

# Elementary Student Handbook 2018-2019



## Home of the Meteors

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### THIS STUDENT HANDBOOK BELONGS TO:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

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## **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**

Mr. Ozer, *Elementary Director*  
fozer@lotusschool.org

Mr. Eli, *Elementary Dean of Students*  
emhuerta@lotusschool.org

## **DROP-OFF & PICK-UP PROCEDURES**

In the morning, students enter the building through the elementary gym door, which opens at 7:50 AM. No student should be in the building before that time without adult supervision. Also, LSE is not responsible for the students who are dropped off early and wait outside for the gym door to open. The gym door closes at 8:15, and after that time, students will be marked tardy. Late students must use the main elementary entrance and check with the office before proceeding to their classrooms.

Regular pick-up time starts at 3 PM. Students line up outside the elementary gym where they were dropped off in the morning and wait for their ride under their teachers' supervision. At 3:15, students who have after school activities (tutoring or clubs) as well as those who are not picked up on time, go back inside the gym. There is a 15-minute grace period for the parents who are late for pick-up. At 3:30, students who were still not picked up and do not have an after school activity will automatically be transferred to the after school care program, and parents will be responsible for the cost.

(Before and after school care is provided in the morning from 6 AM to 7:50 AM, and in the afternoon from 3:30 PM to 6 PM on regular school days. Please contact the elementary office for the cost and other details.)

After-school pick-up time starts at 4 PM, and the same procedures apply. The doors close at 4:15.

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 in the campus.

LSE is not responsible for students who remain outside due to not being picked up on time.

## **SCHOOL HOURS**

Times will change and certain conditions will apply for half-days or delayed starts. Please check out the academic calendar to see the half-days that are scheduled for this school year.

The administration may decide on delayed starts or cancellations due to inclement weather conditions. Parents will be notified via a home dialer system if that happens to be the case.

Our regular, delayed-start, and half-day bell schedules can be found on the next page.

### **Bell Schedule (Regular Day)**

7:50	Doors open
8:15 - 9:00	Doors close; 1 <sup>st</sup> period
9:05 - 9:50	2 <sup>nd</sup> period
9:55 - 10:40	3 <sup>rd</sup> period
10:45 - 11:35	4 <sup>th</sup> period (1 <sup>st</sup> Lunch/Recess)
11:40 - 12:30	5 <sup>th</sup> period (2 <sup>nd</sup> Lunch/Recess)
12:35 - 1:20	6 <sup>th</sup> period
1:25 - 2:10	7 <sup>th</sup> period
2:15 - 3:00	8 <sup>th</sup> period
3:15 - 4:00	After school (except for Wed)

### **Delayed Start Bell Schedule**

9:45	Doors open
10:05 - 10:35	Doors close; 1 <sup>st</sup> period
10:40 - 11:10	2 <sup>nd</sup> period
11:15 - 11:45	3 <sup>rd</sup> period
11:50 - 12:30	4 <sup>th</sup> period (1 <sup>st</sup> Lunch/Recess)
12:35 - 1:15	5 <sup>th</sup> period (2 <sup>nd</sup> Lunch/Recess)
1:20 - 1:50	6 <sup>th</sup> period
1:55 - 2:25	7 <sup>th</sup> period
2:30 - 3:00	8 <sup>th</sup> period
3:15 - 4:00	After school (except for Wed)

### **Half-Day Bell Schedule**

*\*\* No lunch, recess, or after school activities on half-days.*

7:50	Doors open
8:20 - 8:40	Doors close; 1 <sup>st</sup> period
8:45 - 9:05	2 <sup>nd</sup> period
9:10 - 9:30	3 <sup>rd</sup> period
9:35 - 9:55	4 <sup>th</sup> period
10:00 - 10:20	5 <sup>th</sup> period
10:25 - 10:45	6 <sup>th</sup> period
10:50 - 11:10	7 <sup>th</sup> period
11:15 - 11:35	8 <sup>th</sup> period

## UNIFORM POLICY

In an effort 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 s/he arrives at school on a regular day, the student will be sent to the office, the parents will be contacted and asked to bring in the uniform for the student. If the parents:

- cannot be reached within 10 minutes, or
- are not able to bring in the uniform within 20 minutes, or
- are not able to come by at all,

the student will be sent back to the classroom and receive consequences.

### Uniform tops:

- LSE burgundy polo shirt with school logo
- LSE burgundy sweatshirt with school logo
- LSE burgundy hoodie with school logo

Sweatshirts or hoodies may be worn or carried, but may not be worn around the waist.

