Elementary Parent-Student Handbook
2026-2027

Home of the Lotus Lions

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Table Of Contents

Mission & Vision 3

Admissions & Withdrawal 4

Drop-Off & Pick-Up Procedures 5

Bell Schedule - Regular Day

Delayed Start Bell Schedule

Uniform Policy 7

Attendance Policy 10

Electronic Device Policy 13

Medication Policy 14

Discipline Policy 15

Grading & Promotion Policy 18

Student Services 20

Special Education (SpEd)

English Language Development (ELD) & Academic Language Development (ALD)

Gifted and Talented (GT)

Multi-Tiered System of Supports (MTSS)

Visitors & Volunteering 22

School Events 23

Parent Communication 24

Network Administration Policy 25

Lgbtqia+ Guidelines For Students 26

Appendix – Relevant Aurora Public School District Notices & Policies 27

Parent/Student Handbook Acknowledgement Page 37

* You may click on an individual item to jump to that section *

Mission & Vision

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

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

Elementary Administration

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Admissions Policy

Lotus School for Excellence (LSE) shall not base admission on intellectual ability, measures of achievement or aptitude, athletic ability, nor discriminate on the basis of ethnicity, race, religion, disability, color, creed, national origin, sexual orientation (which included transgender), 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 and placed as follows:

1. All re-enrolling students
2. Siblings of re-enrolling students
3. Children of staff members
4. A lottery will be held to fill all remaining openings if the applicant number exceeds the capacity by the end of February.
5. The lottery will be held during the second semester of the school year. Information and communication will be sent from Lotus School for Excellence. Please pay close attention the LSE Website, Class Dojo, Smore newsletter, Facebook, and electronic school message.

The lottery will consist of the names of all newly enrolled students whose parents have filled out and completed the online enrolling platform on the Aurora Public School District's website. If the student is selected from the lottery, a link will be sent to parents to enroll their children at Lotus School for Excellence. For each grade, those names will be randomly selected until the number of spaces available until the classes are filled. During the school year, 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 is available in a class, the main office will refer to the waiting list and call the parents of the first child on the list to inquire if that child will attend. If the parent declines the student enrollment at that time, the front office staff will refer to the next child on the waiting list.

In the event that there is a sibling of a child attending LSE on the waiting list, the sibling has **first priority**, regardless of date and time placed on the waiting list. Any applicant of the age of 18 years old, may apply as a student for the LSE Secondary campus.

Applications that contain false information or that do not provide complete information will result in voiding that application. Students must be clear one calendar year (365 days) of an incident that may be deemed as expellable and/or grounds for dismissal. Any application with an expulsion background will not be accepted.

Withdrawal Protocol

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

Drop-Off & Pick-Up Procedures

Morning Drop-off Procedures

Our campus does not provide bus transportation. Therefore, parents drop off their children in private vehicles. **Students must be dropped off in the drop off lanes on the Lotus School for Excellence property; not along Alameda Ave.** This will provide our students the upmost safety during morning drop-off. Students are allowed to walk or bicycle to school. Parents will drive around LSE through the gate on the Secondary campus side and stop before the last crosswalk near the Elementary playground. Parents should avoid parking & leaving their cars in the pick-up lanes. If you need to leave your car for any reason, you must park in the designated parking spaces on the campus. **No students should be in the building before the designated time without adult supervision. LSE is not responsible for any students who are dropped off early**. In the morning, students enter the building through the elementary exterior door, which opens at 7:15 AM. Students will report directly to the cafeteria until 7:30 AM. During this time, students may eat breakfast and socialize with other LSE elementary students. Students may eat breakfast from 7:15 AM - 7:40 AM. The school exterior door closes at 7:45 AM. **After that time, students will enter through the elementary office and be marked tardy.** Late students **must** use the main elementary office entrance and check-in with the office before proceeding to their classrooms. The students will receive a tardy slip to give to their homeroom teacher.

Afternoon Pick-Up Procedures

Normal pick-up time starts at 2:45 PM. Parents should remain inside their vehicles as students are released from the building and wait for them to be directed to their vehicles. Parents may park in the parking lot and wait for their children on the green turf area outside the Elementary office doors. At 3:15 PM, students who have after-school activities (tutoring or clubs) and those who are not picked up on time will remain inside the school in the front office area or other designated areas. At 3:30 PM, students who are not picked up and do not have an after-school activity will be allowed to make a final phone call to their parents/guardians and then be transferred to the after-school care. **If your student has been habitually picked up late, an administrator will be in contact with you.**

(After school care is provided in the afternoon from 3:30 PM to 6:00 PM (Monday-Friday) on regular school days. Please contact the elementary office for the cost and other details.)

