Welcome to
Aurora West College Preparatory Academy

Aurora West College Preparatory Academy (AWCPA) is all about relationships – relationships with teachers and staff, relationships with friends and a connection to the school curriculum. Middle and High School is also a time for building on fundamentals from writing and mathematics to science and computer skills. Our athletics and fine arts departments also provide enhancements at this level with a broad range of opportunities to find students’ individual talents.

**Our vision:** AWCPA graduates are college, career, and life ready

**Mission:** Working Together to Create a Culture of Learning

**Belief Statements:**
*We believe that all students deserve equitable access to rigorous, relevant learning experiences.

*We believe every student will be ready for college, career, and life and we embrace our responsibility to ensure they are.

*We believe our students and community are our greatest asset.

*We believe our staff are caring, driven, and passionate about working for the benefit of EVERY student.
**Key priorities for this year:**

1. All students and staff will feel safe, valued, and inspired.
2. There is rigorous, relevant grade level learning every day in every classroom for every student that has been differentiated to support the needs of the diverse learners we serve.
3. We will have all of the necessary supports to ensure that every student can access this learning and overcome obstacles or barriers to success.
4. Our school will become a central hub of the neighborhood and vital connection in the community

Your student’s success at AWCPA depends on a positive relationship among parents and all members of the community, teachers, support staff and school administrators. Together we can help students find their voice and help them to excel in their endeavors from academics and the arts to athletics and activities. This positive partnership will help students be successful in and will prepare them for success in high school. At Aurora West College Preparatory Academy we are SHARP SPARTANS!

Having a successful experience means actively participating in Spartan Pride-S.H.A.R.P behavior. This philosophy, when taught, understood and practiced by all members of our community, will ensure the safe, positive, and strong educational experience that we all want for every child.

The Spartan S.H.A.R.P Philosophy: All members of the AWCPA community will practice Safe, Honest, Accountable, Respectful and Persistent to develop and maintain positive and supportive relationships among staff, students and parents in order to achieve academic and social success.

**IMPORTANT NUMBERS**

**Attendance Line:** 303-366-2761, ext. 61660 (24 hours)

**Main Office Phone:** 303-366-2761

**Cafeteria/Food Services:** 303-366-2761, ext. 26006, Alex Flores

**Main Office Fax:** 303-326-1260

**AWCPA Website:** awcpa.aurorak12.org
AURORA PUBLIC SCHOOLS - ON-LINE Log onto the APS website at aurorak12.org for complete
district policies and regulations and find school information, athletic schedules, school calendars,
safety information, Aurora Education Foundation updates, minutes and agendas from Board of
Education meetings and much more.

AWCPA SCHOOL HOURS

Main Office Hours: 7:30 AM – 4:30 PM

Student Hours: Monday-Thursday
1st Period Bell-Breakfast in the Classroom – 7:55 AM
3:40 PM (Students dismissed for the day)
Campus Cleared – 3:50 PM

Student Hours: EVERY Friday is a Half Day
1st Bell - 7:30 AM- Breakfast in the Classroom
Last Bell - 12:43 PM (Students dismissed for the day)
Campus Cleared - 1:15 PM

Student Entrances/Exits:
Enterance: 7:45 - 8:05* AM- South Doors
After 8:05* AM- Main Entrance
* Students are considered Tardy after 7:55 AM

The primary student exit during the school day is to
sign out through the Main Office. The primary
student exit at the end of the day is the South Doors.
### AWCPA Administration:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Garrett Douglas, PhD</td>
</tr>
<tr>
<td>Middle School Principal</td>
<td>Morgan Spanel</td>
</tr>
<tr>
<td>6th Grade Administrator/Dean of Student Culture</td>
<td>Kevin Osborn</td>
</tr>
<tr>
<td>7th Grade Administrator/Dean of Student Culture</td>
<td>Shazia Sulehria</td>
</tr>
<tr>
<td>8th Grade Administrator/Dean of Student Culture</td>
<td>Aretha Savaloja</td>
</tr>
<tr>
<td>High School Principal</td>
<td>Maria Burdine</td>
</tr>
<tr>
<td>High School Athletic Director/Dean of Student Culture</td>
<td>Bill Lehrer</td>
</tr>
<tr>
<td>Instructional Coach- Literacy/ SAC</td>
<td>Jenn Henderson</td>
</tr>
<tr>
<td>Instructional Coach- Math</td>
<td>Brittany Pacheco</td>
</tr>
<tr>
<td>Instructional Coach- CLDE</td>
<td>Samantha Butler</td>
</tr>
</tbody>
</table>

### AWCPA Front Office:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Office Receptionist</td>
<td>Monica Gameroz</td>
</tr>
<tr>
<td>Computer Applications/Registrar</td>
<td>Irene Solorzano</td>
</tr>
<tr>
<td>Registration Clerk</td>
<td>Matilde Goheen</td>
</tr>
<tr>
<td>Dean's Clerk &amp; Attendance</td>
<td>Ambar Gonzalez</td>
</tr>
<tr>
<td>Principal's Secretary / Office Manager</td>
<td>Olga Vialpando</td>
</tr>
</tbody>
</table>

### AWCPA Counseling, Wellness and Mental Health:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nurse</td>
<td>April Dwyer</td>
</tr>
<tr>
<td>6th grade Counselor</td>
<td>Katy Batt</td>
</tr>
<tr>
<td>7th Grade Counselor</td>
<td>Ashley Phillips</td>
</tr>
<tr>
<td>8th Grade Counselor</td>
<td>Jordann Capone</td>
</tr>
</tbody>
</table>
High School Counselor | Courtney Dauer
---|---
School Social Worker | Lauren Chamberlain
School Psychologist | Andrea Tabb

All Visitors must sign in at the main office. Photo ID is required every time you visit.

**AWCPA’s Educational Program**

Aurora West College Preparatory Academy is a 6-12 public school in the Aurora Public School District in Aurora, Colorado. The school is organized into three distinct phases.

**The Foundation Years- Grades 6 and 7:** The course work and electives in grades 6 and 7 focus on preparing students to read, write and compute proficiently. Students develop the skills they will need to succeed in high school and a four-year institution of higher learning. During the Foundation Years, students mature both intellectually and personally. They are immersed in a learning community that is grounded in academic rigor, the joy of learning and the value of each individual student.

**The Pre-Collegiate Years- Grades 8 and 9:** The program of study in grades 8 and 9 is rigorous and comprehensive, designed to prepare students for admission to a four year college or university. Eighth grade students can begin to take courses for high school credit and ninth graders can elect to take Honors and Advanced courses that further develop their capacity for success in college and in life.

The Collegiate Years- Grades 10-12: Students in grades 10 through 12 are empowered to learn the content knowledge, skills and habits of mind required to become college-educated men and women in a changing world. Beginning in tenth grade, qualified students may begin taking classes from the Community College of Aurora and earning college credit for their coursework. Students have the opportunity to graduate from Aurora West College Preparatory Academy with concurrent degrees: a high school diploma and an Associate of Arts degree from the Community College of Aurora.

