry contract.

All medication must have a completed Medication Permission Form on file with the following information:

- Student's Name
- Name of the medication, including dosage and/or amounts
- Time(s) the medication must be taken
- Original container with current expiration date

All medications are kept in a secure location in the health office or delegated staff member during a field trip. **All medication needs have to be made known to the health office/ school nurse prior to any school activity. This includes school sports teams and weekend/overnight school trips. No exceptions**. All policies and/or procedures are always left to the nurse/health office's discretion. Questions or concerns should be directed towards the nurse/health office at 303-360- 0052 ext. 228.

POLICY PERTAINING TO VIDEO/AUDIO RECORDINGS

Consistent with the cell phone policy, no students may use their cell phones to record themselves, their classmates, or their teachers on school grounds or school-sponsored activities. Even when cell phone use is permitted, students may not record, post to social media, and/or share video or audio recordings of themselves, fellow students, or teachers and staff. LSE reserves the right to confiscate cell phones of students suspected of violating this infraction, and consequences may include law enforcement involvement.

DETENTION POLICY

Students may be assigned to lunch or after-school detention at the discretion of the faculty or administration. The student must report to detention on the day assigned. If a student misses any detention without a valid excuse, the student will be assigned Saturday school. If a student fails to show at Saturday school without a valid excuse, additional consequences leading up to suspension will be issued.

PROBATION

Students returning to Lotus School for Excellence who have had numerous mis-behaviors the previous year will be placed on probation. Consequences may be more severe for these students. Students may require a Behavior Improvement Plan and will be assigned on a case-by-case basis.

UNACCEPTABLE AND/OR INTOLERABLE BEHAVIORS:

The following list of behaviors is illustrative of unacceptable behaviors, and not comprehensive:

WEAPONS

Guns, knives, explosives, or weapons of any type are not permitted anywhere on the LSE premises, nor at any off-campus school-related activity or event. Violations may lead to informing the Aurora Police Department, as well as additional consequences (up to and including expulsion). NOTE: items that appear to be weapons are banned as well.

FIGHTING / ASSAULT

Violence between students or violence by one student directed at another will not be tolerated. Fighting on or off school grounds will not be tolerated. If a conflict appears to be imminent, the student is expected to make every reasonable effort to avoid the conflict and to see a teacher, administrator, counselor or any other staff member immediately. Students involved in fighting should expect a serious consequence to be assigned by an administrator (up to and including suspension, expulsion and/or possibly police contact), based upon the individual circumstances.

Students who attend a fight involving LSE students off campus -- during or after school hours -- including weekends and vacations, may be given consequences up to and including suspension or even expulsion depending on the nature of the fight and its impact on Lotus.

Physical aggression toward a staff member will not be tolerated. A student who strikes out or hits a staff member will be suspended and may be assigned an expulsion based upon the individual circumstances.

ENCOURAGING OR INCITING A FIGHT

Agitating or encouraging a fight will not be tolerated. Other actions that could fall in this category include (but are not limited to): recording and/or posting/sharing videos on social media. Consequences may be assigned by the administration (up to and including suspension) based upon the circumstances.

DRUGS AND ALCOHOL

The use or possession of alcohol, tobacco, illegal drugs or any other harmful substances, or the illegal use of prescription medication is forbidden. Marijuana is still considered illegal, per Federal law; therefore, it falls in the category of "illegal". Disciplinary consequences will be assigned and/or referrals to law enforcement may be taken (based upon the individual circumstances) against any student involved in the use, distribution, or sale of drugs or alcohol.

STUDENT SEARCHES

School property is under the control of the school. A search of school property (including but not limited to lockers and vehicles parked on school property) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, stolen, disruptive, or a general nuisance to the educational process are being kept at school. School authorities may also search a student's person and/or personal property, desk area, backpack whenever a school authority has reasonable suspicion to believe that a student is in possession of an item(s) that is illegal or unauthorized or violates the school's policies.

School officials may detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his or her possession, and if such possession

constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will notify parents and the appropriate law enforcement agency of possession of such materials.

GIVING A FALSE ALARM, THREAT ETC. BOTH VERBAL AND WRITTEN

There is no tolerance for a false alarm, which refers to any act, which leads others to believe that they are in imminent danger such as a fire alarm or bomb threat. This is also a violation of Colorado State Law. A false alarm includes, but is not limited to phone calls, personal malice, pulling the fire alarm or any other action which could incite undue fear, concern, school dismissal or involvement of city and/or county workers such as the fire department, ambulance or police. The student(s) involved will receive a consequence and may be considered for expulsion. Additionally, law enforcement may be contacted based upon the individual circumstances.