Non-uniform jackets, coats, sweatshirts, etc. are allowed outside the building only as long as they are school-appropriate.

### Uniform bottoms:

- Khaki or navy blue pants, slacks, shorts, or skirts
- Shorts, skirts, and skorts are to be at knee length or lower, even when worn with tights.
- Jeans, cargo or capri pants, and joggers are not allowed.
- Pants, slacks, and shorts must fit properly; large sagging pants are not allowed.

### Belts:

- Plain black, white, blue, or brown belts
- Belts must fit properly and not hang down when buckled.
- Large belts and buckles are not allowed.

### Footwear:

- Black, white, navy blue or khaki colored socks, tights, or leggings
- Fishnet or torn tights are not allowed.
- Tights may not be used as pants in any shape or form.
- Sandals, clogs, 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 the following guidelines even when they are not in uniform (e.g. on free dress days).

- Students may not wear:
  - Shirts with inappropriate signs, images, or sayings on them
  - Spaghetti strap dresses or shirts
  - Shirts that reveal midriffs or cleavage
  - Too tight of clothes
  - Dirty or torn clothing
  - Jewelry and accessories with inappropriate signs, sayings, or images
  - Jewelry that makes noise
- School-appropriate necklaces can be worn inside the uniform/shirt.
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercing are not acceptable. Students may wear small and stud earrings. Hoops, wires, gauges, or large earrings are not allowed.
- Visible tattoos are not allowed. Students need to ensure that their tattoos are covered while at school.
- Hair is not to be extreme, e.g. no mohawks, faux hawks, spikes or colors that are not natural, and no 'punk look.' Two-toned hair is also not allowed. Feathers, large flowers, anything distracting are not allowed to be worn in the hair.
- Skirts are not to be rolled at the waist.
- Any extra "fad" type items; sweatbands, arm wraps, studded or spiked belts, etc. are unacceptable.
- Writing on uniform or skin is not allowed.
- Skulls are not allowed on any backpacks or clothes.
- Hats, caps, and other headwear may not be worn in any building unless for religious reasons.
- Sunglasses are not allowed to be worn or put on top of the head anywhere inside the building.

## GRADING & PROMOTION POLICY

- K – 2<sup>nd</sup> grade students must attain, minimally, a “partial-proficient” status in order to promote to the next grade level. Grading scale for grades K – 2 is as follows:

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

- 3<sup>rd</sup> – 5<sup>th</sup> grade students must attain, minimally, a letter grade of D in Reading, Writing, Math, and Science in order to promote to the next grade level. Grading scale for grades 3 – 5 is as follows:

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

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

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

### **Report Cards/Progress Reports**

Report cards will be sent out at the end of each Quarter, and Progress Reports will be sent out every 4 to 5 weeks of school. Exact dates can be found on the academic calendar.

### **MAP Testing**

LSE administers the Measures of Academic Progress® (MAP®) testing to all enrolled students three times a year: Fall, Winter, and Spring. The MAP test data allows the educators to see the growth targets of each individual student, monitor the student growth



to see if the targets were met, and identify the gaps and provide materials to fill in those gaps to help them meet their targets.

The MAP results of each individual student will be sent out along with the progress reports or report cards.

The administration reserves the right to place and/or move students to different sections within the grade level based on their MAP results.

## **ATTENDANCE POLICY**

### **Absences**

Absences may be considered excessive when the number of absent days exceeds 10 days in a semester and 17 days in a year. Students who do not attend school on a particular day may not be allowed to participate in extra-curricular activities held that day (sports, dances, academic and social club activities, field trips).

If a student has a medical condition that would cause them to miss more days than the policy allows, an explanation from a medical professional must be provided.

### **Excused Absences**

The parent/guardian must notify the elementary office if a student will not be attending, no later than the morning of the absence day.

One or more of the following reasons or conditions may qualify for an excused absence:

**Unexpected personal illness.** Parent/Guardian should be prepared to provide a doctor's note upon request.

**Illness in the family.** Parent/Guardian must contact the office to explain the situation and estimated time of absence.

**Quarantine of the home.** Parent/Guardian must contact the office to explain the situation and estimated time of absence. Such an absence is limited to the length of the quarantine as stated by the proper health officials.

**Death of a relative.** Parent/Guardian must contact the office to explain the situation and estimated time of absence.

**Observance of religious holidays.** Students may be excused for the purpose of observing a religious holiday consistent with their creed or belief.

**Professional appointments.** Ideally, medical, dental, legal, and other appointments should be scheduled outside of the 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 clearly stating the time the student is to be dismissed.