**AWCPA Accreditation:** Aurora West College Preparatory Academy has been granted a Performance Level rating by the Colorado Department of Education. This is the highest rating that can be granted to a Colorado school. This accreditation rating is based on the Colorado Growth Model and reflects AWCPA’s students’ sustained growth over time toward state standards and proficiency levels, based on where each student
Tips for Student Success

Questions for understanding standards, learning objectives and success criteria:

- What am I doing in class today? Which standard(s) am I working on?
- Why am I doing this work? What is today’s learning objective?
- How will I get there? What success criteria will show my learning?
- Do I know what I need to do? – What are my next steps or questions?
- What do I need to do this? – Resources (technology/books)? Support Group? Notes?

Understanding my work:

- I read carefully, and then re-read the task, problem or prompt
- I highlight, underline or make note of important words, clues and phrases
- I ask myself –
  - “What am I being asked to solve, answer or explain?”
  - “What do I already know about this and what have I studied about this?”
  - “How can what I already know help me?”
- I come up with a plan to complete this task, problem or prompt
- I work through my plan carefully, checking my work as I go
- I review my completed work and ask myself –
  - “Did I answer the original task, problem or prompt?”
  - “Is my answer my best thinking?”
  - “Does my answer make sense?”
Practicing to be successful:

- I understand how to take excellent notes
- I take notes regularly in class and review them every week at home
- I rewrite what I don't understand and I study it till I do
- I ask questions in class when I am stuck
- I do my homework every time
- I stay for extra help and come to study sessions with classmates
- I help others when I understand my learning to help them understand their learning
- I do not get upset or give up when I get stuck, I know this is part of learning

Believing in my education:

- I believe the harder I work, the more I will learn
- I believe in asking questions when I am stuck and trying until I understand
- I believe I am part of a learning community
- I believe I am a learner and I believe in myself

Standards-Based Grading

Standards-Based Grading is a way of reporting what each student knows and is able to do according to Colorado State content standards. A standard defines what a student should know and be able to do in each subject area at each grade level. All academics have standards. Standards help shape the curriculum from one grade to the next because teachers know what instruction has occurred.

The SBG system will provide two different grades on the report card. One will tell us what students know compared to the standards and the other will assess work habits such as homework and effort. The report cards will include benchmarks based on Colorado content standards. A benchmark is a statement of what students should know and be able to do within a certain amount of time.
Standards-Based Grading Scale & Descriptors

A = Demonstrates a thorough understanding of the grade level content/course and consistently applies the benchmarks, and/or concepts, and/or processes/procedures in a variety of contexts.

P = Demonstrates understanding of the grade level content/course and applies the benchmarks, and/or concepts, and/or processes/procedures in a variety of contexts.

PP = Demonstrates partial understanding and application of the benchmarks, and/or concepts, and/or processes/procedures of the grade level content.

U = Rarely demonstrates understanding and ineffectively applies benchmarks, and/or concepts, and/or processes/procedures of the grade level content.

N = No evidence

Work Habits: Work Habits are scored using a point system. Work Habits are on a scale of 1 to 4; 1 being the lowest needing the most improvement to 4 being the highest and meeting or exceeding each category below.

Effort
  • Has a positive attitude
  • Gives best effort
  • Resubmits assignments when appropriate
  • Attempts to demonstrate understanding of day’s lesson
  • Engages in goal setting and reflection

Engagement
  • Respectful to peers and adults
  • Participates in class activities
  • Takes ownership of learning
  • Uses graphic organizer where appropriate
  • Participates actively in classroom discourse

Responsibility
  • Present and prepared for learning
  • Meets deadlines
  • Completes missing or make-up work
  • Uses LT and SC to guide learning
  • Demonstrates reading and writing expectation of content area
  • Follows class routines and norms

Homework
  • Completes on time
  • Shows best effort
  • Uses homework to support learning
  • Contributes positively to AWCPA’s story
Scores for work habits include: 4 = Consistently 3= Frequently 2= Sometimes 1= Rarely 0= Never

<table>
<thead>
<tr>
<th>Grading Scale/High School</th>
<th>Grading Scale/ Middle School</th>
<th>Associated Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ADV</td>
<td>90</td>
</tr>
<tr>
<td>B</td>
<td>P and PP+</td>
<td>70</td>
</tr>
<tr>
<td>C</td>
<td>PP</td>
<td>50</td>
</tr>
<tr>
<td>D</td>
<td>PP- and U</td>
<td>30</td>
</tr>
<tr>
<td>F</td>
<td>U</td>
<td>0</td>
</tr>
</tbody>
</table>

**Course Grading Scale**

**Progress and Quarterly Grades**

<table>
<thead>
<tr>
<th>Quarter 1 Progress - Sept 6th</th>
<th>Quarter 2 Progress - Nov. 15th</th>
<th>Quarter 3 Progress - Feb. 14th</th>
<th>Quarter 4 Progress - April 17th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 Final - Oct. 10th</td>
<td>Quarter 2 Final - Dec 19th</td>
<td>Quarter 3 Final - Mar. 12th</td>
<td>Quarter 4 Final - May 21st</td>
</tr>
</tbody>
</table>

**Below is the assignment grading scale for both weighted and unweighted classes.**

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Associated Numerical Value</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced (ADV)</td>
<td>100</td>
<td>Student consistently and over time shows independent, advanced mastery of the standard and is able to showcase understanding to others. Above grade level expectations.</td>
</tr>
<tr>
<td>Proficient (P)</td>
<td>85</td>
<td>Student consistently and over time shows independent mastery of the standard. At grade level expectations.</td>
</tr>
<tr>
<td>Partially Proficient + (PP+)</td>
<td>70</td>
<td>Student consistently and over time shows mastery of the standard with minimal teacher/peer support. Approaching grade level expectations.</td>
</tr>
<tr>
<td>Partially Proficient (PP)</td>
<td>60</td>
<td>Student consistently and over time shows mastery of the standard only with teacher/peer support. Slightly below grade level expectations.</td>
</tr>
<tr>
<td>Partially Proficient - (PP-)</td>
<td>45</td>
<td>Student can sporadically show mastery of a standard and only with substantial teacher/peer support. Below grade level expectations.</td>
</tr>
<tr>
<td>Unsatisfactory (U)</td>
<td>30</td>
<td>Student attempts work but is unable to show any progress towards mastery on a standard, with continued teacher/peer support. Significantly below grade level expectations.</td>
</tr>
<tr>
<td>No Evidence (NE)</td>
<td>0</td>
<td>Student did not attempt work at all and did not attempt the assignment. This grade can be changed once the student makes up the assignment.</td>
</tr>
<tr>
<td>Missing (M)</td>
<td>N/A</td>
<td>You can use as a flag to add to the assignments marked as NE to help students know that they are missing work.</td>
</tr>
<tr>
<td>Exempt (X)</td>
<td>Not factored</td>
<td>Student is not required to complete the assignment for any number of reasons, including,</td>
</tr>
</tbody>
</table>
Keep yourself informed: Infinite Campus Parent Portal

Parents/Guardians may register to access student information regarding grades, assignments, and schedules through the Parent Portal of Infinite Campus. To register parents must visit the main office with picture ID to receive an ID number enabling them to create an account from a home computer.

Standards Based Grading - Frequently Asked Questions

Question: What are the learning standards my child is expected to meet in class?
Answer: All schools will use the New Colorado Academic Standards. [http://www.cde.state.co.us/scripts/allstandards/COStandards.asp] See this website to search for specific subjects and grade levels for your child’s learning.

