

LOTUS SCHOOL FOR EXCELLENCE
Middle & High School Student Handbook
2018-2019



LOTUS
SCHOOL FOR EXCELLENCE

Home of the Meteors

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THIS STUDENT HANDBOOK BELONGS TO:

Name: _____

Grade: _____

[PENDING BOARD APPROVAL]

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I. SCHOOL OVERVIEW

MISSION STATEMENT

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

SCHOOL BELIEFS

- Demonstrating respect to yourself and all others on campus.
- Attending school regularly on time and giving 100% effort every day.
- Taking pride in yourself and your school through your actions and behaviors.
- Making choices that ensure a safe learning environment for you and others.
- Treating others in the same manner you would like to be treated.

INTRODUCTION

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

ADMISSION POLICY

Lotus School for Excellence shall not base admission on intellectual ability, measures of achievement or aptitude, athletic ability nor discriminate on the basis of ethnicity, race, religion or disability. During the spring of the current school year, parents of children attending

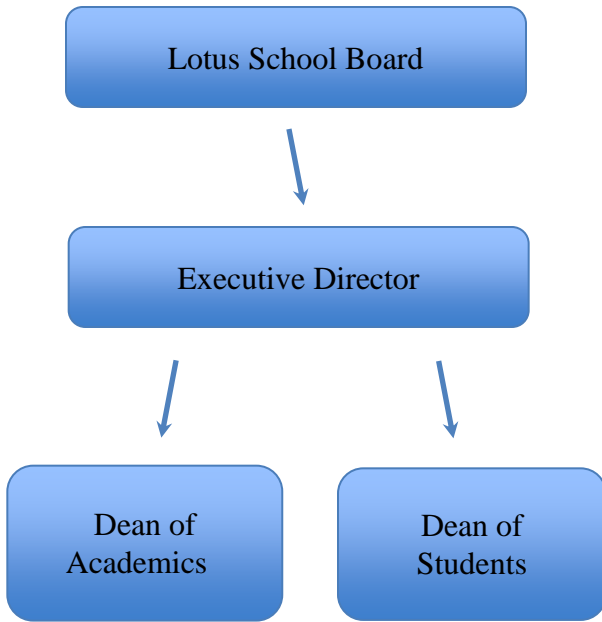
LSE will be requested to re-enroll their children for the following year. Enrollment for the following year will then be determined as follows:

1. All re-enrolling students will be placed;
2. Siblings of re-enrolling students will be placed;
3. A lottery will be held to fill all remaining openings if the applicant number exceeds the capacity by the end of February.

The lottery will consist of the names of all students whose parents have filled and returned the application form to the school registrar. For each grade, those names will be randomly selected until the number of spaces available in the class, 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 passes on enrollment at that time, the parents of the next child will be called, and so on.

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. Anyone over the age of 18 may not apply as a student for themselves.

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.



LOTUS SCHOOL FOR EXCELLENCE CHAIN OF COMMAND

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

Dean of Academics is an administrator and works under, as well as with, the Executive Director. The Dean of Academics oversees teachers, scheduling and curriculum.

Dean of Students is an administrator and works under, as well as with, the Executive Director. The Dean of Students oversees student conduct, building culture, behavior and disciplinary concerns.

CHAIN OF COMMUNICATIONS

When issues or concerns arise with a teacher, staff member or administrator, students and parents are encouraged to address the situation with the persons involved first. For example, if parents are unsure of a decision made in the

classroom about a consequence given for a behavior, they should discuss the situation with the teacher first. If after this discussion, a parent feels the situation is unresolved, it should be brought to the attention of the Dean. If the issue is still not resolved, the Executive Director should be notified. If the issue is not resolved after discussing with the Executive Director, the LSE Board of directors may get involved. If the issue is still not resolved, the Aurora Public School Liaison would be the next avenue of communication.

COMMUNICATION FLOW:

Teacher > Deans > Executive Director > LSE Board > APS

If the situation involves finances, the parent should follow the above procedure. If a parent has a complaint about a teacher, policy or concern about curriculum, the above procedure should be followed with first addressing the Dean of Academics.

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

Due to the busy schedules of the teachers and administration, parents are asked to not “drop in” for meetings, but to schedule an appointment in advance.

CRITICAL INFORMATION

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

ADMISSION POLICY

Lotus School for Excellence shall not base admission on intellectual ability, measures of achievement or aptitude, athletic ability nor discriminate on the basis of ethnicity, race, religion or disability. During the spring of the current school year, parents of children attending LSE will be requested to re-enroll their children for the following year. Enrollment for the following year will then be determined as follows:

4. All re-enrolling students will be placed;
5. Siblings of re-enrolling students will be placed;
6. A lottery will be held to fill all remaining openings if the applicant number exceeds the capacity by the end of February.

The lottery will consist of the names of all students whose parents have filled and returned the application form to the school registrar. For each grade, those names will be randomly selected until the number of spaces available in the class, 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 passes on enrollment at that time, the parents of the next child will be called, and so on.

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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.

CONCURRENT ENROLLMENT

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

WITHDRAWAL PROTOCOL

Only parents or legal guardians may withdraw their students. Students are expected to fill out and return the withdrawal form that is located in the main office prior to leaving. Student/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.

CRITICAL INFORMATION

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

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks

LSE will provide textbooks for every student.

- LSE holds students responsible for the condition of the textbook issued. Students must ensure that their books are not lost, stolen, damaged or defaced. Students are responsible to pay for the replacement cost of their textbook(s) if damaged or lost. Textbooks must be returned at the

end of the year in the same condition that they were issued.

- Teachers will assign a textbook and write down the number and the condition of the book.
- When a student returns their book, its condition will be checked.

All textbooks not returned or severely damaged will be charged to the family at the end of the year.

Classroom Supplies

Parent are responsible for purchasing school supplies that are needed for the school year. If there are special circumstances that limits the supplies that the family can provide, the parents/guardians should make an appointment to meet with an administrator.

Sport Equipment

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

YEARBOOK

Yearbooks will be purchased through the school's chosen yearbook vendor and will be shipped directly to the school. Students are not to have yearbooks out during class time.

WEBSITE - (www.lotusschool.org)

Students and parents are encouraged to refer to the Lotus School for Excellence website for additional information pertaining to:

- Announcements
- Upcoming events
- Lunch menu
- School forms
- Online payments
- Infinite Campus

Other important information

VISITORS

All parents are required to register and pick up a visitor's pass in the front office when they arrive at LSE

Potential future students interested in enrollment at LSE are always welcome, but must get prior approval from the Administration. Any other peer visitors must come only after school hours. No exceptions.

HOME VISITS

LSE Administration believes that home visits are important aspects of student success. LSE staff is strongly encouraged to do home visits. Teachers and administrators may schedule visits with parents. These visits are designed to nurture the relationship between teachers, administrators and families. Through these relationships, students benefit from the sense of teamwork developed and represented.

II. ACADEMICS

LOTUS HIGH SCHOOL STANDARD DIPLOMA

To be awarded a Lotus High School Standard Diploma, a student must earn a total of 24 credits. Currently, 16 core credits and 8 elective credits are required. Please note that credit requirements are different than other APS high schools.

At LSE, students are required to take two years of World Language (two years of the same Language) to receive a Standard or Advanced Diploma.

0.5 Credits possible per class per semester	
SUBJECT	UNITS OF CREDIT
Language Arts	4 Credits
Mathematics	4 Credits
Science	4 Credits
Social Studies (Includes .5 of Civics and 1 credit of U.S. History)	4 Credits
Computer Technology	1 Credits
Physical Education	1 Credit
Foreign Language	2 Credits
Fine Arts	1 Credit
Electives	3 Credits
CREDITS REQUIRED*	24 Credits

Student will have completed a minimum of 24 credits including at least eight (8) qualified honors or AP level credits, three years of World Language (three years of the same Language) with a minimum 3.5 GPA, weighted and rounded to the nearest 100th and no course failures during the last two years. This diploma is designed to reward students who take and succeed in the most challenging academic program that the high school has to offer.