PORNOGRAPHIC MATERIALS

There is no tolerance for any material of this nature. Pornographic material is not permitted at school, school functions, while on school provided technology or networks, during field trips or at any time whatsoever that can be considered "school time."

Consequences for Pornographic Materials:
Parent(s) or Guardian(s) will be contacted. Student(s) may be assigned a consequence based upon individual circumstances.

HARASSMENT AND BULLYING BEHAVIOR

Harassment is unwelcome behavior toward a person that may be verbal, physical, visual, or abusive. It may target one person or a group of persons. Sexual, racial, or any other kind of harassment will not be tolerated and disciplinary action will result.

Colorado House Bill 1302 indicates specifics on charges that can be made from a petty offense, to a felony and will be followed in a case by case matter. **Colorado Safe Schools Act, C.R.S. 22-32-109.1** will be followed thoroughly with any reports submitted as well.

Consequences for Harassing or Bullying:
Parent(s) or Guardian(s) will be contacted. The Administration will determine the consequence based upon individual circumstances.

HARASSMENT – RACIAL/SEXUAL

Lotus School for Excellence 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, LSE prohibits the harassment of students through conduct or communications.

It is the policy of the LSE 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:

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

DISRESPECT AND/OR INSUBORDINATION TOWARD TEACHERS OR STAFF

When any adult in the building, on school grounds, or at any school activity makes a reasonable request of a student, i.e. asking a student to identify himself/herself, the student should comply. Failure to do so will subject the student to disciplinary action.

Insubordination is defined as:

- Continued, willful disobedience or open, persistent defiance of a proper authority.
- Willful destruction or defacing of school property.
- Behavior that is a threat to the welfare, safety, or morals of other students or staff.

Consequences for Disrespect and/or Insubordination
Parent(s) or Guardian(s) will be contacted and consequences may be assigned by the administration based upon the individual circumstances.

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. Non-verbal threats, such as gestures that cause or attempt to cause any student, self, teacher, administrator, or staff member to feel frightened or intimidated, are also included under the definition of threatening behavior. Behavior is taken very seriously at LSE. 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.

Consequences for Threatening Behavior:
Parent(s) or guardian(s) will be contacted and the consequences, up to and including expulsion, will be given based upon the individual circumstances.

STEALING AND/OR VANDALIZING PRIVATE OR SCHOOL PROPERTY

Theft or vandalism can occur either on school grounds or during a school function, or during any event held on the school grounds, as well as at another facility used by the school during school sanctioned activities.

Consequences for Stealing or Vandalizing:
Parent(s) or Guardian(s) will be contacted and consequences, up to and including expulsion will be assigned based upon individual circumstances.

CHEATING/PLAGIARISM

Cheating on assignments and/or plagiarism is unacceptable and will not be tolerated at Lotus School for Excellence. We value academic honesty and expect every student in grades 6-12 to show their best effort on each assignment.

Consequences for Cheating/Plagiarism:
Parent(s) or Guardian(s) will be contacted and student due process/discipline action levels will be followed.

1. First Offense: Automatic 50% deduction, email/phone call home, and required make-up of assignment. Consequences assigned according to LSE's Discipline Ladder.
2. Second Offense: Automatic 0% on assignment, email/phone call home, and administrative visit. Consequences assigned according to LSE's Discipline Ladder.
3. Third Offense: Automatic 0% on assignment, administrative visit, and in-person parent meeting. Consequences assigned according to LSE's Discipline Ladder.

GAMBLING

Gambling is prohibited at LSE.

Consequences for Gambling:
Parent(s) or Guardian(s) will be contacted and the item will be confiscated. Consequences may be assigned at the discretion of Administration.

SELLING OF ITEMS

Students are not allowed to sell any items outside an approved fundraiser.

STUDENT DUE PROCESS

All students at LSE are entitled to the rights guaranteed by the United States Constitution, 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. If you exhibit any of the "Unacceptable Student Behaviors" listed in this handbook, or added to this list at a later date, you will be held responsible for your actions.