Question: When my student goes to high school, I know they use the traditional “A”, “B”, “C”, “D” and “F” grading system. How does the grading of “A”, “P”, “PP” and “U” translate to high school grades?
Answer: Students who receive an “A” in _____ would receive and “A” in the high school system. Students who are HIGH Proficient “P+” and consistently and independently show this in _____ would also have an “A” in high school. Students who are low or middle proficient would receive a “B” in high school. Students who are HIGH Partially Proficient “PP+” would receive a “C” in high school. Students who are low or middle “PP” would receive a “D” in high school, and students who are “U” in _____ would receive an “F” in high school. See the high school grading explanation to better understand this.

Question: My student is receiving “U” and “PP” grades on the report card. What does this mean?
Answer: Students who get a “U” on a report card are not showing the application and understanding of the skills necessary to be at grade level. This usually means they are 2 or more years behind what is expected of a student in that grade for that content or they have the skills but are not trying. The “PP” means they are 1 to 2 years behind what is expected of a student in that grade for that content or they have the skills but are not trying hard enough.

Question: My student is in an intervention class (Math or Reading) that assigns S (Satisfactory) and U (Unsatisfactory) grades, what does the “S” mean?
Answer: Students
who are in an intervention class do not currently meet grade level proficiency for that content area (math or reading). So, the work that they are doing in these classes are specifically designed to close skill gaps that they should have learned in previous years to be successful in grade level math and reading. The “S” indicates that the student is making “satisfactory” progress building skills that will help them catch up. It does not mean they will be proficient in the regular math or reading classes. A “U” in this class indicates that the student is not doing the work necessary to catch up in skills where the student is behind, and they need to work harder.

**Question:** My student is in special education AND/OR an ELL student and is receiving “U” and “PP” grades on the report card. What does this mean? **Answer:** Students, regardless of special education status or ELL status, who get a “U” on a report card, are not showing the application and understanding of the skills necessary to meet grade level standards. This usually means they are 2 or more years behind what is expected of a student in that grade for that standard or they have the skills but are not trying. The “PP” means they are 1 to 2 years behind what is expected of a student in that grade for that content or they have the skills but are not trying hard enough.

**Question:** My student is in an ELD class that assigns S (Satisfactory) and U (Unsatisfactory) grades, what does the “S” mean? **Answer:** Aurora Public Schools ELD classes are specifically designed to teach “English Language Development” to students who are not native English speakers. Students who are in an ELD class are required to take this class. When a student receives an “S” in the ELD class, it means the student is making satisfactory progress toward developing strong reading, writing, speaking and listening skills in English. Some students can take 3 to 5 years to reach language proficiency goal. A “U” in this class indicates that the student is not doing the work necessary to catch up in skills where the student is behind, and they need to work harder.
High School Grading System

Students will receive grades (A-B-C-D-F) on quarter grade reports and transcripts. The formula used to calculate grade point averages (GPA) will not change. SBG will not affect students who transfer to other districts or college applications. The following symbols and definitions will be used in the SBG report:

**Grades Grade book marks are converted to a single letter grade for eligibility and quarterly reports. Grades are recorded on an official student transcript.**

A The student consistently and independently demonstrates proficient and advanced understanding in course concepts and skills in a variety of assessments.
B The student independently demonstrates proficiency in course concepts and skills in a variety of assessments.
C The student demonstrates proficiency in course concepts and skills with teacher and peer support.
D The student demonstrates limited understanding and application of course content and skills and is making progress toward proficiency.
F The student has shown insufficient evidence to gauge understanding or progress.
I Incomplete

(+) and (-) symbols communicate a range within a proficiency level.

**HOMEWORK REQUESTS** The majority of classroom and homework assignments can now be found online, through an established online platform set up by each individual teacher. Other sources for class work and homework information can be found using the Parent Portal on Infinite Campus.

**Understanding Student Growth**

One area that is critical to understanding student progress is how much growth over time is necessary to reach proficiency in a content area. If a student is already proficient in math when entering 6th grade and shows at least
one year of learning growth during the school year, then that student will end the year being proficient. However, if a student is already proficient in math when entering 6th grade, and shows less than one year of learning growth during the school year than that student will end the year partially proficient, and will be behind at the start of 7th grade.

All standards have specific grade level benchmarks that indicate what is necessary to be proficient at each standard for that grade. Students must understand what the learning target is in order to reach it. During the year it will be important to work together to clearly communicate the growth necessary for a student to reach or exceed grade level benchmarks.

**Accelerating Student Growth**

Student growth can be accelerated by learning and practicing at home. AWCPA students have access from home computers to some programs, purchased by the school, which provide support. GOOGLE is an online application students will use regularly and where teachers monitor and support student learning. Each student will be given an individualized google email and password they can use to contact any teacher at any time.

In addition, it is recommended that all students should be independently reading for 2 hours per week and discussing their learning and thinking with an adult. Both fiction and nonfiction selections are important and the emphasis should be on understanding and critically thinking about the text. Parents can also encourage vocabulary development and fluent oral reading by reading with their child.

**Homework Help Program: After School Tutoring**

Homework help and after school tutoring will be offered by AWCPA Middle and High School teachers and community partners. Please ask your grade level counselor for days and times as they vary for each grade level.
AWCPA SPARTAN PRIDE

Among the goals for AWCPA is the desire to help students to develop a sense of personal responsibility and self-discipline. This maturing process can only occur in a supportive, encouraging, positive, respectful and well-disciplined environment. Unity of purpose, and cooperation and communication among staff, students and parents will enable all of us to achieve this goal. It is imperative that all students demonstrate SHARP behavior in all areas of the school community.

Safe
• Put trash in trash cans.
• Dress appropriately for school (Dress for Success).
• Solve conflicts appropriately.

Honest
• Do your own work at all times.
• Speak the truth.

Accountable
• Have homework finished and in class.
• Leave distractions (all non-school related items) at home.
• Be on time to school/class.
• Work cooperatively with other students.

Respectful
• Be polite to all students and adults.
• Use appropriate language.
• Follow all directions given by any adult in the school when given.
• Act with honor or esteem at all times.

Persistent
• Bring a positive attitude to class.
• Finish all work accurately
• Participate in class in a positive way.
• Be in charge of your learning.
• Do not give up.

AWCPA – STUDENT GUIDELINES

The following is written in accordance with the Aurora Public Schools Safe Schools Policy.
Please refer to this policy booklet for specific examples of misconduct and consequences. These rules apply at all times that a student may be in the building or on school property before, during and after school.

**STUDENT IDs** Due to specific changes in safety guidelines, busing expectations, lunch rotations and eligibility requirements, students are required to have a student ID on their lanyard every day at school, to school events and functions (eg. sports, concerts, field trips, etc.) IDs must be on your person at all times. Students who forget, lose, or leave their ID at home will be charged a replacement fee. The replacement fee is $5.00.