GRADING SCALE

LSE GRADING SCALE			
100 = A+	4.0	80-82 = B-	2.7
93-99 = A	4.0	77-79 = C+	2.3
90-92 = A-	3.7	73-76 = C	2.0
87-89 = B+	3.3	70-72 = C-	1.7
83-86 = B	3.0	0-69 = F	0.0

LOTUS HIGH SCHOOL ADVANCED DIPLOMA

Students must complete a minimum of 27 credits, including all requirements for a Standard Diploma with a minimum of 3.25 GPA (weighted and rounded to the nearest 100th), including all credits applicable toward graduation.

LOTUS HIGH SCHOOL HONORS DIPLOMA

The honors program is designed to enhance academic preparation and challenge students through more rigorous course work.

REPORT CARDS / PROGRESS REPORTS

Report cards will be sent home in the mail at the end of each Quarter. Progress Reports will be given to your child at the middle of each Quarter.

Progress reports need to be signed and returned to the student's homeroom teacher by the deadline given or a consequence will be issued. Report card/progress report dates are listed on the school's calendar. Report cards will be mailed to the home address provided by parents. Progress reports will not be mailed and will only be distributed by the homeroom teacher.

HIGH SCHOOL DEAN'S LIST

In addition to the rewards cards, students scoring an overall academic GPA of 4.0 and receiving Excellent BTS will be placed on the Dean's List of Academic Excellence. These students will be taken off campus each semester to a special luncheon with the administration of the school, as well as receive special prizes throughout the year.

MIDDLE SCHOOL DEAN'S LIST

Middle school students with no grades less than an A- will be placed on the Dean's List of Academic Excellence. These students will be taken off campus each semester to a special luncheon with the administration of the school, as well as receive special prizes throughout the year.

LSE HONORS POLICY

Students in our Honors Program must meet both high academic and character standards. There is limited space in the honors classroom and a team of teachers and administrators makes this important decision. In order for a student to be considered for honors, s/he must have high scores on standardized tests, a high grade point average, strong teacher recommendations and must demonstrate good citizenship. Honors students must maintain a 3.0 grade point average or higher and be passing all classes. A student can be moved out of honors at any time during the school year if he/she fails to meet these requirements. Additionally, after school tutors are available Monday, Tuesday, Thursday and Friday for those who need it. The students must communicate with their teachers about specific times.

MTSS PROCESS

Lotus School for Excellence (LSE), in agreement with Aurora Public Schools (APS), believes that to provide the most effective education for ALL students, we must start with providing an

effective education for EACH child. We know that children have different learning styles and not all children will respond to the same instructional approach. Some students require additional support to experience success.

At LSE we use the Multi-Tiered System of Supports (MTSS) system, a 3-tiered problem-solving approach, to identify and support students who have instructional needs beyond our core curriculum and instructional strategies. Students who qualify will be provided with 2 levels of support beyond the core curriculum. MTSS has been identified as a best practice in education, and fulfills legal requirements of No Child Left Behind (NCLB) and the Individuals with Disabilities Education Improvement Act (IDEA).

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

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

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

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

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

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

ACADEMIC PROBATION

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

Membership in any club may be suspended and the student may not be allowed to attend any school events, dances or participate in the normal free dress activities until he/she is no longer on probation. In order to ensure the success of every student, the Administration encourages each student to meet with the Academic Dean if he/she is struggling with a class and would like to receive additional assistance.

SECONDARY SCHOOL PROMOTION POLICY

According to LSE policy, to pass a class, students must attain, minimally, a yearly grade point average (GPA) of 1.7(C-) in each of the four-core subjects:

- English
- Social Studies
- Math
- Science

For middle school, if a student fails one or two core classes, they must attend summer school to make up those courses. A student failing any three or more classes will be retained for the following school year. Middle and high school students may only be retained in the same grade level once. If a student who has been retained fails to complete the grade level for a second time, the student will be asked to leave LSE.

A student's promotion to the next grade will be weighed against their successful completion of summer school. Students failing a core class and not successfully completing summer school will be retained in the current grade level.

Grade promotion is based on the average of semester grades. Students that fail five or more core semesters will not promote to the next grade level.

Students who receive failing grades during the school year in any subject are required to attend mandatory tutoring. Students may also be put on an academic probation contract at the Academic Dean's discretion.

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

To be enrolled in Grade 11, a student must have a minimum of 13 units of credit, including at least 7 units in core classes (English, Math, Science or Social Studies).

To be enrolled in Grade 12, a student must have a minimum of 20 units of credit, including at least 11 units in core classes (English, Math, Science or Social Studies).

State test results are not a factor in determining promotion at the high school level. A student's grade level placement is determined by the requirements listed above. A student's grade level placement remains the same for an entire school year. For students to participate in any senior activities they must have a total of 20 credits at the beginning of the first semester and/or 22 credits at the beginning of the second semester of their senior year. In addition, students have to fulfill all graduation requirements to participate in Graduation Ceremony.

PLANNER

Every middle student is given a LSE Student Handbook/Planner at the beginning of the school year. The school provides the planner so that the students may write down all of their assignments and deadlines. Students are responsible for taking the LSE Student Handbook/Planner to each class daily. If lost, the student will be charged \$10 for a replacement.

HOMEWORK POLICY

Homework is a crucial component of a student's educational program. Completing homework in a prompt, consistent manner assists in developing characteristics for educational and personal growth, such as; good study habits, time management skills, responsibility and perseverance. Homework is designed to foster individual learning and enhance knowledge and its completion is reflected on all academic evaluations.

Students are responsible for maintaining an organized binder, retaining completed work quarterly and utilizing the Student Planner. If students or their parents have questions about homework, they should contact the assigning teacher.

III. CONDUCT

INCENTIVE PROGRAMS

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

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

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

ATTENDANCE

Colorado State Law requires students to be in school during school hours. Excessive absenteeism causes academic problems for students. All absences are part of a student's permanent record.

Students with excessive absenteeism, excused or unexcused, may be required by LSE and/or state law to repeat their grade, especially if these absences have caused the student to drop below grade level in their learning. Absences may be considered excessive when the number of absent days exceeds ten percent (10 days per semester) of the number of required attendance days. Students who do not attend school on a particular day will not be allowed to participate in extra-curricular activities held that day (sports, dances, academic and social club activities, field trips).

The success of a student's educational program at LSE is largely based upon their daily presence, which ensures the continuity of instruction and classroom participation. The administration and staff of LSE expects students to be in class, on time, and prepared to work.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parent(s)/guardian(s) and students. No single individual or group can successfully accomplish this task. Members of LSE's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class.

Colorado State law requires LSE to:

- Keep accurate attendance records of excused and unexcused absences.
- Incorporate defined, daily participation as part of the teaching/learning process for each grading period.
- Require student accountability by ensuring students complete work they have missed including homework, projects, quizzes, tests, and other assignments.

To ensure academic success, students should do all they can do to attend school every day. If a student has a problem with attendance, he/she will need to talk with a teacher or an administrator immediately.

Per LSE policy, all students are expected to attend 90% or more educational days. This means a student must not miss more than 10% of the school year (17 days - excused or unexcused absences). Also, LSE policy states students may not miss 10 days of non-medical absences in a semester. In doing so, the student may fail the semester.