After-school clubs and tutoring pick-up time starts at 3:45 PM, and the same procedures apply. There is a 15-minute grace period for the parents who are late for pick-up. Students who are not picked up and are not a part of after-school care will be allowed to make a final phone call to their parents/guardians. If parents/guardians are not reached, the student(s) will be transferred to after-school care. If parents/guardians are consistently late for pickup, students will not be allowed to continue to attend after-school clubs and/or tutoring sessions.

School Hours

Normal Day Schedule**

7:15 AM	Drop-off		Kindergarten: 10:35 - 11:05 AM
7:15 - 7:40 Am	Breakfast in the Cafeteria		1st Grade: 10:40 -11:10 AM
7:45 AM	School Begins		2nd Grade: 11:15 - 11:45 AM
2:45 PM	Dismissal/Pick-up		3rd Grade: 11:20 - 11:50 AM
3:45 PM	Club/Tutoring Pick-up		4th Grade: 11:50 AM - 12:20 PM
6:00 PM	Extended Learning Pick-up		5th Grade: 12:00 - 12:30 PM
-	-		-

Lunch Times

Two-Hour Delayed Start

Times will change, and certain conditions will apply for two-hour delayed starts. The administration may decide on delayed starts or cancellations due to inclement weather conditions or other reasons. Parents will be notified in case of a two-hour delayed start or half-day (May, 2027 - Senior Graduation; communication will be sent from the elementary staff). **The order/time of specials may be different, but the designated specials class for that day will remain the same.**

Two-Hour Delayed Start Schedule 2026 - 2027

Period	Begin Time	End Time	ELD	Specials
Doors Open	9:30 AM	-	-	-
1	10:00 AM	10:30 AM	Kinder	5th Grade
2	10:35 AM	11:05 AM	3rd	1st Grade
3	11:10 AM	11:40 AM	-	Kindergarten
4	11:45 AM	12:15 PM	5th	-
5	12:20 PM	12:50 PM	1st	-
6	12:55 PM	1:35 PM	2nd	2nd Grade
7	1:40 PM	2:10 PM	-	3rd Grade
8	2:15 PM	2:45 PM	4th	4th Grade
Wrap-Up	2:40 PM	2:45 PM	-	-

Uniform Policy

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

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

Uniform tops:

- Solid burgundy polo with the Lotus polo

Here is where you can order the polos and/or sweatshirts: Order School Uniform

Uniform bottoms:

Bottoms can be any color pants, including jeans preferably with no holes, slacks, shorts, and/or skirts as long as they comply with the dress code.

Footwear:

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

Dress code:

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

- Shorts, skirts, and skorts should be at knee length or lower, even when worn with tights.
- Bottoms must fit adequately; large sagging pants are not allowed.
- Students may **not** wear:
  - Shirts with inappropriate signs, images, or sayings on them
  - Spaghetti strap dresses or shirts
  - Shirts that reveal midriffs or cleavage
  - Jewelry and accessories with inappropriate signs, sayings, or images
  - Jewelry and accessories that may cause harm to self or others.
  - School-appropriate necklaces can be worn.
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercing are not acceptable.
- Skirts are not to be rolled at the waist.
- Writing on uniform or skin is not allowed including temporary tattoos.
- Hats, ball caps, wave caps, bonnets, and other inappropriate headwear may not be worn in the building.
- Sunglasses are not allowed to be worn or put on top of the head anywhere inside the building.

Attendance Policy

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

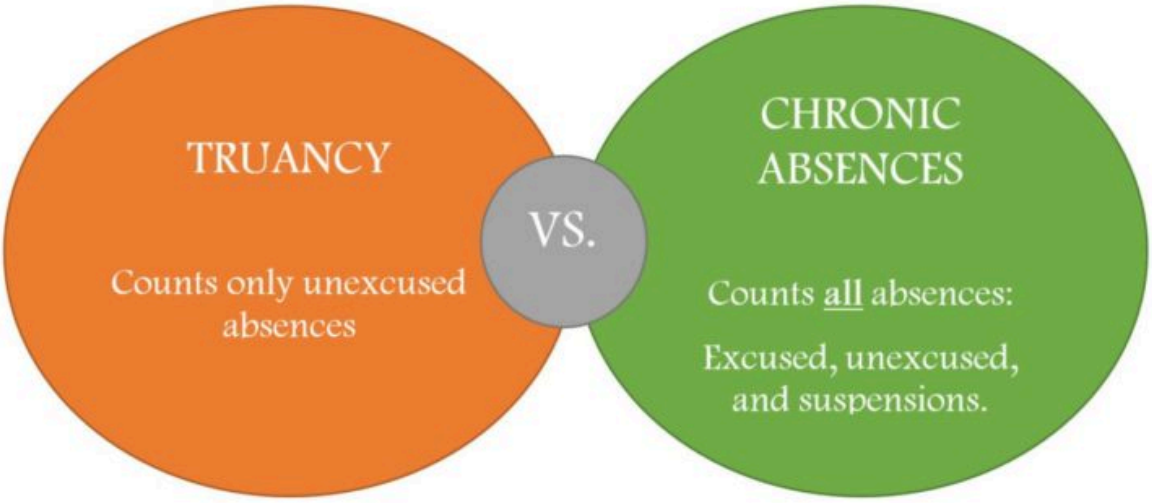
Under Colorado State law (section 22-33-101 et seq., C.R.S), Lotus is required to schedule school for the minimum number of hours.