**CELL PHONES**- Please understand that this is a privilege - phones are not allowed in school but we understand that they are a communication need for you and your parents. Therefore, we are allowing this as a way to have your phone and not have it confiscated. Here are the consequences for not adhering to these agreements:

a. A students cell phone MUST BE OUT OF SIGHT during instructional time.

b. A student who fails to put their phone away/ out of sight should receive a reminder. Student should then place their phone in a pocket or out of sight.

c. The second time a student has failed to put their cell phone away will result in a possible consequence (time at lunch, after school detention, call home, etc.) from the classroom teacher.

d. The third time results in a request for Campus Monitor or Dean to remove and relinquish phone until the end of the day.
   i. Refusal in relinquishing phone to deans may result in Friday lunch detention, Saturday School, or other consequence. 

e. Repeating offenders Phone will be confiscated by the Dean or Administrator and returned to a parent at the end of the day. Phones may only be picked up between the hours of 7:30 AM and 4:30 PM.

f. A student who has their phone confiscated by Deans or Administrators repeatedly will turn in their phone at the start of the day to the Dean's office and it will be returned at the end of the day.

**POSITIVE EDUCATIONAL ENVIRONMENT** At AWCPA:

- Every student has the right to come to school, be in school, and return home from school in safety.
- Every student has the right to maintain his/her personal property.
- Every student has the right to an education and others should not jeopardize that right.
- The school is public property and is to be protected from vandalism and
damage.
• Students are to obey the directions of staff, teachers, and administrators.
• Students are expected to be prompt to each class, prepared with proper materials for each class, and polite to all persons in the building.
• Students should change classes in an orderly and quiet manner so that other classes are not disturbed.
• Students may not leave class without permission. A signed, time and dated hall pass is required for any student who is out of his/her assigned instructional area.
• Tardies disturb class. Students are expected to be in class on time. Chronic tardies will result in loss of privileges. Students who skip classes will be assigned consequences for skipping any portion of a day of classes and parents will be contacted. Poor attendance is the number one contributing factor to students dropping out of high school.

OVERALL SAFETY
1. Students are to treat one another and all staff with S.H.A.R.P.
2. Students should follow conflict resolution steps to solve problems. When a problem arises, a student should talk individually with the other person, one on one. The next step is to bring the problem to the attention of an adult, which could include a teacher, student liaison, campus monitor, counselor, the Dean of Student Culture, or another administrator.
3. Appropriate language must be used at all times by students. Students are not to use profanity or any language that is abusive, sexual or racial in nature to staff members or to other students.
4. Intimidation, threatening, bullying, harassment, or generally making life miserable for another student will not be tolerated. Bullying should be reported immediately to a staff member, or by using Safe to Tell 1-877-542- SAFE (1-877-542-7233).
5. Cyber bullying is defined as “the use of information and communication technologies such as email, cell phones, text messages, instant messaging and personal websites to support hostile behavior by one individual with the intent to harm others.” This is not tolerated at AWCPA and should be reported to a staff member, or by using Safe to Tell 1-877-542- SAFE (1-877-542-7233).
6. Physical fighting is never acceptable and consequences will result for students who do fight. Usually, a first fight results in a minimum 3-day to 5-day suspension out of school and possible referral to the police department, who will then make a decision whether or not to ticket the student. If a second fighting offense occurs during the
school year, generally a 5-day or longer suspension is recommended along with another referral to the police department. If further fighting continues, or results in injury, a student may be recommended for expulsion from school for up to 12 calendar months.

7. Video taping a fight and/or sharing a video of a fight on social media or other internet outlet may also result in a suspension and referral to law enforcement.

8. Sexual touching or sexual comments toward students or staff will result in disciplinary action and possible police involvement.

9. Violence toward a staff member may result in suspension, extended suspension, or expulsion from school.

10. Refer to the safe school policy at aurorak12.org/about-aps/school-safety/for additional or other safety concerns.

**STUDENT RULES CONCERNING PERSONAL SAFETY**

1. Students are not to be in possession of or under the influence of a controlled substance or alcohol.

2. Smoking or Vaping is not allowed in the building or on school grounds. Students are not to be in possession of tobacco products, vape pens/products or cigarette lighters on school premises. Possession of chewing tobacco and vaping supplies or devices will be considered the same as smoking on school property.

3. Students should walk at all times in the building without any type of horseplay, and be particularly careful on the stairs, staying to the right. Running and horseplay are never allowed.

4. There will be no tackle football games, keep away games, birthday hits, neck slaps or any games resulting in people being “jarred or hit” in such manner that may cause any injury.

5. Snowball throwing, whitewashing, or assaulting of students with snow is not allowed.

6. Bikes are never to be ridden in the school building, or on school grounds. Bicycles must be locked to the bicycle racks provided on the north side of the building by the gymnasium.

7. Skateboards and rollerblades are not to be ridden on school grounds, and should be stored in lockers or skateboard racks.

8. Staff may confiscate any object that is considered a safety concern.

9. **Students are to be off school grounds within ten minutes of school release (3:50 on Monday through Thursday, and 1:15 PM on Friday unless under the direct supervision of a teacher, staff member, or coach.** Please make arrangements to pick up student(s) or have them walk straight home. Students continually on school grounds or loitering on
adjacent sidewalks after 3:50 PM will be subject to a trespassing notice and a possible ticket by the District’s Safety and Security Officers or the city’s police department. If a child attends AWCPA on open enrollment, arrangements must be made for prompt pick-up by 3:50 PM.

10. **Students are not to be on Fulton, Kenton any other elementary school’s property. ONLY students picking up siblings may wait ACROSS the street from the elementary school for the little brother or sister.** Middle and high school students on elementary school grounds will be subject to a trespassing summons by the proper authorities.

11. AWCPA students are expected to eat lunch at school. Students grades 6th through 9th may not leave school grounds to go to other students’ homes, parks, stores, or fast food outlets. Students grades 10th through 12th may leave campus for lunch with a Principal’s Pass. High school 10th-, 11th- and 12th-graders may be able to earn a “Principal’s Pass,” which would grant the student the privilege of leaving campus during lunch, if so desired.

**The criteria for a Principal’s Pass in all district high schools include:**

- 93% average daily attendance rate or higher (school-related activity absences do not count against attendance rates)
- 2.75 or higher grade-point average (GPA)
- no discipline issues

Students (10th, 11th and 12th grades) will have the opportunity to earn a Principal’s Pass quarterly. Fourth quarter from the prior school year will determine eligibility for a Principal’s Pass for first quarter the following school year. Once students earn a Principal’s Pass, they will receive a color-coded pass with their photograph, which must be worn at all times when off campus. The color-coding will change quarterly. Students who earn a Principal’s Pass may also use their vehicles when leaving campus, if applicable.

**PROTECTION OF PERSONAL AND SCHOOL PROPERTY**

1. Students whose parents allow them to bring personal cell phones, tablets, etc. to school for ACADEMIC, class assignment purposes will be liable for the care, safety and appropriate use of these devices. AWCPA IS NOT RESPONSIBLE for personal electronic devices that may be lost, broken or stolen. Personal electronic devices, cell phones and earbuds may not be used during instructional time, passing periods, in hallways, restrooms or other common areas unless specifically designated. Electronic devices may NEVER be used for social media,
texting, cyberbullying, etc., while in the building during school hours (Monday through Thursday 7:55am -3:40pm; Friday 7:55am -1:15pm).