MORNING ARRIVAL AND AFTER SCHOOL DISMISSAL

Students will not be allowed in the building prior to 7:50am. Students should not be left unsupervised on campus by parents outside of these hours. Supervision will NOT be provided from 3:30pm and on. This applies to, but is not

limited to, any type of weather condition happening that day. The Aurora Police Department (APD) may be involved for those still on campus after 3:30pm who are loitering. LSE is not responsible for any incidences that may occur on campus after 3:30pm during the week. Please plan accordingly.

Breakfast will be served in the cafeteria at 7:30 am and students must remain in the cafeteria or return outside prior to 7:50 am. The cafeteria is not a waiting area, it is for students eating breakfast only.

Upon dismissal from classes at 3:20pm., all students are to directly leave school premises immediately unless in an after-school activity. Students are not allowed to be on campus past 3:30pm unless in a supervised activity by a staff member. There are no after school clubs or activities on Wednesdays, so all students must be off campus after 3:30pm. There are no exceptions.

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

ABSENCES

LSE recognizes four kinds of absences and tardiness: (1) excused, (2) medical, (3) parent-medical, and (4) unexcused.

Please read through the following definitions carefully, in order to understand what a student's and their parent'(s) or guardian'(s) responsibilities are. It is imperative the student understands the requirements regarding missed

homework, quizzes and tests, as well as the consequences of unexcused absences.

After all absences, students must have a note or a phone call from a parent when they return to school.

EXCUSED ABSENCES

Medical Absences

If a student has a medical condition, which makes them miss more than the policy allows, an explanation from a medical professional will be required. These absences will be marked as "Medical." The student is also required to have all missed work completed on time.

Personal Illness

Parent/Guardian must call the school each morning the student is home ill. For extended illness of more than 3 days, the school may require a doctor's confirmation.

- Illness in the Family/Illness of the student
- Quarantine of the Home- Parent/Guardian must call 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.

Planned Observance of Religious Holidays

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

Professional Appointments

We encourage parents and/or guardians to schedule medical, dental, legal and other appointments outside of the school hours whenever possible. 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:

- Parent/Guardian must go to the office to pick up the student.
- Parent/Guardian must sign the student out-of-school. When the student returns to school, they must sign them back in.
- Students must return to school after their appointment, provided school is still in session.

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 the 17 school days allowed to be missed/10 school days in a semester).

Whenever a proposed "Absence for Vacation" is requested, it must be made at least two days in advance. The student/parent must complete the Pre-approved Absence form and have it signed by all teachers. 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.

Students should talk with each teacher and get approximate assignments and materials that can be worked on to minimize their make-up work upon return to school. A teacher is not under any obligation to give this work. It is an extra allowance that they could give.

MAKE-UP WORK - EXCUSED ABSENCES

An absence from school, even for several days, does not excuse students from responsibilities in the classroom on the day they return. If a student has an excused absence, the student will be given the same number of days that he/she was absent to make up missed work. For example; if a student is absent three days, they will have three days to make up missed work.

To be eligible for make-up work, students must ask the teacher for missed work on the day they

return to school when they return to the school. It is the responsibility of the student to find out what work is required and when the work needs to be completed.

For students with excused absences, make-up tests will be scheduled at a time agreed upon by the teacher. It is the student's responsibility to take the test at that time.

- If a student fails to do this, the teacher is **not** obligated to set another time for the make-up. If a student fails to make up a test without making other arrangements, the teacher will decide whether or not the student may reschedule.

UNEXCUSED ABSENCES

An unexcused absence becomes a part of a student's school record. Students will be marked "unexcused" if they:

- Do not have their parent/guardian call or bring a written note upon their return to school.
- Leave school without signing out in the office.
- Are absent from class without permission-including walking out during class.
- Are absent from school without parental permission.
- Get a pass to go to a specific location within the school but do not report there.
- Are absent for reasons not acceptable to the administration.

Two days are given after a student returns to school to provide proof of Excused Absence. The absence will be noted as "Unexcused," after two days without notification.

MAKE-UP WORK - UNEXCUSED ABSENCES

If a student has an unexcused absence, their grade(s) in a class or classes may be affected in

one, or all, of the following manners, depending upon the decision of the instructor and administration.

- Students will be given 50% credit from work made up from an unexcused absence.
- For repeated occurrences, students will be sent to the Dean's office and a parent conference will be arranged.

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. A suspension will be given to those who violate this policy. A behavior contract will be given and a student will then jeopardize their enrollment at LSE at the Administration's discretion.

HALL PASS

Students are required to be in the classroom on time in order to benefit from instructional activities. A student who leaves the classroom during instructional time **MUST** carry a hall pass. Hall passes will not be available in first and last 10 minutes of the class period.

TRUANCY

Truancy means that a student **has not been excused and is absent** from the assigned location without the approval of LSE and parent/guardian.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences.

If a student is truant:

- No credit will be recorded for work missed as result of truancy.

- A letter will be sent home notifying parent of truancy situation.
- A record of the truancy will be entered into the record file.
- A conference with the parents/guardians will be held.
- The APS Truancy Office will be contacted.

HABITUAL TRUANCY

LSE shall consider a student "habitually truant" under Colorado State Law when despite of warnings and/or parent's efforts to ensure attendance, a student has accumulated ten (10) consecutive days or fifteen (15) total days of unexcused absences within a semester.

A meeting will be held with the administration and the parents in order to determine if the student will continue to attend LSE.

After ten (10) consecutive days, if a parent has not contacted the school, the student will be dropped from LSE enrollment and the student's name will be forwarded to the APS truancy office.

TARDINESS

A tardy is defined as a student who is physically late to class. Tardiness includes both:

- Not coming on time in the morning when school starts (8:00AM).
- Not being on time to class during the day.

Tardies (per Quarter)	Consequences
Teacher-Managed Consequences	
1-4	Teacher verbally warns student of the consequence
5	After School Detention Teacher assigns detention (detention form)
6-9	Teacher contacts parents / Parent meeting
Admin-Managed Consequences	
10	In-school Suspension Student is assigned an in-school suspension <ul style="list-style-type: none"> • Deans/Counselor meets with student • Probationary status for quarter • Dean holds a parent conference
15	Out-of-School Suspension Student is issued an out-of-school suspension <ul style="list-style-type: none"> • Dean of Students meets with student and parent, • Student placed on a behavior contract Student Dismissal Administration refers student for dismissal <ul style="list-style-type: none"> • Final parent meeting by Executive Director and Dean of Students

EARLY CHECK-OUT FROM SCHOOL

LSE is committed to student safety and well-being and thus, an early dismissal from school will meet the following guidelines: The main office may release a student before the end of a school day only upon presentation of a written, face-to-face, or verbal request by the parent/guardian or for emergency reasons.

Student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person,

authorized in writing by the parent/guardian to act on his/her behalf.

No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except upon the knowledge and approval of the administration, and written 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.

SCHOOL UNIFORM POLICY

LSE enforces a strong uniform policy. The purpose of this policy is to:

- 1) Aid in the creation of a safe and orderly environment;
- 2) Instill discipline;
- 3) Eliminate the competition and distractions often caused by varied dress styles.

Students are expected to arrive in uniform every day. Students are expected to display neatness and take pride in their uniform. We rely on a student's cooperation and the support of the parent/guardian in maintaining the uniform.

If a student arrives to school out of uniform, the parent/guardian will be called. If the parent/guardian cannot be reached by 8:00 a.m., a detention will be issued.

Continuous violations may result in additional consequences and a meeting with the parent/guardian(s).

- Shirts are to be tucked in at all times
- Long sleeved undershirts are allowed as long as they are solid school shirt colors (gray or black).
- Any shirt worn under the school uniform shirt must be plain white, gray, or black.

UNIFORM TOPS WITH SCHOOL LOGO

All Lotus School for Excellence students are to wear official uniform shirts at all times while on campus.