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

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

"The school may initiate a Truancy Intervention Plan and refer the case to juvenile court or other appropriate services in coordination with Aurora Public Schools and Colorado law."

There are two types of absences: **Excused** and **Unexcused**
There are also two categories of absences: **Chronic** and **Truant**



Excused Absences

To excuse a student, **a parent must notify the school in a timely manner** via telephone, written notification or through other verifiable documentation as required by the school administration. In cases of

excessive absences, Lotus School for Excellence will pursue appropriate attendance tiered levels of support as outlined below. The following types of absences, or other absences for good cause as determined in the discretion of the school principal, are considered excused absences:

- Illness/injury/health conditions
    - The student's parent/guardian must call the school each morning the student is absent due to illness/injury/health condition and describe the reason for the absence. For excessive health related absences of 3 days or more, in a month we may require a written medical excuse from a physician. If the family indicates they have no physician or medical source available for this purpose, the school nurse is authorized to make determination if the student's absence is indeed health related. Parents should utilize and reference Communicable diseases/infectious disease guidelines schools childcare for guidance on when your child should stay home sick.

- 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. **If the doctor's note is not turned in within 72 hours of the absence, the absence will be considered unexcused.**

- Pre-Arranged/ Family Vacation
    - Parent/guardian may request approval for an excused absence to attend a family business/ family vacation (eg. wedding, graduation, birthday celebrations, family trip, family emergency). Approval will be determined by the principal based on the following criteria.
        - Student is in good academic standing (passing all classes with a C or PP)
        - Student has **NO UNEXCUSED ABSENCES; or**
        - Student 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.

            - First two weeks of school
            - Week before (Fall break, Thanksgiving break, Winter break, and Spring break)
            - Week after (Fall break, Thanksgiving break, Winter break, and Spring break)
            - Last month of school
            - Funeral
                - Parent/guardian may request approval for an absence to be excused to attend a funeral. This excused absence shall not exceed three 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.

- Out of school suspension/expulsion

Unexcused Absences

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

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

Teachers and attendance personnel will monitor all students' excused and unexcused absences and/or tardies. **A student who is absent 3 days during a given month, will be notified by our Attendance Committee**. The committee will determine if the student needs to be referred to the MTSS (Multi-Tiered Systems of Support) Committee. When a pattern of unexcused absences and/ or unexcused tardies occur, the student will be identified as habitually truant and the school may follow applicable laws for commencing truancy proceedings. Each unexcused absence shall be entered on the student's record.

If the student's school attendance does not improve, school personnel will make every effort to schedule a conference with the student and the parent/guardian to develop an attendance improvement plan. An attendance improvement plan shall be developed for a student who has been declared or who is at risk of being declared habitually truant, the goal of which is to assist the student to remain in school, maintain regular attendance, and obtain a quality education. This plan will also develop improvement goals, with the expectation that all parties will work together to assist the student in meeting attendance requirements.

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

In accordance with district policy, the administration may impose penalties which relate directly to classes missed while unexcused. The administration shall also develop appropriate intervention strategies for

students who have unexcused absences. The school administration shall develop appropriate intervention strategies to assist the student and parent(s)/guardian(s) in changing truancy behaviors. The school shall request a sanction letter be sent to the family by the truancy attorney according to district protocol when the student is at risk of becoming habitually truant or has been determined to be habitually truant.

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

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

Tardies

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

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

Release of a Student during School Hours

- Only an administrator or office personnel may release a student during school hours.
- Students may be released only to a legal parent/guardian whose name is listed on the Infinite Campus (online school information system), or to a properly identified person who is authorized in writing by the parent/guardian to pick up the student. **Students will not be released to siblings on campus (6-12 grades).**
- No staff member shall permit, or cause a student to leave school during school hours, except upon the knowledge and approval of the administration, and permission from their parent/guardian.
- Students will not be released from school to any government agency without a proper warrant or written parental permission, except in the event of an emergency as determined by the administration.

Health Office Procedures and Parent Communication

Annual Vision and hearing screenings are per Colorado Revised Statute. 22-1-116
The sight and hearing of all children in the kindergarten, first, second, third, fifth grades, of children in comparable age groups referred for testing, shall be tested during the school year by the qualified person authorized (district or school nurse) by the school district. Each school in the district shall make a record of all sight and hearing tests given during the school year and record the individual results of each test on each child's records. The parents or guardians shall be informed when a deficiency is found. The provisions of this section shall not apply to any child whose parent or guardian objects on religious or personal grounds.