2. Students and parents must remember the school is not responsible for damage or theft of any private property at school. This includes bicycles, electronic devices, backpacks and other school supplies. When in doubt, leave that item at home. **It is not the school’s responsibility to investigate or to find personal property if it has been lost or stolen.**

3. If an item is confiscated by a staff member, the student will receive a warning the first time and can pick it up in the main office after school prior to 4:30 PM. **The second time AND any time it’s confiscated after that, it will be available for pick up by a parent only.** Excessive violations of this policy will be dealt with individually by the administration.

4. Students will be assigned a locker in the hallway. Student taking physical education classes will also be assigned a locker in the PE locker room. **STUDENTS SHOULD NEVER SHARE THEIR COMBINATION OR LOCKER WITH ANYONE OTHER THAN THEIR ASSIGNED LOCKER PARTNER.** It is also the student’s responsibility to guard his or her combination so other students cannot gain access to it and to securely close lockers after each use.

5. Lockers are the property of the school and are subject to search and seizure in accordance with district policy.

6. Students should keep books, backpacks and all personal belongings locked in their locker or at all times except when entering or leaving the building, and **never** leave items unattended.

7. Students should at no time vandalize or steal any other student’s private or school property. Disciplinary action will result that could include dismissal from school and police involvement.

8. The Aurora Public Schools may charge fees and fines to students for specific classes, use of instructional materials, rental of equipment and participation in activities. Students may be assessed fines or other penalties for lost, damaged, or defaced school-issued electronic devices (Chromebooks, IPADs, Tablets, PCs etc) books, materials or other equipment.

**DRESS CODE**

**DRESS CODE POLICY:** Dress codes are established to provide modest guidelines for student
attire in a public school setting with children from diverse backgrounds, religions and cultures. The focus at A.W.C.P.A. is high academic achievement for all students. High academic achievement occurs in a safe environment with a positive atmosphere that is free from distractions. One way we at A.W.C.P.A. accomplish this is to have all students follow a dress code:

**Shirts:**
- Students may wear t-shirts, polo shirts, button down shirts in any color
- Logos are acceptable- as long as they do not feature weapons, drugs, alcohol, hate speech, violence or sexual content (watch for inappropriate socks and belt buckles)
- College shirts are acceptable
- No halter or spaghetti straps.
- Pants should not have excessive holes exposing a lot of skin (more than can be covered by the palm of your hand). Leggings should be worn underneath pants with excessive holes
- AWCPA shirts are acceptable
- Shirts must cover a student’s shoulders and not reveal any undergarments or excessive skin with no exposed midriffs or cleavage.
- May not wear a hood in the building
- College sweatshirts are encouraged

**Sweatshirts/Hoodies:Hats:**
- No hats, do-rags, sweat bands, bandanas or bandana print on any clothing, or inappropriate headgear.
- Hoods off in the building at all times

**Coats and Jackets:**
- Not to be worn in class

**Backpacks:**
- Backpacks must be left in lockers during the school day
- Logos are fine as long as they are appropriate

**Shoes, Blankets and Pajamas:**
- No slippers
- Blankets to worn or brought into building
- Pajamas

**Students: if you are NOT sure** if the clothing you are choosing meets the school dress code **DO NOT WEAR IT!**
Students will be given the opportunity to fix a dress code violation. If the violation cannot be fixed, students will be given school assigned apparel which must be returned by the end of the day. Consequences will follow if students refuse to comply with the dress code policy.
DISCIPLINE POLICY

The goal of any discipline procedure is to change student behavior. Parents and students should realize the discipline procedure ends the moment the student chooses to follow the rules, take responsibility, and shows SHARP in actions and choices made. Tempering our procedure is the desire to understand the student’s stage of development and the circumstances surrounding each situation. Each viewpoint will be heard before a judgment is made. Please follow our lead in waiting until all the “facts” are known before making a judgment. This process can take time and patience is critical. We expect behavior which is “reasonable” and in turn will allow a student chances to show improvement and not repeat the same behavior. Repeated behaviors indicate a student is unwilling to change and will be addressed more seriously.

Parental support and cooperation are extremely important in helping students learn from mistakes and mature into young adulthood. Behavior is developmental and requires parents and staff to work together and model problem solving for students to learn correct conflict resolution skills. Please do not hesitate to call and contact us when you have a concern. We can’t address it if we don’t know about it. We make it a priority to communicate with parents. Besides making frequent phone calls to parents, we appreciate receiving calls from parents when clarification is needed or we have overlooked something.

Student Non-negotiables:

- All students must produce Student ID upon request
- No visible Earbuds in the hallway or passing periods
- Backpack must be stored in lockers and are not to be in classrooms
- Water is the only drink allowed, there should be NO food or beverages consumed in classrooms
- All students adhere to the dress code policy
- Blankets are not allowed on campus
- All students in the hallway MUST have a signed and dated YELLOW pass.

Depending on the severity of the behavior, the staff response will usually follow the procedure below:
**In-school suspension** is a suspension at school where students are supervised by a staff member throughout the day and given work assigned by their teachers. **Restorative Justice meetings** are mediations run by staff members whereby all parties affected by an injustice have the opportunity to discuss how they have been affected and decide what commitments should be made to repair the harm.

### Classroom Discipline Ladder

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reminder: Quick, informal redirection</td>
</tr>
<tr>
<td>2</td>
<td>Redirection: Private, informal conversation in classroom or hallway</td>
</tr>
<tr>
<td>3</td>
<td>Teacher Consequence: Teacher initiated restorative conversation and consequence with a student during lunch or before/after school. Phone call/email communication to parent/guardian</td>
</tr>
<tr>
<td>4</td>
<td>Call for Support: Call for campus monitors or counselors</td>
</tr>
<tr>
<td>5</td>
<td>Discipline Referral: Dean intervention</td>
</tr>
</tbody>
</table>

**STUDENT & PARENT ATTENDANCE RESPONSIBILITIES**

Student: Practice and maintaining
S.H.A.R.P
1. Attend school and be on time for all days of the school year. Doors open at 7:45AM
2. The first bell rings at 7:50 AM and you must be in class at 7:55 AM.
3. Contact teachers immediately upon returning from an absence to receive make-up assignments and deadlines for completing them.
4. Complete work as assigned by the teacher when a pre-arranged absence is required.
5. Follow the proper procedures for arriving at school late or leaving school early. Sign-in at the main office when arriving after 8:00 AM.
6. Sign-out at the main office only if excused to leave early through the main office or nurse. Students may not excuse themselves. No exceptions.

Parent: Support, teach, and model S.H.A.R.P
1. Ensure the student is attending school every day.
2. Communicate with the students the importance of attending school on time everyday.
3. For suspensions or extended absences longer than 1 day, request make-up assignments.
4. Monitor school work through: Parent Portal
5. Provide the school with all current and accurate phone numbers for contact during the school day. This is essential especially in cases of emergency. Students whose parents do not provide accurate information, may be asked to not return to school until a working and accurate phone number is given. 6. Be available to come to school when your student is sick or disciplinary action requiring student pick-up has occurred. This includes leaving work if necessary.
7. Understand and follow the school attendance procedures as outlined on subsequent pages.