**Please note:** Only a legal parent/guardian can check out a student from the school. Parent/Guardian must go to the office and sign the student out. If the student returns to school after their appointment, they must sign them back in.

**Family vacations.** Students are permitted to go on vacation during the school year without penalty under certain circumstances as long as it does not exceed 10 school days in a semester and 17 school days in a year. Parent/guardian must fill out the appropriate paperwork, which can be obtained from the office.

A prolonged vacation/absence request must be made at least one month in advance, and the parents must discuss it with an administrator. The length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

### **Unexcused Absences**

Absences may be considered as “unexcused” if:

- the parents fail to notify the office of the absence,
- the students are absent from class without permission -including walking out during class.
- the students are absent from school without parental permission,
- the students get a pass to go to a certain place, but fail to do so,
- the students are absent for other reasons that are deemed not valid by the administration.

Parents will have two days to provide proof of excused absence.

### **Make-up Work for Absences**

The teachers reserve the right to request make-up work from students who were absent. The students will be given ample time to finish the make-up work if that happens to be the case.

If a student is absent for school-related reasons or for an anticipated or planned absence, the parents are recommended to make arrangements with the teachers for assignments prior to their absence.

## **Tardies**

Tardiness is being late to school or to any academics-related session. Tardies are excused by the school, not by the parent. Excessive tardiness (10 or more) will require a parent/administrator conference.

## **Truancy**

Truancy is defined as missing classes deliberately and without an excuse. It shows a disregard for the educational program and is considered a serious matter that will have immediate consequences.

Parents will be notified immediately if a student is truant. If the parents cannot be reached, the administration will inform the law enforcement and other necessary authorities.

Despite the warnings and efforts to ensure attendance, if a student accumulates 10 consecutive or 15 total days of unexcused absences within a semester, they will be considered truant. Authorities will be notified in case of a habitual truancy. Truancy may jeopardize a student's enrollment at LSE.

## **Release of a Student during School Hours**

Only an administrator or office personnel may release a student during school hours.

Student 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 act on their behalf.

No staff member shall permit, or cause a student to leave school during school hours, except upon the knowledge and approval of the administration, and permission from their parent/guardian.

Students will not be released from school to any government agency without a proper warrant or written parental permission, except in the event of an emergency as determined by the administration.

## **MEDICATION POLICY**

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.

All medications will be kept in a secure location in the clinic. The parent/guardian must pick up any extra medication as it will not be sent home with the student.

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

1. It is warranted by a potentially life-threatening condition and advised by their physician; and/or
2. Parent/guardian authorization is on file in the office.

All medication needs have to be notified to the clinic/nurse prior to any school activity at any time.

### **Prescribed Medication Policy**

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

- The clinic supervisor must observe the dispensing of the medication.
- Medications are to be brought to and from school by the parent/guardian. Medications are not to be brought in by the student under any circumstances.
- The school must receive a medication directions form, available in the clinic and signed by the parent/guardian.

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

Aspirin, Tylenol, and other patent drugs are not available from school. If a student needs to take over-the-counter medications such as the above, the parent/guardian 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 clinic.

## NETWORK ADMINISTRATION POLICY

Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer include:

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

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

### Students may (under supervision):

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

### Students may not:

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

The IT Manager has access to all student accounts. If any student does not follow the rules above, their access to the network will be denied indefinitely, and they will be referred to the office.

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

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

## DISCIPLINE POLICY

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

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

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

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

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

### Unacceptable Behaviors

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

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

- **Dishonesty** (communication of information that is untrue that does not seriously affect another person or self)
- **Cheating** (viewing and/or using the answers or work of another student with the intent to use it as their own, including plagiarism)
- **Stealing** (taking or finding/keeping objects that do not belong to him/herself that are of small value (i.e. pencils, erasers)
- **Computer Misuse/Abuse.** (Violating the network administration policy.)

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

- **Fighting.** Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. It may include, but is not limited to, punching, striking, kicking, hitting, or otherwise subjecting another person to physical contact that causes them harm. Consequences will be given for fights taking place on or off school grounds. In all but the rarest of occasions, such as an instance in which one student assaults an innocent bystander, any fight will involve disciplining all students involved in the fight.
- **Possession of Weapons.** Weapons include, but are not limited to, conventional objects such as guns, pellet guns, knives, smoke bombs, fireworks, or club type implements. Mace, tear gas, or other chemicals are also included. A “toy weapon” presented as a real weapon may also be considered the same as a real weapon. Objects converted from their original use to an object used to threaten or injure another are also classified as weapons. The administration reserves the right to make all final decisions regarding the definition of what constitutes a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon. Weapons will not be returned.
- **Use of or Intent to Sell Controlled Substances.** Knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except under the direction of a physician/parent as outlined under the “Medication Policy” in this handbook) alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. The sale, distribution, possession, or use of any of the above, drugs and/or alcohol is strictly prohibited anywhere on school grounds, at any school activity, and on any school transportation.
- **False Fire Alarm.** A false alarm refers to any act which leads others to believe that they are in imminent danger of fire, bomb threat, or such. This is also a violation of the respective state law (CRS § 18-8-111,) which rules that it is a Class 3 misdemeanor. A false alarm includes, but is not limited to