Illness- students will be sent home per the CDE (Colorado Department of Public Health & Environment) "how sick is too sick" guidelines (Click here for guidelines: How Sick is too Sick?). **Parents will be notified of a student's repeated in a day or chronic health office visits.**
Head injuries - any student who hits their head during the school day will have a head injury report completed- a copy will be given to the student and the parent will be contacted by health office staff.
Injuries- health office staff will notify parents of concerning injuries that occur during the school day.
Medical emergencies- all efforts will be made to contact parents or emergency contacts prior to EMS transport.

Parents should request to speak to the school nurse for any student with a newly diagnosed medical condition or injury that requires restrictions or supports during the school day, prior to returning to the school building to ensure student access and safety. (examples: cast, crutches, concussion, surgery…)

Electronic Device Policy

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

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

Surveillance Cameras

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

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

Medication Policy

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

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

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

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

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

Prescribed Medication Policy

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

- Only a delegated health office staff, trained teacher/staff memeber or school nurse, will dispense the medication.
- Medications are to be brought to and from school only by the parent/guardian. Medications are not to be brought in by the student under any circumstances.
- The school must have a medication permission form or health care plan signed by the parent/guardian and physician. These forms are available in the health office and on the school website under the health office tab of the parent tab.
- All medication must have a completed medication permission form on file and the following information clearly printed on the original container:
  Student's Name
  Name of the medication including dosage and/or amounts
  Time(s) the medication must be taken

Over-the-counter Medication Policy

Ibuprofen, Tylenol, and specific OTC medication are available per APS standing orders. A parent/ guardian must sign a permission authorization form which is available from the health office staff. If a student needs to take regularly scheduled over-the-counter medications, the parent/guardian and physician must authorize the use, dosage, and the quantity sent of such medication. Once the authorization is complete, the over-the-counter medication will be securely stored in the health office for use. These medications must be in the original container with a current expiration date. The parent/guardian must pick up and drop off any medication, as it should not be carried by the student.

Discipline Policy

At LSE, we embrace a positive discipline approach that focuses on long-term effectiveness. This approach is grounded in mutual respect, encouragement, and connection, and aims to teach students essential social and life skills. It empowers students to recognize their own capabilities and grow into responsible individuals.

Commitment to Student Development

LSE is committed to supporting every student's **intellectual, social, physical, and emotional development**. Our campus is intentionally designed to provide an **orderly, distraction-free learning environment** where all students can learn and thrive. To further promote positive behavior and a culture of respect, LSE partners with organizations such as the **No Place for Hate Coalition** and implements the **Second Step** program. We foster restorative practices to help our students learn with a growth mindset, as well as, social skills to provide conflict resolution. These initiatives support students in making responsible, empathetic choices throughout their school day. To preserve this positive learning atmosphere, LSE adheres to the discipline policies outlined in this handbook.

While this handbook outlines the majority of our expectations, not every situation can be anticipated. In such cases, the school will respond with **fair and consistent consequences** aligned with our values.

Behavior Management Framework

Habitual Minor Behaviors

Students who repeatedly engage in minor misbehaviors may be placed on a **Behavior Plan**. Continued violations of this plan may result in a referral to the **Discipline Committee**. The student may be referred to the MTSS Committee with a focus on behavior support and intervention.

Positive Reinforcement

LSE believes in recognizing and encouraging positive behavior. Students who consistently demonstrate expected behaviors may be rewarded through:

- Lotus Bucks
- Class Dojo Points
- Positive notes or calls home
- Other incentives at the teacher's discretion

Types of Behavioral Incidents

Teacher-Managed Behaviors

These are minor misbehaviors that are addressed directly by the classroom teacher. The teacher is responsible for determining appropriate consequences based on the situation.

Office-Managed Behaviors

These are major behavioral incidents that require administrative intervention. When a student is referred to the office, **parents or guardians will be notified**.

LSE Discipline Ladder - please refer to this document for a more detailed description

Discipline Ladder Examples		
-	**Teacher Managed Behaviors**	**Office Managed Behaviors**
	Minor aggression Teasing Disrespect Disruption Refusal to do work Non-compliance Inappropriate language Chromebook misuse	Fighting Bullying Cyberbullying Threatening behavior Academic dishonesty Vandalism Habitual disruption Racial remarks
Examples of consequence	Warning/Reminder of expectations Parent contact Loss of privilege Referral to office	Parent meeting Community service (lunch) Reflection In-school suspension (ISS) Out-of-school suspension (OSS)

School Searches

Authorized school officials may conduct searches of students and their belongings when there is reasonable suspicion, in order to maintain the security of all students. A search will be conducted if it is believed that the search, which must be reasonable in scope, will yield evidence that the student has violated the law or the school's Code of Conduct. Additionally, searches may be conducted if there is a concern that the student's actions pose a threat to the health, safety, welfare, or morals of the school, other students, school personnel, or anyone lawfully present on school property or attending a school function. In authorizing such searches, the school recognizes and respects both state and federal constitutional rights applicable to personal searches and searches of students' possessions.