Discipline Action Levels

Level 1

Conferences - Conference with student and/or staff conference with parent/guardian and student contract with student written warning, restorative justice, peer counseling, peer mediation other similar actions

Level 2 -- Interventions include in-school suspension and/or exclusion from extra-curricular activities, assignment to another class. Saturday school. work detail/community service, after school detention.

Level 3 -- Suspension / Emergency Removal / Reassignment emergency removal -- immediate danger or serious disruption presented, suspension out-of-school alternative placement within the school district other similar action

Level 4 – Expulsion / suspension / out-of-school, pending expulsion / expulsion

Level 5 -- Mandatory Expulsion mandated by federal law, state law or Lotus School for Excellence policy.

Expulsion Procedures

When student's behavior or actions rise to the level of consideration for expulsion, the following policy will apply:

1) Once the decision is made by the appropriate administrator 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 inciting 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 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 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.

ADMINISTRATION DISCRETION

Due to the range of possible behaviors, the Administration reserves the right to adjust consequences, as the administration deems appropriate for the given situation at any given time for any event. These consequences range from notification of your parent(s)/guardian(s), detention, and emergency removal from a school activity through suspension, expulsion, and criminal prosecution.

Except to the extent allowed or required by law, information about another student and/or his or her consequence and/or standing will not be released to anyone outside the law enforcement.

Typically if your child is involved in a situation at school, the consequences given to the other student cannot be specifically discussed. Please know that the school makes every attempt to hold every student accountable for their actions. If you have any concerns, please contact the teacher or administration to have them addressed.

Students who receive a detention need to follow the following procedure if they disagree. Speak with the teacher giving the detention after class, at lunch, or after school when there are no other students to distract. If the student still does not agree with the outcome, he/she needs to set up an appointment with the Administration to discuss it further. A meeting will then be set up with the teacher to discuss the situation. If the dean does not change or rescind the consequence, the student then has the option to bring in his/her parents for a meeting with the dean, counselor, teacher, and student.

STUDENT SAFETY

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. 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 reports are kept confidential, to the extent 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.

V. SCHOOL ACTIVITIES

LSE offers a range of activities, which enrich student learning before, during and after the school day. On behalf of the student's safety and the safety of others, specific rules apply to these activities.
Students must adhere to the following criteria:
Students with one or more F will be deemed ineligible until the next weekly grade check.

Students participating in after school clubs and/or activities must maintain a cumulative 2.25 GPA average (with no more than one failing grade) and satisfactory behavior in order to participate on an activity team. Re-evaluation of grades is done every grading period. Students whose GPA falls below 2.25 cannot participate until a grade re-evaluation has been performed.

TUTORING

LSE provides after school tutoring on certain days. The students must communicate with their teachers about specific times. It is the responsibility of the students to check with each teacher to find the right tutoring section to attend. Students who do not meet the academic standards **must** attend after school tutoring on the designated day and time.

AFTER SCHOOL CLUBS

LSE offers various after school clubs to enrich the students' education. Such involvement provides ways for students to engage in activities they already enjoy and provides opportunities to experiment with other areas that may interest them.

If a student remains at LSE for an after-school activity, they will be expected to follow these rules:

- Be with a teacher or other staff member at all times.
- Arrange for his or her own transportation to be picked up promptly at the end of the activity.
- Abide by the LSE code of student conduct while participating in the activity.
- Students may not stay after school to wait for another student.

All students must be picked up within 10 minutes of the activity ending, unless there has been a prior arrangement made or an emergency.

Clubs cannot meet during lunch hours.

All students who are not in a club, after-school activity or have made a special arrangement with a teacher must be picked up by 3:30 p.m. This is a safety issue due to the lack of staff to supervise these students. The majority of teachers have after-school activities, tutoring, meetings or other commitments. This includes but is not limited to waiting in any office.

A complete list and description of after-school clubs and activities are posted on the school website.

CLUB/TEAM COMPETITIONS

Throughout the school year, many clubs and teams participate in on-campus and off-campus competitions. During the course of a competition, students must adhere to the following:

- Return the "Club/Team Competition Permission Slip" signed by parent(s) or guardian to the instructor by the specified date. Phone calls will not be accepted as permission.
- School uniform must be worn, unless otherwise specified.
- Abide by LSE codes of student conduct while participating in a competition.