High School Student (9th - 12th grade)

- Black Polo shirt
- Black school sweatshirt
- Senior customized sweatshirt (Seniors only)

Middle School Student (6th - 8th grade)

- Gray Polo shirt
- Navy blue school sweatshirt or letterman jacket.

Students must wear their Lotus polo even if they are wearing a Lotus sweatshirt. Wearing a non-Lotus sweatshirt underneath a polo is not allowed.

Religious Clothing

Religious clothing may be worn correlating with the school colors.

- Religious colored dresses and/or skirts must be plain and navy blue for middle school or khaki for high school.
- Official LSE Logoed uniform tops (sweaters and polos) must be worn on top of religious clothing. No exceptions.
- Patches of the school logo will not be distributed to add on to any religious clothing for it to be considered uniform.
- Jeans may not be worn under dresses and/or skirts.
- All religious headwear must be a plain white color or the same color as the official LSE uniform shirt (gray for middle school, black for high school).

UNIFORM BOTTOMS

- Shorts, skirts and skorts are to be at knee length or longer, even when worn with tights.
- No jeans, cargo (side pockets), capri pants or joggers (elastic pants).
- Pants that look like jeans or can be seen as jeans are never allowed as uniform bottoms. (Pockets must be internal rather than sewn on)
- Pants must be proper size, large sagging pants and pants that are too tight are not permitted.
- **High School Students** (9th-12th grade) wear khaki colored dress pants, shorts, skirts, or skorts (at or below knee length).
- **Middle School Students** (6th-8th grade) wear navy blue dress pants, shorts, skirts, or skorts.
- **Tights and Leggings** - Plain black, white, navy or khaki are allowed. Tights may NOT be used in place of pants. No fishnets or torn tights are allowed.

BELTS

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

FOOTWEAR

- **Shoes** – Open-toed shoes or flip flops are not allowed at LSE for safety purposes. Sandals, clogs, high heels (more than 1.5”), open toed/open heeled, or platform shoes are NOT allowed. Boots can be worn, but must be kept inside the pant leg.
- **Socks** - Must be plain black, white, navy or khaki.

FREE DRESS DAYS

During Free Dress Days, students must wear school-appropriate clothing.

Shirts with inappropriate pictures or wording, spaghetti straps, pocket chains, shirts that reveal midriffs or cleavage. Overly tight, dirty or torn clothing are NOT acceptable. The student will be required to change to call their parent/guardian and change to appropriate clothing. Repeated offenses will result in increased consequences. Changes are at the Administration’s discretion.

On **themed free dress** days the majority of the student’s outfit must match the theme or parents/guardians will be called to bring his/her uniform. If parents are unavailable the student will receive a detention. Students will sit out of class until parents arrive with the student’s uniform. Students will need to change into their uniform, call home to have parents bring their uniform or stay in detention for the remainder of the day. Students who abuse free dress days will lose the privilege of participating. Wearing open toed or heeled shoes on free dress days is not permitted. Socks must be worn. This is a privilege not a right. The Administration has the right to revoke this privilege at any time for any reason.

Students are responsible for paying attention to school announcements and information sent home regarding free dress and criteria.

Students on any probation will not be allowed to participate in free dress, unless otherwise stated by the Administration.

Students wearing free dress while on probation will be issued a consequence for the first offense. The second offense will result in a conference with the parent/guardian and will result in jeopardizing the student’s enrollment at LSE.

PERSONAL APPEARANCE GUIDELINES

LSE requires that students adhere to the following guidelines relative to their personal appearance.

Art Classes

- Lotus School for Excellence Shirts must be worn at all times. No exceptions. To keep uniforms clean, students are encouraged to bring a loose fitting, plain, school appropriate shirt to wear during art class.

Personal Appearance

- Jewelry, cosmetics and accessories are to be minimal and appropriate for school. They should not be excessive or distracting.
- Jewelry that makes noise is unacceptable.
- All necklaces, for the sake of safety, must be worn inside the uniform and be school appropriate.
- Facial and body piercing are not acceptable. Students may wear small, stud earrings. For safety concerns, no hoops or wires, gauges or large earrings will be allowed.
- Visible tattoos are not acceptable.
- Extreme hairstyles are not permitted. This includes Mohawks, faux hawks, spikes, etc. If dyed, hair must be one natural color.
- Beards, mustaches, go-tees or long sideburns are allowed as long as hair is neatly trimmed.
- Additional items such as sweatbands, arm wraps, scarves for belts, studded or spiked belts, etc. are prohibited.
- Parent notes will not excuse infractions of the school rules.
- No writing is allowed on non-PE uniforms or skin.
- Uniforms must be kept clean and neat, without tears or rips.

Detentions will be given for infractions. Repeated infractions will result in more severe consequences.

Outerwear

- Hats, caps, and other headwear may not be worn in the building unless for religious purposes. Non-uniform sweaters, coats, jackets, or hoodies may not be worn in the building or carried from class to class. Only school sweatshirts may be worn or carried inside the building.
- Sunglasses are not allowed to be worn inside the building or on the top of the head.

PE Department Uniform Dress Policy

In order to receive a grade, students are required to bring PE clothes to school every day they have PE. Having a PE uniform is part of the grade in the class. Failure to bring a PE uniform will cause the student to lose participation points toward their grade, as well as behavior points at the discretion of the teacher.

The Lotus School for Excellence sweatshirt and required sweat pants can be worn over the rest of the PE uniform. Any additional layering of clothing must be under the required PE uniform and cannot include any part of the required school uniform. Sweats must have the student's name on each item. It will be the student's responsibility to wear weather-appropriate attire.

PE uniforms must be purchased from the LSE website.

Medical excuses for not participating in PE must be accompanied by a signed and dated note from a doctor with a phone number to be reached during the day. Any excuses over three days must have a doctor's note.

Students misusing PE equipment will be seen as damaging school property and disciplined as

such. Students that accidentally or intentionally destroy or lose PE equipment through carelessness or abuse will be required to compensate the school for the cost of that equipment.

Students shall not apply perfumes or overly fragrant lotions while in the locker room due to possible allergies of other students and staff.

Proper hygiene and clean uniforms/PE uniforms are required.

UNIFORM NON-COMPLIANCE

Students are to adhere to the specific uniform and appearance guidelines described in the handbook.

Consequences:

1st OFFENSE: Parent(s) or Guardian (s) will be contacted. Student must call home to have parents bring the proper uniform. If parents are not able to come or are unavailable, the student may remain in the office for the remainder of the day, or until a proper uniform can be provided.

2nd (and additional) OFFENSE(S): **Repeated disregard for the uniform standard will, most definitely, result in more severe consequences. Parents may not be called on second offense. Parent notes after second offense will not be accepted as an excuse and a detention will be issued.**

COMPUTER USE

Computer hardware and software are for the benefit of all students. Users have no expectation of privacy when using School networks, computers, or technology. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and/or misuse of computers includes loading private software, checking personal e-mail, accessing inappropriate websites or web pages, or using social

networking sites (e.g., Facebook or Twitter), and/or the unauthorized posting of pictures of students. The posting of any statements that are inflammatory or defamatory is also expressly forbidden. Complete computer lab guidelines are distributed by computer teachers:

- a) **Ethical use of Computer Technology:**
 - Users - A user is defined as any staff person or student at the School. Students and staff who use computing systems in evening classes or off-campus are also considered users. Computing Systems - Any computer or computer peripheral owned by the School or used on the premises of the School. Network - Any networked systems on the premises of the School or networks accessed via the School computers.
- b) **User Privileges:** Each user has the privilege to make use of technology for education, research, and productivity consistent with the purposes of the School. A user's continued use of technology is subject to compliance with these purposes, as determined by the School.
- c) **User Responsibilities:** Privacy - Users shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.