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

Administration Discretion

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

Suspension and Expulsion in Early Grades

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

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

The out-of-school suspension of a K-2 student shall not exceed three school days unless the principal determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled. The administrator will contact the Aurora Public School District to seek guidance regarding out-of-school suspension or expulsion of a K-2 student.

Grading & Promotion Policy

Grading Scale for K-2

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

90 – 100	Advanced
75 – 89	Proficient
60 – 74	Partially Proficient
50 – 59	Unsatisfactory

Grading Scale for 3-5

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

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59– 0	F

Weighted Scale for K-5

classwork	50%
assessments	40%
digital learning	10%

Make-Up Work Policy

A makeup work policy has been included to provide students with a fair opportunity to complete assignments and assessments missed due to excused absences, while maintaining academic integrity and accountability.

Eligibility for Make-Up Work

- Students may make up work only if the absence is excused (illness, family emergency, school-related event, etc.).
- Unexcused absences may result in a grade of 50% for missed work unless otherwise approved by administration.
- Students have the opportunity to submit make-up or late work with receiving partial credit receiving a grade no lower than 70%.

Timeline for Submission

- Students have one day per day absent to complete make-up work (e.g., 3 days absent = 3 school days to complete).
- Extended absences may allow for additional time at the teacher's discretion.

When a student scores below a 60% on any assignment, students will have the opportunity to redo and/or complete extra work to raise their grade on the original assignment and/or test.

Weekly Grade Expectations:

One grade for classwork, assessments, and digital learning due weekly in IC (Infinite Campus).
A minimum of two assessments quarterly (project-based, multiple choice/fill-in-the blank, essays or research papers are acceptable)

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

Parents who want their students to repeat a grade level must make an official request by filling out the appropriate form, which can be obtained from the elementary office. Please refer to the information on the Aurora Public Schools website at: APS Grade-Level Retention Guidelines.

Report Cards/Progress Reports

Report cards will be released at the end of each Quarter, and Progress Reports will be released every 4 to 5 weeks of school. Elementary no longer prints out and sends the grade reports in paper form. Parents can check their student's grades and other important information on Infinite Campus Parent Portal using their username and password. Parents may contact the office to obtain their login information and/or any other questions; teachers do not have this information.

Student Services

Special Education and 504 Services (SpEd)

Our school is committed to providing a supportive and inclusive learning environment for all students. We recognize that each student has unique needs and abilities, and our Special Education program is designed to offer tailored support to students with disabilities. Through Individualized Education Plans (IEPs), specialized instruction, and additional resources, we strive to ensure that all students have the opportunity to succeed academically and socially. In accordance with the federal law, the Individuals with Disabilities Education Act (IDEA), we ensure that students with disabilities receive a free appropriate public education (FAPE) in the least restrictive environment (LRE). Additionally, we offer 504 Plans for students with disabilities who may not require specialized instruction but need accommodations to access the general education curriculum. Both IEPs and 504 Plans are developed collaboratively with parents, teachers, and support staff to ensure that each student's needs are met effectively and in compliance with federal regulations. Our team works closely with families to provide the necessary resources and support, fostering each child's academic growth and independence. We encourage families to actively participate in the process and maintain open communication with our staff to create the best possible educational experience for their child. Please refer to the APS Exceptional Student Services website for more information. Request to speak to a member of our IEP team or 504 coordinator.

English Language Development (ELD) & Advanced Language Development (ALD)

At Lotus, all students receive English language instruction through either ELD or ALD. ELD is a federally required program for students who speak, understand, read, or write in a language other than English. When enrolling, if a home language other than English is indicated, students are screened in English reading, listening, speaking, and writing. Families will receive a letter with the results.

Students who are proficient in English or only speak English will be placed in ALD. Every student receives up to 45 minutes of language instruction daily, five days a week.

If you have questions about ELD or language services, please contact Jaimie Hoffmeister at **jhoffmeister@lotusschool.org.**