ATTENDANCE PROCEDURES

Students enrolled in the Aurora Public Schools are required to attend classes, unless
excused for good reason in accordance with the Colorado Compulsory Attendance Law (see excused and unexcused absences on pages 19-20). Irregular attendance and/or excessive tardies will result in an intervention plan being developed by the parent/guardian and the site administrator or staff designee to immediately improve attendance. In cases of excessive absences, the district will utilize school and community resources, including truancy court, in order to enforce regular attendance when student or parent/guardian responsibility has not been met.

Good attendance is of paramount importance to the academic performance and overall success of students. Absences, whether excused or unexcused, are detrimental to the learning process. Class discussions, lab work, simulations, student-to-student interaction and student-teacher interaction cannot be replicated as authentically outside the classroom or at a later time. Regular attendance develops habits that are essential for success in school and beyond.

Excessive student absences may be symptomatic of issues which necessitate joint efforts of the school, student, home and community agencies. We at AWCPA believe that the best way to support student attendance is to partner with our students, their families, and the community in efforts to improve overall student attendance; it is thus the joint responsibility of students, parents/guardians and school to ensure regular attendance.

**IMPORTANT STATISTICS RELATED TO ATTENDANCE:**

Attendance is a huge factor in student success in school, quite possibly the most important key to students achieving their educational goals.

- 93% of juveniles currently in detention centers had significant attendance problems and were never forced to attend school
- Almost 100% of high school dropouts reported having troubles with their attendance during which carried over to high school

**SCHOOL DELAYS OR CLOSURES** Weather-related delays or closures: When bad weather is expected, Aurora Public Schools staff members assess weather conditions to determine if the district should delay start times, close schools or proceed with the scheduled school day.

**Communicating delays or closure information:** If Aurora Public Schools closes schools or delays start times, Aurora Public Schools will share this news with local television and radio
stations and will post it on the district Website, www.aurorak12.org and through an automated phone message system.

Delayed start times:

- If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for opening of schools. ALL STUDENTS WILL BE ON A ONE-HOUR DELAYED START TIME. STUDENTS WILL REPORT TO BUS STOPS ONE HOUR LATER THAN ORIGINAL PICK-UP TIMES.
- Students with delayed start times will end at their regularly scheduled times.

School closings:

- Full-day closures: If Aurora Public Schools closes schools, classes will not be held and students should stay home for the day.
- Early dismissal: If early dismissal is necessary due to extreme weather conditions, students will be released to the individuals that parents have identified on the child's Emergency School Closure Card.

School begins at 7:55 AM and ends at 3:40 PM (Fridays: 7:55 AM-1:15 PM)

NOTIFYING THE SCHOOL OF AN ABSENCE

Parents or legal guardians are to call the attendance line at 303-366-2671 extension 61660 to report student absences. Calls must be made within 24 hours of the day of absence for the student to be excused. Calls after this time will not be accepted. Spanish-speakers may leave messages in Spanish. The following information is requested when calling in an absence:

1. Name of parent or legal guardian who is calling
2. Student's name, spell the last name.
3. Grade of the student
4. Reason for absence
5. Length of absence if known. If the length of absence is not known, daily calls are requested.
6. Daytime number of parent or legal guardian, in case questions about the absence arise.
7. Absences longer than 3 consecutive days will require a doctor’s note or documentation of family emergency.

SCHOOL NOTIFICATION TO THE HOME AWCPA will notify parents of a student’s unverified absence via our automated phone dialer, which makes phone calls to your home phone number within 24-hrs of the absence. If an absence is questionable, the office staff will contact a parent to verify a student’s absence during the school day. Please make sure your home phone number is correct in our records. Parents can choose a cell phone number for these calls.
HOMEWORK REQUESTS WHEN STUDENTS ARE ABSENT Homework will be requested by student/parent from teachers ONLY when a student has been absent for at least 1 day. Please call the main office as early as possible the morning you would like homework gathered. Please allow at least 24 hours for teachers to gather work. Requests will then be sent up to teachers in order for them to gather work during their planning times. Please be considerate of staff members’ time – we do not interrupt class instruction to request work. Also, if you request the homework, please pick it up from the main office.

EXCUSED ABSENCES The following absences will be considered excused in accordance with district policy:

1. Illness or injury as reported or documented (as needed) by the student’s parent/guardian. If the time out exceeds three days, a doctor’s note must be provided to the attendance clerk.
2. Appointments or serious circumstances which cannot be resolved before or after school hours. These absences shall be excused on a case-by-case basis. To the extent possible, the parent/guardian is encouraged to notify the school in advance.
3. Extracurricular experiences approved by the principal on a case-by-case basis and not to exceed five school days.
4. Family business/family vacation days approved by the principal and not to exceed three days per year.
5. Funeral days not to exceed three school days. Additional time may be requested and must be authorized by the principal.

Please note that for those absences requiring principal approval to be excused, the student should be in good academic standing and have a good attendance record for the year. Additionally, in cases of excessive excused absences, a student may be required by the principal to provide documentation for all future excused absences. This is in accordance with district policy which states the following:

The district may require suitable proof regarding excused absences, including written statements from medical sources. When a student has excessive excused absences due to reported illness, the [principal] may require a written medical excuse from the family physician. If a family indicates they have no physician or medical source available for this purpose, the school nurse is authorized to make a determination if a student is, indeed, ill. The school nurse may also refer families to appropriate medical resources when needed to substantiate the illness. (APS Code: JE-R)
UNEXCUSED ABSENCES
Students will be considered truant or unexcused if they are absent from class for any reason other than those listed in the excused absences section of this handbook (see above). Each unexcused absence will be recorded on the student’s record. When three days of unexcused absences have been documented, the student will be flagged as truant in our database and the district truancy process will begin.

The following are examples of items that will generally be considered unexcused in accordance with district policy. This is not an exhaustive list.

1. Car trouble
2. Alarm not going off
3. Missing the school bus or RTD
4. Students who miss more than 1/2 the class period unexcused (see tardy policy below)
5. Student leaving class without permission
6. Student leaving campus without permission, without the attendance office being notified by a parent/guardian in advance of the student leaving campus, or without signing out before leaving campus
7. Absences not excused within 24 hours by a parent or guardian

EARLY DISMISSALS/APPOINTMENT REQUESTS If it becomes necessary for a student to be excused from school for any reason before normal school dismissal time, parents are requested to telephone the school to indicate the reason and the time for early dismissal. Requests for appointments during school time should also be telephoned to the attendance line giving the student’s name and the time of release from school.

It is the student’s responsibility to pick up the "Out of Building Permit" at the main office on his/her arrival at school. This pass should be shown to the teacher at the correct dismissal time.

*Parents/Guardians must show photo ID when picking up a
*Before leaving school, the student must sign out in the main office.

EXCUSED ABSENCES WHILE AT SCHOOL Once students have arrived at school, they are expected to be at their scheduled classes on time. If students are absent from class and are on campus, they will be considered truant. If students become ill during the day, they are to see the nurse who will determine if they need to go home (usually only in cases of fever, vomiting, or injury.) **Students are not allowed to call parents from a cell phone or classroom to go home. Only the nurse can excuse students for being sick during the school day. The nurse will contact a parent to come and pick up the student in this situation.**

TARDY POLICY **School begins at 7:55AM each day, Monday through Friday. Students should arrive no earlier than by 7:35 AM.**

Students are expected to be in class on time and prepared to work when the bell rings. Tardies will be considered excused or unexcused based on the same guidelines as those outlined above for absences. Additionally, if a student misses more than half (25 minutes, Monday- Thursday, or 15 minute Fridays) of a class period unexcused, that student is considered to have an unexcused absence for that period, not a tardy.