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

Security - (A) Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files that will jeopardize the security of the computing system or the network; and (B) Users shall not

load software on computers without permission of a computer teacher.

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

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

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

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

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

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

a) Computer Misuse: Consequences may include:

- a. Parents/guardians are contacted;
- b. Administrative disciplinary action is imposed;
- c. Student/parent may be held financially responsible for computer technicians to undo tampering; and/or
- d. Student may be banned from the computer lab for a prescribed time or for the remainder of the year.

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

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

Consequences for Computer Misuse:

1st OFFENSE: Parents/guardians will be contacted. At the discretion of the Administration, the student will be responsible to repair, undo, reset or delete your inappropriate tampering. Should the student do damage to a school computer, the parent/guardian will be

responsible for payment to a computer technician, designated by the school as an approved vendor, to make any necessary repairs. This includes lines, cords, printers and any other computer related device, plug in or accessory. Typically, a “service call” alone costs \$65.00-\$100.00, regardless of whether any other repairs are needed. Once a computer technician is at the school, an hourly rate of \$65.00 and up is charged, so please, think before you attempt to tamper with school property. Detention, in-school suspension/out-of-school suspension will be given. Loss of usage of the computer may be applied.

2nd OFFENSE: The student will no longer have access to the school computers, may face suspension or expulsion and will be responsible for all of the consequences stated under the 1st Offense.

TELEPHONE

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

ELECTRONIC DEVICES

All electronic devices must be off, put away and not visible while in the school building. The definition of “off” includes, but is not limited to: shut down, powered off, not usable, etc. Students should keep all electronic devices in their backpacks/lockers/ pockets. Students can only use cell phones outside the school building while at recess. This does not include the patio in the lunch area. Having the ability to use an electronic device at school is a privilege, not a right. This privilege may be revoked if the student fails to follow the school rules.

1st Offense: If an electronic device is left on or visible, the device will be confiscated. In a case-by-case event, the student will need to talk to the Administration based on first offense violations.

2nd Offense: The parent must pick up the phone at the convenience of the Administration.

3rd Offense: The phone is kept for one week, then a parent must pick up. The student will be placed on a behavior contract and their enrollment at LSE will be jeopardized.

CAMERAS

All cameras at LSE (inside and out) are there to monitor areas of traffic for any reason. They are not allowed to be touched or altered for any reason by anyone. The purpose of the cameras is to eliminate any conflicting reports that happen with any incidences. It is up to the Administration to determine whether a report needs to have the camera reviewed.

In a case by case, parents are allowed to view any video of their student in any incident by:

- First, requesting the report within 1 day of the incident.
- Second, signing the privacy act before viewing any video.

Parents/guardians must understand that the administration may not release a copy of any incident to anyone but the Aurora Police Department. No one may record any video incident in any shape or form. The Administration holds the right to allow the parent/guardian to view only the time frame of an incident that their student is involved in. Viewing of the video (rewind and/or forward) can only be done by the Administration. Any questions, comments or concerns should be directed towards the Administration at 303-360-0052 ext. 230.

Consequence for Camera Misuse:

1st Offense: Parent/guardians contacted. A suspension (in school or out) will be issued until the investigation is completed. In a case-by-case, a student may find themselves on a behavior contract and a jeopardized enrollment at LSE.

NETWORK ADMINISTRATION POLICY

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks.

It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer include:

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

Responsible users may (under supervision):

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

Responsible users 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 the user.
- Send or get copyrighted materials without permission.
- Users must not give their password to anyone.
- Use the Internet to send electronic mail (email) to other users.

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

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

LIBRARY AND LIBRARY ETIQUETTE

The Lotus School Library has many educational resources to help support student learning. In addition to checking out books, there are computers available for student use.

- Students are expected to remain quiet and behave respectfully at all times.
- Students will be given a detention for failure to return their library books after 30 days of receiving their first late notice. There will also be a detention for students failing to pay their library fines within 30 days of their first notice of owing fines.
- The fine rate is ten cents (10¢) per day.
- Repeated abuse will result in the loss of library privileges.

LOCKERS

Each student will be assigned a locker for his/her individual use at LSE. For safety reasons, students are PROHIBITED from sharing their locker combination with any other student(s). Students are **not** allowed to share their locker with another student. This locker is for storing books, coats and personal items necessary for school. The lockers should not be used to store valuable items and students should not bring such items to school. LSE is **not** liable for personal items students leave in their locker or bring to school. It is the student's responsibility to see that the locker is kept locked and in order at all times.

Students must use only the locker assigned to them and are not allowed to change lockers without administrative permission. If there are any questions concerning lockers, please contact the Dean of Student Culture. Report any damage or vandalism of a locker to the office immediately. If students do not report vandalism or damage of their locker, they will be held financially responsible. Please remember that the lockers are school property and remain at all times under the control of the school; however, the student has full responsibility for the security of their locker and its contents.

Periodic locker checks may be conducted by the Administration to ensure that everything is clean, orderly and safe.

Students are required to bring a combination lock for their locker by the end of the second week after the start of the school year.

LOST AND FOUND

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

If a student loses something, they are to check the box in the secondary office or report it immediately to the receptionist.

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

LUNCH AND RECESS

Lotus School for Excellence is a closed campus.

A closed campus means students must remain at school for the entire school day, which includes the lunch and recess period.

Lunch / Cafeteria Etiquette

Students may bring a packed lunch, or order a lunch through our school lunch program the week prior. Microwaves are available for students to use.

- If a student has a special situation, they need to meet with an administrator.
- During the lunch period, students are expected to display good manners and courtesy toward others.
- Students must eat only in the designated lunch area and stay in their seat until dismissed by a staff member.
- Students are expected to clean their area and dispose of all trash appropriately.
- Students cannot use their electronic devices while in the lunchroom or on the patio.

Recess

- Electronic devices are allowed at recess but only outside of the building. The patio on the stage area does not qualify as "outside" of the building. Should a student violate this rule, the item will be confiscated by the observing supervising staff.
- The supervisor on duty during the lunch/recess period will hold students responsible for their behavior.

PUBLIC AREA CONDUCT

- All public displays of affection (PDA) are prohibited.
- Eating is only allowed in the cafeteria, unless staff approves another designated area.
- Chewing gum is strictly prohibited anywhere on campus.
- Always walk in the halls, lunchroom, or bathrooms; always maintain orderly conduct in all areas of the building. Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Use school appropriate language while in the school building. Profanity and vulgar language are unacceptable and strictly prohibited at all times.
- Students should help keep the school clean by picking up after themselves and put their belongings in their proper place.
- Students will respect the personal space of others. Students are to keep their hands to themselves, even in play.
- A hall pass is required if a student is in the hallways or bathrooms during class time.
- Vandalism, littering and/or graffiti in the school is prohibited and should be reported.
- Please be responsible and report any leaks, spills or other problems in the bathroom to a teacher or the office.
- Consequences will be assigned for failure to follow any of the above-mentioned rules, at the discretion of the Administration.

Parents/guardians do not excuse infractions of school rules.

ILLNESS, INJURY & MEDICATION POLICIES

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

When a student is injured or becomes ill, the student must inform his/her instructor immediately. It is critical that the student follow the procedure of informing the instructor, receiving a pass and then going to the clinic.

The clinic will determine if a student needs to go home and will notify the parents. Students are reminded that it is their responsibility in any occurrence of absence to obtain missed work from the instructors. The student will have the number of days missed to complete the homework without a decrease in the grade.

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, insulin for diabetes or an inhaler.