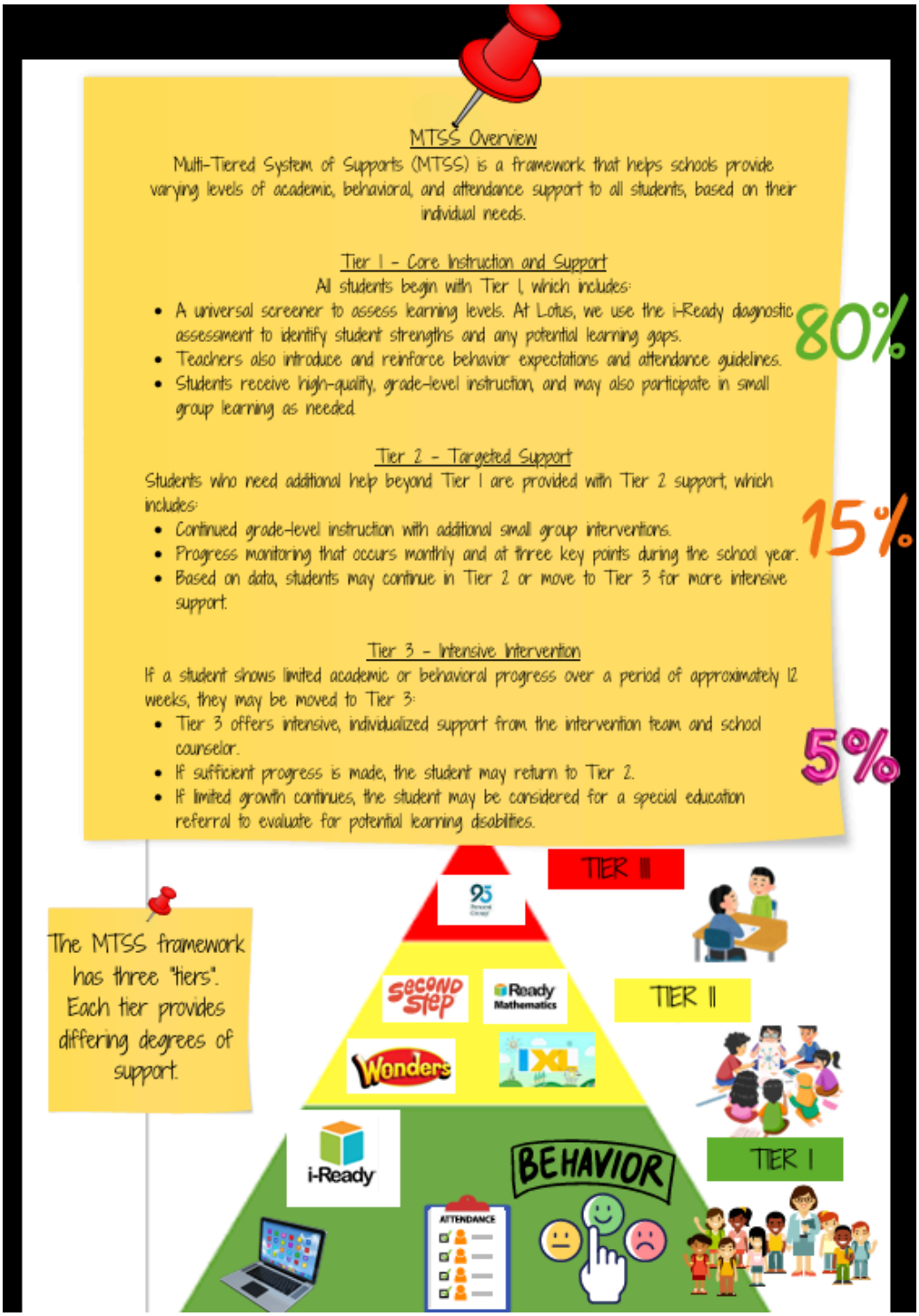
Spanish, Arabic, and Amharic Translation

Gifted and Talented (GT)

The Gifted and Talented (GT) students at Lotus receive academic support from experienced GT faculty who understand the diverse needs of sharp minds. Students in grades 2 and 6 are tested as soon as possible when the academic year begins. In 2024 the Aurora Public Schools changed tests to the NNAT3. The new NNAT3 relies more on visual questions and is less verbal. This test score along with input from teachers and families allows Lotus to present to the student's district records which are analyzed by APS district GT committees. They decide which students match GT qualifications. That designation remains on a student's Lotus transcript until high school graduation. GT students work on academic and socio-emotional goals every year in an Advanced Learning Plan. They are offered differentiated instruction when they can excel, learning at an advanced pace for their areas of academic strength. GT students often have strong and weak areas of comprehension. Teachers are trained to support weaknesses

and allow for expanded ideas elsewhere. This is called asynchronous instruction. Please see the Lotus website, Departments, and Gifted and Talented for additional information.

Multi-Tiered System of Support (MTSS)



Visitors & Volunteering

Guidelines for Visiting and Volunteering

When visiting or volunteering at the school, please follow these important guidelines:

- Check-In and Background Check: All visitors must check in at the elementary office and complete a background check before entering the school.
- Visit During School Hours: Visits must occur during school hours, between 7:45 a.m. and 2:45 p.m.
- Schedule in Advance: Please contact your child's homeroom teacher ahead of time to schedule a visit or volunteer opportunity.
- Respect Student Privacy: For the privacy and safety of all students, please do not take photos or videos of children other than your own. Any discipline issues or concerns should be addressed with an administrator by appointment. You may schedule an appointment at the front office. Parents may only discuss situations with their child.
- Lunch Visits: If visiting during lunch, you may sit with your child at the designated parent table. Students may not invite friends to join them.
- Hallway Conduct: Please do not loiter in the hallways during your visit.