ATHLETICS

Students who participate in athletics must obtain a physical examination and submit the required documentation prior to practice/competition
Students participating in athletics must maintain a cumulative 2.25 GPA average, satisfactory behavior, and attendance (90% or higher) record in the semester in order to participate on an LSE sport team. Re-evaluation of grades will be done weekly. Students will also be required to provide their Behavior Report Card weekly which will include information on Behavior, Attendance, and Citizenship.

Students whose GPA falls below 2.25 cannot attend practice or play in games until a grade re-evaluation has been performed.

Participation on a team will require a participation fee. Students who wish to play in multiple sports in the year may be subject to a lower participation fee at the administration's discretion. Questions or concerns should be directed to the Athletic Director.

FIELD TRIPS

Off-campus field trips offer exciting ways to learn. LSE students have the opportunity to go on field trips at various times throughout the school year. During the course of a field trip, students must adhere to the following:

- Return the "Field Trip Permission Slip" signed by the parent/guardian to the instructor, by the specified date. Phone calls will not be accepted as permission.
- School uniform must be worn, unless otherwise specified.
- Abide by LSE codes of student conduct while on the field trip.

Just as students must follow LSE's Code of Conduct, parents supervising field trips are asked to follow all school policies and procedures and abide by the following:

- Closely and actively supervise students
- Communicate concerns with lead teachers
- Use appropriate language

- Absolutely no smoking

Prior to each field trip, the teacher will provide the students and their parents/guardians with a "Field Trip Permission Slip" and specific information.

Prescription medications will be sent on the field trip with a staff member who has been trained and is competent in the procedures for field trip medications.

SENIOR CLASS ACTIVITIES

If you're a senior and are ineligible for senior activities, you may not accompany someone else to any event in any way, shape or form. Those restricted that choose to attend an event and location, will then forfeit their right to the graduation and attendance. An appeal may be brought to the Administration for a more thorough investigation. Only then, can a restriction be lifted once the administration comes to a conclusion to an appeal. If not, the restriction will stand.

INCENTIVE PROGRAMS

Lotus School for Excellence Administrators and teachers are strong proponents of student recognition and incentive programs.

Types of Recognition and Incentives: Individual, Club, Team, Classroom, Grade level, or Class rewards (homework pass, extra credit, etc.) will be listed in each teacher's syllabus. School-wide student rewards may include: movie passes, free dress passes, attending assemblies, lunches, etc.

All activities can only be done within the student's peer grade or Middle/High School as a whole. This is always left at the discretion of the Administration.

SURVEILLANCE CAMERAS

Surveillance cameras are installed in locations where 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 the record retention policy.

VI. STATUTES, DISTRICT POLICIES, AND LOCAL 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, Damon Smith, Chief Personnel Officer (employees), 1085 Peoria Street, Aurora, CO 80011, phone: (303) 344-8060, dlsmith@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.

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.

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.

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:

- 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.

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

Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 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.

- 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.

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) 360-0052, or designee. Please see the website lotusschool.org.

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, mrivera@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 homelessness and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-365-5817.

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)

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. Sexual 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, 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 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.

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.

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.

TRANSPORTATION

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

STUDENT CONDUCT CONTRACT

As all of you have elected to attend Lotus School for Excellence, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of our community.

We ask each of you and your parents to carefully read over and sign the student contract on this page and return it to the school. As the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

As a student of Lotus School for Excellence, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or emotionally.
- I will speak and act respectfully to others, not using profanity or uncomplimentary language.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things and I will return them promptly in good condition.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in homework and assignments on time.
- I will take responsibility for assignments missed due to my absence
- I will remain on campus during school time, including the lunch period.
- I will do my best in my work, allow others to do their best work, and complete all work honestly.
- I will ask for help if I do not understand a concept taught in class or any instruction given.
- I will not bring any dangerous, threatening nor banned items to school.
- I will help keep the school building and grounds clean and tidy.
- I will follow the dress code.
- I will not participate in any behavior banned, against and/or not tolerated by the school.

I HAVE READ THE LOTUS SCHOOL FOR EXCELLENCE (LSE) STUDENT HANDBOOK AND AGREE TO FOLLOW THE RULES STATED. I UNDERSTAND THE CONSEQUENCES FOR FAILURE TO FOLLOW THE RULES AND I HAVE BEEN GIVEN THE OPPORTUNITY TO DISCUSS ANY QUESTIONS I MAY HAVE REGARDING SCHOOL POLICIES.

_____	_____	___/___/___
Parent Name	Parent Signature	Date
_____	_____	___/___/___
Student Name	Student Signature	Date