Prescription Medications

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

- The clinic supervisor must observe the dispensing of the medication.
- RN (Registered Nurse) must approve self-carry contract for inhaler or epi-pen only
- 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 Permission Form” or health care plan, available in the clinic and signed by the parent/guardian and the student’s physician.

All medication must have a completed Medication Permission Forms 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

In the case of prolonged need, send in the amount for a clearly specified period, such as one week or one month. All medications are kept in a secure location in the clinic. Extra medication will not be sent home with the student. The student's parent or guardian must pick it up. Students are not permitted to carry any prescription medications with them to school.

Over-the-Counter Medication

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

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

1. It is warranted by a potentially life-threatening condition and advised by their physician.
2. A "Medication Self-Carry Contract Form" is signed by the student and parent and 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. No exceptions.

All policies and/or procedures are always left to the nurse and/or clinic aid's discretion. Questions

or concerns about the clinic aid should be directed towards the nurse/clinic aid at 303-360-0052 ext. 228

PARENT PORTALS

Lotus School for Excellence uses the student information system Infinite Campus and Schoology to communicate with parents about their child's progress at school.

By logging into Schoology, the parent will be able to see grades and a list of assignments for their children.

STUDENT CONDUCT AND DISCIPLINE

One goal of LSE is to help all 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. To foster this kind of learning environment LSE shall not allow the following behaviors during school, on school property, or during any school-sponsored activities.

School consequences shall be imposed at the discretion of the administration and/or teaching staff. A student may receive an in-school suspension, out-of-school suspension, work crew duty, expulsion or any other punishment deemed appropriate based on the offense. The Dean of Student Culture will maintain a tracking system for all students. The definition of the unacceptable behavior and the minimum consequences for each infraction will be listed and tracked.

Everything cannot be covered in this handbook; for behaviors not covered, immediate action and consequences will be given in a fair and consistent manner as deemed by the LSE administration.

For repeated minor behaviors, students will be placed on a behavior plan (explained earlier in handbook) or referred to the discipline committee (discussed later in the handbook), directed by the Dean of Student Culture and comprised of the school counselor, Academic Dean, and various instructors.

DETENTION POLICY

Students may be assigned to lunch or after-school detention at the discretion of the faculty or Administration. The student must report to detention on the day assigned. If a student misses any detention without a valid excuse, the student must serve one level higher consequence. For instance, if the student fails to serve lunch detention, the student will have to serve an after-school detention. If the student fails to serve an after-school detention, the student will have to serve a Saturday detention. Further consequences can be assigned at the discretion of the Administration depending on the specific problem.

Students who accumulate an excessive number of lunch and after-school detentions will be assigned more severe consequences on a rolling basis. For example, if a student receives and serves 3 lunch detentions, the student will automatically be assigned to an after-school detention. Similarly, students who receive and serve 3 after-school detentions will automatically be assigned a Saturday Detention.

STUDENT BEHAVIOR PLANS

Students who experience repeated discipline problems will be placed on behavior plans. These plans are designed to help modify the student's behavior, which ultimately benefits all students, with a combination of incentives and stricter consequences.

Built into the plan are more severe consequences. The student has the choice of changing the

behaviors or not. Dismissal results if the student is not successful in changing the misbehaviors.

It is the school's hope that the behavior plan will put the student on a positive path that will help them be successful at LSE. Everything is left at the discretion of the Administration.

Detailed information about behavior plans can be found in the definitions section of this document.

Students returning to Lotus School for Excellence who have had numerous misbehaviors the previous year will be placed on probation. Consequences will be more severe for these students.

UNACCEPTABLE AND/OR INTOLERABLE BEHAVIORS:

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 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.

Consequences for Weapons:

1st OFFENSE: If the item is deemed a "weapon," the student will be given a severe consequence from Lotus School for Excellence. Parent/Guardian and police will be notified.

If the item is deemed inappropriate but not a weapon (water gun, in some cases a rubber band), the parent/guardian will be called and

consequences will be given. This is all at the discretion of the Administration.

Once a police report is made, it is out of the hands of LSE what consequences may be given by authorities to the student and parents/guardians.

FIGHTING

Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. Consequences may 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.

There is zero tolerance for fighting, intimidation, assault (saying you will hurt someone), and battery (actually touching another person in a hurtful or unwanted manner).

Consequences for Fighting:

1st OFFENSE: Sent to Administration, Parent(s) or Guardian(s) contacted. Since there is no tolerance for fighting, the administration will determine how many days of suspension the student(s) will receive and then be subject to expulsion. Every situation is case by case. The Administration also reserves the right to make a police report due to fighting already being illegal in a public area. This is all left to the Administration's discretion when a student (and anyone involved) falls in this category.

USE OF/OR INTENTION TO SELL DRUGS/OR ALCOHOL

The above means: to knowingly possess, consume, use, handle, give, store, conceal, sell, offer to 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 Medications, Student 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 and/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. This behavior will not be tolerated at LSE. The consequences for any of the above are stringent.

Consequences for Drugs/Alcohol:

1st OFFENSE: Any offense will result in

- 1) Notification of the parent(s) and/or guardian(s),
- 2) Confiscation of the prohibited article(s),
- 3) Notification of law enforcement officials for any illegal substances and investigation of the circumstances and accomplices
- 4) Automatic expulsion from school.

No exceptions.

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

There is no tolerance for a false alarm, which refers to any act, which leads others to believe that they are in imminent danger such as a fire alarm or bomb threat. This is also a violation of Colorado State Law. A false alarm includes, but is not limited to, phone calls, personal malice, pulling the fire alarm or any other action which could incite undue fear, concern, school dismissal or involvement of city and/or county workers, such as the fire department, ambulance or police. The student(s) involved will jeopardize their enrollment at LSE.

Consequences for a false alarm, threat and/ or report towards anyone:

Parent(s) or Guardian(s) will be contacted and, as deemed appropriate by the Administration, legal

authorities may also be notified. The student will remain on out-of-school suspension until such time that a meeting can be held to determine the severity of the action. Legal penalties may be imposed by outside agencies, such as the fire department, especially should any injuries result. Fines range from \$1,000 to \$10,000, coupled with possible incarceration in an appropriate facility. Restitution for any damage done, plus the possible prosecution by legal authorities, will be imposed.

PORNOGRAPHIC MATERIALS

There is no tolerance for any material of this nature. Pornographic material 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.”

Consequences for Pornographic Materials:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted; student(s) will receive their consequence from the Administration. Student(s) will jeopardize their enrollment at LSE.

BULLYING, HARASSMENT OR UNWANTED VERBAL OR PHYSICAL BEHAVIORS TO ANOTHER STUDENT AND/OR A TEACHER, ADMINISTRATOR, OR STAFF MEMBER

Making unwelcome advances, or demonstrating any form of improper physical contact include 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. Any speech or action that creates a hostile, intimidating or offensive learning environment is considered as harassment. Harassment is not only a violation of Federal Law, but is further contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn. Harassment can take place between and/ or among any groups, for example, two boys, two girls, a boy and a girl,

and a student and a teacher. There is no tolerance for any of the items stated above at LSE.

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

All reports will be investigated thoroughly and finalized with the discipline committee. The outcome will be determined based on statements and findings. During the investigation, the student(s) may be given an out-of-school suspension at max, 5 days. Each report is a case by case and not all reports are the same.

Consequences for Harassing or Bullying:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted. The Administration will determine the consequence as necessary for each case. Investigations will take place and the police department may get involved. The student(s) will jeopardize their enrollment at LSE, as there is no tolerance. Final determinations will be made at the Administration’s discretion.

DISRESPECT AND/OR INSUBORDINATION TOWARD TEACHERS OR STAFF

Disrespect (arguing, talking back, etc.) and insubordination (failure to comply with directives), including profanity, either spoken or written, toward any member of the faculty or staff is unacceptable. Use of profanity, toward another student, or in general, will not be tolerated.