No outside food will be given directly to students without the students teacher or other staff member made aware to avoid possible student food allergies.

School Events

We believe that school events build a strong sense of community and provide enriching experiences for students and families. Below is a list of key events for the 2026–2027 school year. Please join us in making these events memorable!

Meet the Teacher & Back to School
Grade Level Concerts & Performances
Noche Latina
Shocktober
Parent-Teacher Conferences - Fall & Spring
Grandparent's Day
Thanksgiving Potluck
Winter - Holiday Parties
Valentine's Day Parties
Book Fairs - Winter & Spring
100th Day of School
Black-African History Night
STEAM-Literacy Night
No Place for Hate Assembly
Spring Carnival
Taste of Lotus
Father/Daughter Dance
Mother/Son Dance
Winter - Holiday Dance
Talent Show
Award Ceremonies (Every 9 weeks)
End of Year Awards Ceremony
Field Day
End of Year Celebrations
Kindergarten Graduation
5th Grade Continuation

Parent Communication

Communication between teachers and/or staff and parents can be done using the following appropriate avenues:

- Class Dojo messaging
- Email
- Phone calls
- Teacher/parent meeting

Please be considerate when communicating with teachers and/or staff. Making an appointment to meet with a teacher after school or during the teacher's planning time is greatly appreciated. Parents must schedule an appointment with the teacher or staff member. Drop-in appointments are not permitted. Administrators will call to speak with a parent or request for the parent to visit the office when dealing with office-managed behaviors.

Teachers and/or staff will respond to Class Dojo messages or emails within 24 hours.

* Parents should keep contact information up-to-date with the main office staff.

Network Administration Policy

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

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

Students may (under supervision):

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

Students may not:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to them.
- Send or get copyrighted materials without permission.
- Use the Internet to send electronic mail (email) to other parties without permission from a staff member.
- Creating Google Slide presentations and/or Google documents and sharing the document(s) with other students. Students must have permission from LSE staff member.

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

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

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

Student activities on school equipment or systems may be monitored at any time and students should have no expectation of privacy, even if a user name and password is provided. Students are to use their own user name and password; should not share the information with another student.

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.

Appendix – Relevant Aurora Public School District Notices & Policies

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

Notice of Nondiscrimination

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex or need for special education services, and provides equal access to the 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. Our school does not discriminate on the basis of race, color, sex (including sexual orientation, gender identity, and gender expression), national origin, disability, religion, or age in its programs and activities, in accordance with Title VI, Title IX, Section 504, and the Colorado Anti-Discrimination Act.

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

Questions, complaints or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance officer for these issues:

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

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

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

Kelly Hamm
11001 E. Alameda Avenue
Aurora, CO 80012
303-360-0052 ext. 108
khamm@lotusschool.org

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

Title Ix Reporting

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

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

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

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

Access to Student Information/Student Records – Rights and Privacy

From time to time, Aurora Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student. Aurora Public Schools is unable to provide this information because it is illegal according to federal law (Family Educational Rights and Privacy Act). There are some exceptions which include requests of information through a subpoena, information classified as "directory information" (such as email address, date of birth and photograph), and information which is shared with a different school in which the child seeks to enroll or when parental consent is given.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be

eligible to receive supplementary support, services, and accommodations, if they fall within the definition of disability stated above.

- In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in Health Services, at phone number 303-344-8060, ext. 28511, or write to the 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011.
- For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

Asbestos Management Plan Designed For School Safety

The safety of students and employees in all Aurora Public Schools facilities is the number one priority for the Environmental Compliance Branch. Our procedures for dealing with asbestos reflect that priority.

As required by the Asbestos Hazard Emergency Response Act (AHERA), Aurora Public Schools has conducted an extensive asbestos survey of all the district buildings. Based on the findings of these inspections, a comprehensive management plan has been developed for each school. Each plan identifies locations and types of asbestos-containing materials in the building and details the district's ongoing effort to maintain or remove those materials. The plans are continually updated with documentation of asbestos related work performed at each site.

Critical Information

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

Harassment - Racial/Sexual

- The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and 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 school administration or by filing a grievance with Kelly Hamm, Human Resources Director (khamm@lotusschool.org); (303) 360-0071, or designee.
- Please see the website lotusschool.org.

Homeless Children & Youth - McKinney-Vento Act

If a student meets the federal definition for homeless, the parent(s) and the student(s) have the right to enroll in the student's designated attendance area and to fully participate in any school programs offered to students, for which they meet eligibility requirements. Homeless students are not required to attend a separate school for homeless youth and will not be stigmatized by school personnel. Homeless parent(s) and student(s) do not need to provide school documents, proof of residence or immunization records

when enrolling. Schools may assist parents with information on clinics for immunization or with requesting school documents. Homeless students will be provided comparable services including transportation, education and meals. If a parent is denied enrollment they may appeal the decision for non-enrollment to the district's homeless liaison. Upon review of the situation, the district's homeless liaison will make a final decision on the enrollment of the student.