**Consequences for an unexcused tardy:**
1. Students late between 7:55-8:00am will be sent to class and expected to follow teacher consequences. After 8:05am, the main office will issue late passes.

2. For late arrivals (unexcused) after 8:20am, students will be marked absent for the entire period and will be assigned a detention.

3. Minutes accrued for excessive tardies may be counted towards minutes/days a student is truant as outlined in the truancy protocols below.

**Hall Sweeps** Administration conducts hall sweeps on a random basis throughout each week. When a hall sweep is conducted, teachers close their doors as a hall
sweep is being initiated. Any student in the halls at this time without an excused pass is given a 1/2 after-school detention with an administrator. Students may be caught in multiple sweeps a day/week. Parents will be notified if their student receives an after school detention so that they can work out any needed transportation details.

EXCESSIVE EXCUSED ABSENCES OR EXCESSIVE EXCUSED TARDIES During the school year students are absent and/or tardy due to personal illness or other family related concerns. During extended absences of more than three days, parents should take their child to the doctor to make sure they are receiving the best care possible. Doctor notes for these types of extended absences help the school document the illness and provide for possible follow-up care such as dispensing medications. Additionally, a visit to the doctor can assist in diagnosing and treating a potentially contagious sickness that can impact many students in a crowded school setting. If these absences happen frequently, we will send out a standard letter to notify you of either excessive excused absences and/or excessive excused tardy periods. If you receive one of these letters, future absences or tardy periods will only be excused with a doctor’s note. If a doctor’s note cannot be provided, the absence or tardy will be marked unexcused and fall under the district policy and protocols for unexcused absence or tardy periods.

TRUANCY PROCEDURES

When a student accumulates three days of unexcused absences, the student is flagged as truant in the district database and the truancy process begins. A letter will be sent to the home detailing attendance issues and explaining the district truancy process. From this point on, the student’s attendance will be closely monitored by the school truancy team. Interventions will be developed as needed in collaboration with the student, family, school resources, and community agencies to support the student and the family. Every effort will be made to develop this attendance improvement plan with the student and family. Interventions become more intense if a student continues to accumulate unexcused absences and the district level truancy team will get involved. As the goal is to get a student to return to school, when a student stops accumulating unexcused absences, the truancy process will stop or become less intense.

When a pattern of unexcused absences and/or unexcused tardies occurs, the
student will be identified as habitually truant, based on district protocol and state law. Colorado State Law 22-33-107 defines the habitually truant as a student of compulsory attendance age who has “four unexcused absences in any one month or 10 unexcused absences during any school year.”

Students who are habitually truant may have a truancy petition filed in district court where both students and parents are held responsible for truancy.

PARENT’S MISCELLANEOUS INFORMATION

PARKING LOT Our parking lot continues to be very congested immediately before and after school. For the safety of the many students: PLEASE FOLLOW DIRECTIONAL MARKERS AND CONES WHEN DROPPING OFF OR PICKING UP YOUR STUDENT. You may use the visitor parking slots if you are here for a meeting. We have handicap access parking for visitors in the AWCPA lot near the flagpole, on the WEST side of the building. Please note: The bus lane on 13th Avenue is reserved for buses only.

PARENTS WITH CONCERNS REGARDING THEIR STUDENT...

1. Parents with concerns about student Grades/Proficiency should contact class teacher directly via phone, email or by setting up a conference.
2. Parents with other concerns involving their or other students should contact their grade level counselor.
3. Student schedules are set with specific changes for some elective classes being made after the grading period only. Academic classes are scheduled for an entire year without change.
4. Health issues MUST be brought to the nurse’s attention as they arise and must be accompanied by a doctor’s note. Once a student is at school, the nurse is the only staff member that can excuse a student from school for health related issues, and she has specific guidelines she must follow which are set by the district.
ATHLETICS AND ACTIVITIES

Students have the opportunity to explore a wide variety of activities which include interscholastic athletics, intramurals, clubs and school sponsored activities. In Middle School, only 7th and 8th grade students are able to participate in interscholastic competitive sports (Girls Volleyball, Boys and Girls Basketball, Boys and Girls Soccer, Broncos Futures Football). 6th Grade students may participate in Girls Swimming, Co-Ed Track and Field, and Co-Ed Wrestling. In High School all grade levels may participate in a sport. Clubs and Activities are available for all grade levels and will be announced after the school year begins.

Students participating in competitive sports must complete and turn in the following forms:

Middle School:
- Aurora Public Schools Athletic Packet
- Physical signed by a physician
- Participation fee

High School:
- High School Athletic Form: Download HS Athletic Form
- Physical signed by a physician
- Participation fee

All forms can be found online at http://AWCPA.aurorak12.org/parent-resources/activities/ or in the school's main office. Students must have a physical form and insurance information on file with the school before beginning practice. There are no exceptions to this requirement. Please note that Middle School Track season starts the first week of school in August.

For middle school student-athletes, the athletic fee is $35.00 per sport. The maximum amount to be paid by a family with two or more athletes in the same school will be limited to $105.00 per school year. The maximum amount to be paid by a family with one athlete will be $70.00. Forms and fees will be collected by the coach when each season starts.

For high school student-athletes, the athletic fee is $70.00 per sport. The
maximum amount to be paid by a family with two or more athletes in the same school will be limited to $210.00 per school year. The maximum amount to be paid by a family with one athlete is $140.00. Forms and fees will be collected by the coach.

Below are the beginning and ending dates for each of the sports available. A detailed practice and game schedule will be given to the players throughout the year.

**MIDDLE SCHOOL & P-8’s [https://athletics.aurorak12.org/middle-school-athletics/](https://athletics.aurorak12.org/middle-school-athletics/)**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td>Starts August 8th and ends September 14th</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Starts September 17th and ends November 2nd</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>Starts September 17th and ends November 2nd</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>Starts November 4th and ends January 18th</td>
</tr>
<tr>
<td>Girls Swimming</td>
<td>Starts January 22nd and ends February 29th</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>Starts January 22nd and ends March 7th</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Starts March 24th and ends May 9th</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>Starts March 24th and ends May 9th</td>
</tr>
<tr>
<td>Broncos Futures</td>
<td>TBD, Typically runs late March through early May</td>
</tr>
</tbody>
</table>

**High School Athletics - [https://athletics.aurorak12.org/high-school-athletics/](https://athletics.aurorak12.org/high-school-athletics/)**

**FALL Sports begin August 12, 2019 and end as follows:**
Boys Golf (Starts August 5th) - October 8th at Central High School (CHS)
Boys Tennis - October 18th at CHS
X-Country - October 26th at AWCPA
Softball - October 26th at CHS
Volleyball - November 16th at AWCPA
Boys Soccer - November 16th at AWCPA
Football - December 7th at CHS
Spirit - December 7th at AWCPA

**WINTER Sports begin November 18, 2018 and end as follows:**
Girls Swim - February 18th at CHS
Wrestling - February 22nd at CHS
Basketball - March 14th at AWCPA

**SPRING Sports begin March 2, 2019 and end as follows:**
Girls Tennis - May 16th at CHS
Boys' Lacrosse - May 23rd at Rangeview
Track - May 23rd at CHS
Boys Swim - May 23rd at CHS
Girls' Golf - May 19th at CHS
Girls Soccer - May 27th at AWCPA
Girls' Lacrosse - May 27th at Rangeview
Baseball - June 6th at CHS

**ELIGIBILITY**

In order for ANY student(s) to participate, as a student-athlete or spectator, in any activity or sport, they must be eligible. Please use the following link to access the form for middle school student eligibility. This form will be for student spectators as well as student-athletes at the middle school level. This form needs to be returned to their head coach by Monday’s game or practice. Students who do not turn in a form will be deemed ineligible.