Consequences for Disrespect and/or Insubordination

1st OFFENSE: Parent(s) or Guardian(s) will be contacted and consequences will be given. The administration reserves the right to implement a consequence starting with, but not limited to, suspension and/or a student jeopardizing their

enrollment at LSE. The decision is ultimately left to the Administration.

HAZING STUDENTS

Hazing means to plan, encourage or engage in any act, including the coercion of another or others, including the victim, to commit any act toward any student or other organization that may cause or create a substantial risk or cause mental or physical harm to any person.

Permission, consent or assumption of the risk by an individual subjected to hazing (a potential victim) does not lessen the prohibition contained in this policy.

Hazing may carry heavy, legal consequences; especially should it result in an injury. For example, should you convince another student to commit an act, and during the act this student is injured, civil litigation (to sue) may be initiated by the parent(s) or guardian(s) of the injured individual, against the parent(s) or guardian(s) of the student committing the hazing. There is no tolerance for any of the above stated at LSE.

Consequences for Hazing:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted and the consequences will be discussed. All legal responsibilities for engagement in any such activities will be the responsibility of the legal authorities and/or parent(s)/guardian(s). Possible legal prosecution may result and expulsion for LSE.

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. There is no tolerance for threatening behavior at LSE.

Consequences for Threatening Behavior:

1st OFFENSE: Parent(s) or guardian(s) will be contacted and the consequences will be given in a case-by-case incident. The student(s) will jeopardize enrollment at LSE and be subject to expulsion.

STEALING AND/OR VANDALIZING PRIVATE OR SCHOOL PROPERTY

This means to cause, or attempt to cause, damage to private property or steal, or attempt to steal, private property. This can occur either on school grounds or during a school activity, function, or any event held on the school grounds, as well as at another facility used by the school during the school day. There is no tolerance for any of the above stated at LSE. Anyone involved is subject to a police report. This is all at the Administration’s discretion.

Consequences for Stealing or Vandalizing:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted and the consequences will be given. The student(s) will be suspended until the investigation is finalized. If the student is found to fall in this category, they will be subject to a police report and expulsion. This is all at the Administration’s discretion.

CHEATING/PLAGIARISM

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The Administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences for Cheating/Plagiarism:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted. Every situation will be dealt with on a case-by-case basis. Cheating on a test or plagiarizing an assignment in any subject is not acceptable and will receive a minimum of an in-school suspension. Additional consequences will be determined at the discretion of the Administration.

2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the student will remain in out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Repeated behavior may result in expulsion or a behavior contract. The end result will be determined at the discretion of the Administration.

LYING

Lying is the purposeful distortion or withholding of information. If a student is not truthful when sent to the Administration for an offense, more consequences maybe put in place at the administration’s discretion

Consequences for Lying:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted and a consequence will be given. The end result will be determined at the administration’s discretion with a minimum of a detention.

2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. Repeated behavior will result in expulsion, being placed on a behavior plan and a student will jeopardize their enrollment.

FORGERY/MISREPRESENTATION

Any attempt by a student to sign anyone’s name, including but not limited to a teacher, administrator, parent/or guardian, and/or

another student’s name to any document, will be considered forgery. The student will not be allowed to participate in any event if this is found. This is at the Administration’s discretion.

Consequences for Forgery:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted and, as deemed appropriate by the Administration, legal authorities may also be notified (for example, attempting to forge a check). The consequence will start with, but is not limited to, a suspension at the discretion of the Administration.

2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the student will remain on out-of-school suspension until such time that a meeting can be held to determine the seriousness of the action. The student will be put on a behavior contract and will also jeopardize their enrollment at LSE.

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. You are not to bring and/or play any cards such as Pokémon, without the permission from the instructor or administrator on duty.

Games which utilize cards or dice may be played during the lunch break or in an after school club as long as no inappropriate behavior results. Students must have the approval of a teacher or administrator.

Examples of inappropriate behavior can include, but are not limited to name-calling, arguing, making accusations, etc. Should you bring such items without permission the following consequences will result:

Consequences for Gambling:

1st OFFENSE: Parent(s) or Guardian(s) will be contacted and the item will be confiscated. The parent/guardian must personally pick up the item. Under no circumstances will the item be returned directly to the student. A suspension may be given, at the discretion of the Administration.

2nd OFFENSE: Parent(s) or Guardian(s) will be contacted and the item will be confiscated. The student will be placed on a behavior contract and the infraction may also jeopardize enrollment all the discretion of the Administration.

DISRUPTIONS OF CLASS OR SCHOOL

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to: inappropriate language, talking during instructional periods, eating or drinking during class, making unwanted noises, chewing gum, insubordination, and/or selling or trading personal possessions to other students. There will be **no** level of profane or vulgar language allowed. Students breaking school rules will be subject to school consequences or immediate withdrawal from the contest.

Consequences for Disruption:

The teacher and Administration will contact Parent(s) or guardian(s). Continual disregard for the learning of others will result in more severe consequences. A behavior contract may be put in place. At that point a student will also be jeopardizing their enrollment at LSE.

SPORTS EQUIPMENT

Playing with any type of athletic equipment (i.e. soccer balls, footballs etc.) is not allowed anywhere on campus before and after school hours unless while participating in an athletic event or structured practice. If students are to have any type of equipment with them, it must be put away and not visible.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are limited to a brief hug. No other displays of affection are allowed. This includes, but is not limited to: hand holding, lengthy hugs, arms around each other, kissing, etc. Display of these gestures will result in detention, in school suspension, or suspension. More extreme signs of affection on or near campus will result in long-term suspension or expulsion. Parent(s) and guardian(s) will be contacted about the event. Behavior contracts may be put in place depending on the situation. All incidences are at the Administration’s discretions for severity.

BRINGING INAPPROPRIATE, OR BANNED ELECTRONIC ARTICLES TO SCHOOL

Radios, speakers, other electronic devices, in home items (tools, entertainment systems etc.) are not allowed at school. They disrupt classes and distract others from learning.

Consequences for Banned Items:

The staff member who observed the item will confiscate it. The item will be given to the Administration until the parent comes to retrieve the item. Should this reoccur, the school reserves the right to hold the item until the parents/guardians retrieves the item. A behavior contract will be put in place for recurring offences and the enrollment at LSE may be jeopardized. This is at the discretion of the Administration.

LITTERING

In an effort to keep our school clean and in addition to the incentive programs listed in earlier pages of this handbook, students found littering will receive consequences for their behavior.

The first offense will result in having to sweep the hallways during his/her lunch recess; second offense will be a week of sweeping, and repeated littering will result in more severe consequences.

K-9 SEARCH UNIT

In order to provide a safe learning environment for all students and staff, a random K-9 search unit may conduct an annual walkthrough of the campus. Their job is to strictly look for any type of contraband and/or weapons that can pose a threat to anyone in the building. Students will not be physically searched unless there is an indicator from the unit that would deem it necessary. All students and staff are subject to this walkthrough. The unit and the Administration will analyze any indications made. The administration will then take necessary actions based on any type of indications made by the unit. All questions, comments, concerns etc., should be referred to the Administration. This can be done at any time during the year at 303-360-0052 ext. 230. Anything a parent/guardian needs to address has to be before a search is made. No exceptions.