phone calls, personal malice, or any other action which could instill undue fear, concern, school dismissal or involvement of private, city and/or county workers, such as the fire department, ambulance or police.

- **Obscene Materials.** Any material (e.g., pornographic material) of this nature is not permitted at school, school functions, while on the Internet, during field trips or at any time whatsoever that can be considered “school time.”
- **Hazing / Harassment.** Generally, various forms of these two behaviors include, but are not limited to: (1) Targeting someone else with behavior meant to alarm, annoy, torment or terrorize, and creating reasonable fear in the victim for their safety; (2) making unwelcome advances, or demonstrating any form of improper physical contact; included are sexual and/or racial remarks, personal comments, e.g. name calling, teasing, statements regarding physical characteristics, e.g., “fat”, display of material which others may find offensive, inclusive of jokes and cartoons; (3) any speech or action that creates a hostile, intimidating or offensive learning environment; (4) imposing a ritual, which causes mental or physical discomfort, embarrassment, or ridicule, on a person who wants to join a certain group/activity. All these actions are not only a violation of multiple Federal and State Laws, but also are further contrary to LSE’s commitment to provide a physically and psychologically safe learning environment.
- **Bullying.** Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student is considered bullying.
- **Cyberbullying.** This involves the use of information and communication technologies such as e-mails, text messages, instant messaging, defamatory personal websites, social network websites and defamatory online personal polling websites. Cyberbullying actions include:
  - Sending mean, vulgar or threatening messages or images
  - Posting sensitive, private information about another person
  - Pretending to be someone else in order to make that person look bad
  - Intentionally excluding someone from an online group
  - Sexting
- **Disobedience/Defiance.** Disobedience is defined as deliberate failure or refusal to comply with the directions of authorized school personnel or with school rules. Defiance is defined as disobedience coupled with a serious verbal challenge or challenge of some other kind.
- **Displaying Threatening Behavior.** Threatening behavior includes, but is not limited to verbal threats, face-to-face interactions that cause or promote fear, written notes and threats through electronic media such as the phone and/ or computer. Non-verbal threats, such as “hard” stares or gestures, that cause or attempt to cause any student, teacher, administrator, or staff



member to feel frightened or intimidated, are also included under the definition of threatening behavior.

- **Vandalism.** Causing, or attempting to cause, damage to private or school property.
- **Theft.** Taking or finding/keeping objects that do not belong to him/herself that are greater in value (i.e. money, jewelry, electronics, etc.)
- **Academic Dishonesty.** Untruthful or deceptive behavior in connection with academics, including plagiarism, cheating on tests or assignments or changing grades without authorization. Plagiarism is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- **Dishonesty.** Being untruthful or deceptive to an LSE employee outside the academic setting, including forgery and withholding information.
- **Habitual Disruption.** A student who has, on three or more occasions during a school year, caused a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school-related activities, will be declared "habitually disruptive."

"Material and substantial disruption" means behavior that is considered in the view of the administration to cause a serious interference with the orderly operation of the school or the school's ability to provide educational opportunities to the student or others, including behavior detrimental to the welfare or safety of others.

After the first or second disruption counted towards declaring the student as "habitually disruptive," a behavior plan may be developed by the administration.

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

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

## Consequences

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

### **Lunch/Recess Detention / Community Service**

*(Grades K-5)*

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

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

### **After-school Detention**

*(Grades 4<sup>th</sup> and 5<sup>th</sup> only)*

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

### **In-School Suspension**

*(Grades K-5)*

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

### **Out-of-School Suspension**

*(Grades K-5)*

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

## **Expulsion**

*(Grades K-5)*

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

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

## **Due Process**

All students at LSE are entitled to the rights guaranteed by the United States Constitution and the Colorado Revised Statutes. Your rights will not knowingly be denied by the required code of conduct, or by any disciplinary actions taken by the school. Any student who exhibits any of the “Unacceptable Student Behaviors” listed in this handbook will be held responsible for their actions.