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

For more information on homelessness and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-344-8060 ext. 28426.

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

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

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

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

Protection of Pupil Rights Act (PPRA) Notice
Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family

income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any nonemergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. For a full description of rights under PPRA, please visit the district's Web site at www.aurorak12.org (go to "Parents" then click on "Legal Rights").

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

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

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

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

- Any other protected information survey, regardless of funding;
- 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
- 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 –

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

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

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

or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Senate Bill 03-072/Sex Offender List
A state law (Senate Bill 03-072) passed in 2003, requires all schools to notify parents that they have the right to access law enforcement agency information concerning adult registered sex offenders. Concerned parents may request this list at the local law enforcement office that governs your address or the address of the school your children attend. This could be either the Aurora Police Department or the sheriff's office in either Adams or Arapahoe counties, depending on your address. You must go to their office in person and show proof of residency.

City of Aurora Police Department 303-739-6050
Adams County Sheriff's Department 303-655-3488
Arapahoe County Sheriff's Department 720-874-3875

Special Needs
Please contact your school building administrator or the Director of Health Services, at phone number 303-344-8060, ext. 2811 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

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

Storm Water Management Program
Aurora Public Schools has developed a Storm Water Management program intended to reduce nonpoint source pollution into the local waterways. As storm water flows over driveways, lawns, and sidewalks, it picks up debris, chemicals, sediment, and other pollutants. Storm water can flow into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the water bodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation's greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately.

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

Permissible Disclosure of Personally Identifiable Information from Education Records

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

B. Written consent of the parent or eligible student shall be obtained before disclosing personally identifiable information from the education record of the student except when disclosure is for:
   - School officials, including teachers who have legitimate educational interests;
   - "Legitimate educational interests" shall be defined as those situations which require decision-making that contribute to the welfare of the student. Such decision-making may be in, but not limited to areas such as health, placement, program and discipline,
   - School officials shall include those persons identified as administrator, teacher, nurse, social worker, psychologist, legal officer and others acting on behalf of the district;
   - Officials of another school or school system in which the student seeks enrollment.
   - Authorized federal and state official representatives for the purpose of audit and evaluation of federally supported education programs or in connection with the enforcement or compliance with the federal legal requirements which relate to these programs;
   - Officials requesting information in connection with financial aid for which a student has applied or which a student has received. Provided, personally identifiable information may be disclosed only for such purposes as,
     - Determining the eligibility of the student for financial aid,
     - determining the amount of the financial aid,
     - determining the conditions which will be imposed regarding the financial aid, and
     - enforcing the terms and conditions of the financial aid.
   - Law enforcement agencies who have legitimate interest in the information with respect to students at risk, suspected or accused of criminal activity.
   - Federal, state and local agencies and independent organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating or administrating predictive tests, administering student aid programs and providing instruction, provided that studies are conducted in a manner which will not permit the personal identification of the students and their parents by individuals other than the representative of the organization and the information will be destroyed when no longer needed;
   - Accrediting organizations in order to carry out their accrediting function;
   - Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
   - Anyone if required by a judicial order or lawfully issued subpoena;
   - the parent or eligible student shall be notified of the order or subpoena. (see Notice of Judicial Order or Subpoena.) A reasonable effort shall be made to notify in advance of compliance.
   - Appropriate parties in a health or safety emergency when such information is necessary to protect the health or safety of the student or other individuals;

- Directory information which includes the following information:
    - Student's name,
    - date and place of birth,
    - electronic mail address,
    - photograph,
    - grade level,
    - major field of study,
    - participation in officially recognized activities and sports,
    - weight and height of members of athletic teams,
    - dates of attendance,
    - awards received,
    - most recent previous educational agency or institution attended by the student or other similar information, and
    - other similar information. Student telephone numbers and addresses will not be disclosed pursuant to this section.

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

Parent/Student Handbook Acknowledgement Page

School Name: Lotus School for Excellence

Student's Full Name: _____

Grade: _____

I, the parent/guardian, acknowledge that I have received an electronic or hard copy of the Parent/Student Handbook for the **2026-2027 school year.** I understand that it is my responsibility to read and familiarize myself with the contents of this handbook, which outlines important school policies, procedures, and expectations.

By signing this form, I confirm that:

- I have received the Parent/Student Handbook.
- I have read the handbook or will review it in detail.
- I understand the policies, rules, and procedures outlined in the handbook.
- I am aware that it is my responsibility to ensure my child is informed of the contents of the handbook.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

You can submit a form electronically by using this link:
Acknowledgment and Confirmation of reading the Parent-Student Handbook.