STUDENT SEARCH

In order to provide a safe learning environment for all students and staff, a search may be conducted of a student or his/her possessions at any time if there is a reasonable suspicion that such a search will produce evidence of violations of law or school policies. LSE is legally obligated to take all reports seriously and search any student when a report is made about them having any type of weapons, drugs, alcohol, etc. We encourage students to only bring necessary items used in a school environment and to leave anything else at home that can be deemed as harmful to another student or staff member. Anyone can be subject to this search, if the situation warrants it. The Administration will then take necessary action based on the results. All questions, comments, or concerns should be referred to the Administration. This can be done at any time during the year at 303-360-0052 ext. 230. Anything that a parent/guardian needs to address has to be done before a search is made. No exceptions.

STUDENT DUE PROCESS

All students at LSE are entitled to the Rights guaranteed by the United States Constitution, Colorado Revised Statutes and Bill of Rights. Your rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. If you exhibit any of the “Unacceptable Student Behaviors” listed in this handbook, or added to this list at a later date, you will be held responsible for your actions.

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

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

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to a teacher or an administrator regarding the problem. The situation will be investigated as soon as possible, based upon the severity of the offense, and you will be informed of the outcome. All reports are kept completely confidential.

- 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 reports are kept completely confidential due to the FERPA Act. Information about another student and/or his or her consequence

and/or standing will not be released to anyone outside the law enforcement.

- Students are protected under the right of confidentiality. If your child is involved in a situation at school, the consequences given to the other student cannot be specifically discussed. Please know that the school makes every attempt to hold every student accountable for their actions. If you have any concerns, please contact the teacher or administration to have them addressed.
- Students who receive a detention need to follow the following procedure if they disagree. Speak with the teacher giving the detention after class, at lunch, or after school when there are no other students to distract. If the student still does not agree with the outcome, he/she needs to set up an appointment with the Administration to discuss it further. A meeting will then be set up with the teacher to discuss the situation. If the dean does not change or rescind the consequence, the student then has the option to bring in his/her parents for a meeting with the dean, counselor, teacher, and student.

ADULT DUE PROCESS

In any case in which any adult is not cooperative with staff member(s), the Administration holds the right to intervene with the situation and issue consequences starting with, but not limited to, warnings. To help keep the school environment calm and safe, the Administration can make a choice on whether or not to allow anyone on campus with the help of the Aurora Police Department.

ADMINISTRATION DISCRETION

Everything in this document is left at the Administration's discretion. Not everything can be covered, so as students, parents and staff, we

want everyone to trust the Administration to make a fair choice on any questions, comments and/or concerns with this document. All parents are welcome to discuss anything with any staff member by appointment only with the main office.

IV. SCHOOL ACTIVITIES

LSE offers a range of activities, which enrich student learning before, during and after the school day. On behalf of the student's safety and the safety of others, specific rules apply to these activities.

Students participating in after school clubs and/or activities must maintain a cumulative 2.5 GPA average and a positive (+) BTS in the semester in order to participate on an activity team. Re-evaluation of grades is done every grading period. Students whose GPA falls below 2.5 cannot participate until a grade re-evaluation has been performed.

TUTORING

LSE provides free after school tutoring Mondays, Tuesdays, Thursdays and Fridays for those who need it. The students must communicate with their teachers about specific times. It is the responsibility of the students to check with each teacher to find the right tutoring section to attend. Students who do not meet the academic standards **must** attend after school tutoring on designated day and times.

AFTER SCHOOL CLUBS

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

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

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

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

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

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

CLUB / TEAM COMPETITIONS

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

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

ATHLETICS

Students participating in athletics must maintain a cumulative 2.5 GPA average and a positive (+) BTS in the semester in order to participate on an LSE sport team. Re-evaluation of grades is done every grading period. Students whose GPA falls below 2.5 cannot attend practice or play in games until a grade re-evaluation has been performed.

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

FIELD TRIPS

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

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

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

- Closely and actively supervise students
- Communicate concerns with lead teachers
- Use appropriate language
- Absolutely no smoking

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

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

STUDENT GOVERNMENT

The Student Government is an organization through which students may express their opinions, plan school-wide activities and make recommendations regarding school policy. The Student Government promotes leadership, initiative and discipline among its members.

A Student Government president, vice-president, secretary and treasurer are elected from the entire student body to carry on the Government work. Two Representatives are elected in each grade level. It is the duty of the grade representatives to take to the Government the suggestions and recommendations from their peers and to take to the peers the actions of the Government. If at any point a student government member falls victim to a disciplinary action, their role(s) may be put on probation or removed. The student's involvement may also be jeopardized.

SENIOR CLASS ACTIVITIES

In order to attend any senior activity, including but not limited to prom, a senior must:

- Not have been suspended out of school for violating school policies, rules, guidelines and/or regulations. Any senior is still subject for dismissal for violation of general school rules at the administration's discretion on any day.
- Not have been neglectful towards school rules and/or policies during a school event (on or off campus, during or after school hours). This also includes not following instructions given by any adult/staff member in the event.
- Not have been suspended out of school for possession or being under the influence of

alcohol, tobacco or illegal drugs during the school year.

- Not have been suspended out of school for vandalizing school property or in possession of tagging or vandalism tools (i.e. markers, sharpies, carvings etc.) during their senior year.
- Not have been suspended out of school for showing behavior that is disrespectful, inappropriate or defiant towards any staff member during the school year.

General Requirements to Meet Before Friday, May 17, 2019 at 3:20pm:

- Those anticipating graduation should have met all graduation requirements in the student handbook.
- Must meet general attendance requirements outlined in the student handbook.
- Must have overall positive points on the BTS system. No overall negatives.

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

V. STATUTES, DISTRICT POLICIES, AND LOCAL 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, or designee and Marcelina Rivera, Chief of Staff (all other complaints), 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, mriviera@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:

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

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

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

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

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

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

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

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

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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

- A. Student's name,
- B. Date and place of birth,
- C. Electronic mail address,
- D. Photograph,
- E. Grade level,
- F. Major field of study,
- G. Participation in officially recognized activities and sports,
- H. Weight and height of members of athletic teams,
- I. Dates of attendance,
- J. Awards received,
- K. Most recent previous educational agency or institution attended by the student or other similar information, and
- L. Other similar information.

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

ANNUAL NOTICE TO PARENTS: DISABILITY DISCRIMINATION

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent

appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

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

ASBESTOS MANAGEMENT PLAN DESIGNED FOR SCHOOL SAFETY

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

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

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.

HARASSMENT – RACIAL/SEXUAL

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.

It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with Marcelina Rivera, Chief of Staff, 15701 East 1st Avenue, Suite 206, Aurora,

CO 80011, phone: (303) 344-8060, mrivera@aps.k12.co.us, or designee. Please see website aurorak12.org; Policy Code JBB.

HOMELESS CHILDREN & YOUTH – MCKINNEY-VENTO ACT

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

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

For more information on homeless and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-365-5817.

NO CHILD LEFT BEHIND: PARENT'S "RIGHT TO KNOW"

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

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

NON-CUSTODIAL PARENT RIGHTS

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

school records include names and addresses of students.

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

PROTECTION OF PUPIL RIGHTS ACT (PPRA)

Under the federal PPRA, parents have the right to prior notice of: (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. For a full description of rights under PPRA, please visit the district's Web site at www.aurorak12.org (go to "Parents" then click on "Legal Rights").

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information

survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

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

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

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

Inspect upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of

the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

- Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with:

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

SENATE BILL 03-072/SEX OFFENDER LIST

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

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

SPECIAL NEEDS

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

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

STORM WATER MANAGEMENT PROGRAM

Aurora Public Schools has developed a 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 waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation's greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately.

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

AGREEMENT WITH INSTITUTION OF HIGHER EDUCATION

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

ASCENT

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

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

TRANSPORTATION

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

STUDENT CONDUCT CONTRACT

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

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

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

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

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

Parent Name	Parent Signature	__/__/__ Date
Student Name	Student Signature	__/__/__ Date