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

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

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

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

### **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.

### **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 by students, unless permitted by the administration. Electronic devices include but are not limited to cell phones, iPods, CD players, PSPs, Blackberries, cameras, electronic games, etc.

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

## **APPENDIX A – RELEVANT AURORA PUBLIC SCHOOL DISTRICT NOTICES & POLICIES**

### **Notice of Nondiscrimination**

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

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

### **Access to Student Information/Student Records – Rights and Privacy**

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

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

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

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

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

Parents or eligible students who wish to ask the school to amend a record should write the

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

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

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

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

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

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

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

is to allow APS to include this type of information from your child's education records in certain school publications. Examples include:

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

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

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

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

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

### **Annual Notice To Parents: Disability Discrimination**

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

disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

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

### **Asbestos Management Plan Designed For School Safety**

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

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

### **Critical Information**

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



### **Harassment - Racial/Sexual**

- The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.
- It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the Executive Director or by filing a grievance with William Stuart, Deputy Superintendent, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, [wmstuart@aps.k12.co.us](mailto:wmstuart@aps.k12.co.us), or designee.
- Please see website [www.aurorak12.org](http://www.aurorak12.org); Policy Code JBB.

### **Homeless Children & Youth - McKinney-Vento Act**

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

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

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

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

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

Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained

by writing to the Division of Human Resources located at 1085 Peoria Street, Aurora, Colorado 80011 or by calling 303-344-8060. All written requests will be processed by the Division of Human Resources. Within 30 days of receiving a request, you will be provided written information by mail. Human Resources staff will not provide information over the telephone.

### **Non-Custodial Parent Rights**

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

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

### **Protection of Pupil Rights Act (PPRA) Notice**

Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any 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](http://www.aurorak12.org) (go to "Parents" then click on "Legal Rights").

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use –

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

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

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

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

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

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

### **Senate Bill 03-072/Sex Offender List**

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

City of Aurora Police Department 303-739-6050

Adams County Sheriff's Department 303-655-3488

Arapahoe County Sheriff's Department 720-874-3875

### **Special Needs**

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

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

### **Storm Water Management Program**

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

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

## Permissible Disclosure of Personally Identifiable Information from Education Records

- A. "Personally identifiable information" shall mean that data that includes:
1. The address and telephone number of the student;
  2. A personal identification, such as the student's social security number or student registration number; and
  3. Personal characteristics or other information which would make the student's identity easily traceable.
- B. Written consent of the parent or eligible student shall be obtained before disclosing personally identifiable information from the education record of the student except when disclosure is for:
1. School officials, including teachers who have legitimate educational interests;
    - a. "Legitimate educational interests" shall be defined as those situations which require decision-making that contribute to the welfare of the student. Such decision-making may be in, but not limited to areas such as health, placement, program and discipline,
    - b. School officials shall include those persons identified as administrator, teacher, nurse, social worker, psychologist, legal officer and others acting on behalf of the district;
  2. Officials of another school or school system in which the student seeks enrollment.
  3. Authorized federal and state official representatives for the purpose of audit and evaluation of federally supported education programs or in connection with the enforcement or compliance with the federal legal requirements which relate to these programs;
  4. Officials requesting information in connection with financial aid for which a student has applied or which a student has received. Provided, personally identifiable information may be disclosed only for such purposes as,
    - a. determining the eligibility of the student for financial aid,
    - b. determining the amount of the financial aid,
    - c. determining the conditions which will be imposed regarding the financial aid, and
    - d. enforcing the terms and conditions of the financial aid.
  5. Law enforcement agencies who have legitimate interest in the information with respect to students at risk, suspected or accused of criminal activity.
  6. Federal, state and local agencies and independent organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing,

- validating or 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;
7. Accrediting organizations in order to carry out their accrediting function;
  8. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
  9. Anyone if required by a judicial order or lawfully issued subpoena;
    - a. the parent or eligible student shall be notified of the order or subpoena. (see Notice of Judicial Order or Subpoena.) A reasonable effort shall be made to notify in advance of compliance.
  10. Appropriate parties in a health or safety emergency when such information is necessary to protect the health or safety of the student or other individuals;
  11. Directory information which includes the following information:
    - a. student's name,
    - b. date and place of birth,
    - c. electronic mail address,
    - d. photograph,
    - e. grade level,
    - f. major field of study,
    - g. participation in officially recognized activities and sports,
    - h. weight and height of members of athletic teams,
    - i. dates of attendance,
    - j. awards received,
    - k. most recent previous educational agency or institution attended by the student or other similar information, and
    - l. other similar information. Student telephone numbers and addresses will not be disclosed pursuant to this section.

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