High school student-athletes eligibility will be determined by the athletic director every Tuesday at 6:00 PM through infinite campus.

Student athletes who are ineligible are not allowed to practice with the team for that week OR play or attend the week’s game(s). However, all interested students regardless of academic eligibility will be allowed to practice the first week of each season.

**Middle School Eligibility Criteria:**

*Academic eligibility*
1. Students may have no more than two unexcused tardies during the eligibility week. No unexcused absences (skipping/ditching classes).

2. (The work habits scale represents the following: 0 - Little or no work attempted or completed, to 4 - Work always attempted or completed. Significant behavioral concerns, including frequent redirections and referrals to Deans/other support staff may result in loss of eligibility for the current week. Students may NOT have more than two scores of 2 or below to remain eligible for the upcoming week. Students may NOT participate with more than two U's. If you have concerns about this student, please reach out to your student’s teacher, grade level Dean or the Athletic Director to discuss this issue.

3. Any suspension will result in student not being eligible for the current week.

Middle School students will pick up Eligibility Forms from the Main Office, Athletic Director, Dean’s or Counseling Offices. Eligibility on that form represents eligibility for the following week (Monday through Saturday). This is solely the student's responsibility.

Behavior eligibility for activities is determined on a case-by-case basis with the following guidelines.
1. All students are expected to behave in accordance with S.H.A.R.P. at school, during practice, at all school games and events, and in the community.
2. The athletic director, school administrators, and coaches are all authorized to prohibit athletic participation.
3. Students may be prohibited from participating in practice and/or games as a consequence for their behavior at school or in the community.
4. Students who have in-school suspension or are suspended from school may not practice, participate, or attend any games for that day.
5. Students who do not follow the expectations of the coach or school may be kicked off of the team for the season.

**High School Eligibility Criteria:**

Academics
1. Students must meet CHSAA eligibility requirements to participate in practice
and/or compete in a game or take part in a performance
2. Students may practice, but may not compete in a game or take part in a performance if they have any of the following:
   a. Two or more Ds
   b. One or more Fs
   c. An outstanding credit recovery class

Behavior
1. Students who have been suspended must complete a restorative process before re-joining their team
2. Students who regularly defy school or classroom expectations may lose eligibility for the week or longer

Attendance
1. Students must maintain a 95% attendance rate
2. Attendance rate is measured by both unexcused absences and unexcused tardies.

Appeals Process
1. Coaches/directors are informed about students’ eligibility status on Wednesdays.
2. Students have the opportunity to improve grades or make corrections to their attendance by the end of the school day on Friday. Students must inform the athletic director or the high school administrator of changes to their grades or attendance.

If you have any questions about the eligibility policy, please feel free to reach out to the high school administrator or the athletics and activities director.

MEDICAL EXAMS A physician’s medical examination of the athlete participating is required before the student can start practice. Physical exams are valid for one calendar year and can be obtained through your family doctor, one of the locations below, or any other clinic/medical office of your choice.

**NextCare** (Urgent Care) 303-617-1604 / 1-888-306-5315 Southeast corner of Tower and Hampden (close to Safeway and Quiznos) Walk in clinic: Monday-Friday 8am-8pm Saturday 9am-4pm $25

**Rocky Mountain** (Urgent Care) 303-695-1338 Mississippi and Potomac Open daily 7am-10pm $50 (inquire about a $20 off coupon)
**The Little Clinic** 303-459-5634 Inside King Soopers at 6th and Peoria St. Monday-Friday 8:30am-7:30pm, Saturday 8:30-5:00, Sunday 10:00-5:00 $45 – call for promotional pricing

NOTE: All information provided is subject to change. Call clinic before attending to confirm prices, hours and exact locations. AWCPA is not endorsing any of the clinics listed above, but merely providing parents with convenient neighborhood locations where to obtain a sports physical.

**SCHOOL HEALTH OFFICE**

During the school day, a Registered Nurse is on duty in the health office. **Students are not allowed to call parents from a cell phone or classroom to go home.** If a student becomes ill during the school day, they should get a pass from their teacher and report to the nurse. She will evaluate the problem and contact parents/guardians if there is an immediate health concern or if the student needs to go home. **Students are not to leave school because of illness without properly checking out with the nurse and the main office.**

**STUDENT EMERGENCY CARD**

This form is very important to a child’s safety. It must contain current names and phone numbers for parents and others who can respond in case of a student’s illness or injury. It also provides information about the child’s health. The card should be completed at registration and updated as necessary, whenever any information changes. Parents are responsible to notify the school nurse regarding their student’s health conditions or medications.

**MEDICATIONS AT SCHOOL**

Prescription and non-prescription medications may be administered during the school day by district personnel according to the procedure outlined in School Policy JLCD and JLCD-R.
For all non-prescription medications, a student’s parent or guardian may make a written request for school personnel to administer medications by providing a completed medication administration authorization form. For all prescription medications, both parent/guardian and physician signature are required. Students may carry one day’s worth of non-prescription medications for self-administration during the school day. Prescription medication supplied by the student’s parent or guardian must be in the original container from the pharmacy with a label that includes student name, drug name, dose specific to weight or age, time interval, route (ie., by mouth, injection, etc.) and specific indications. Non-prescription medications must also be in the original labeled container and should also be labeled with the student’s name.

**INSURANCE**

The district partners with insurance companies to provide affordable student insurance. School insurance is optional. However, students who wish to participate in interscholastic athletics MUST have accident insurance in order to be eligible to participate. Call AWCPA’s main office for additional information.

**HEALTH PROBLEM NOTIFICATION**

It is extremely important for parents to advise the school health office staff if a child has health problems or allergies. The school must be notified when a child is diagnosed with a communicable disease such as measles, pertussis (whooping cough), mumps, chicken pox, etc. A student with a serious health problem (examples include diabetes, seizures, etc.) must have an individual health plan, written by the school nurse, on file before attending school.

**MEDICAID**

Our district participates in the School Medicaid Program, which allows Aurora Public Schools (APS) to earn funds to expand health services for students. If/when your child is Medicaid-eligible; APS can bill the Medicaid program for services delivered in school, for example therapy or nursing services, audiology, psychology or social worker services. A parent’s signature on the Student Emergency Card gives the Medicaid program permission to earn these funds.
School Medicaid reimbursement does not affect the family's other Medicaid benefits in any way.

**PE EXEMPTION**

If a student needs to be excused from PE, the parent should write a note to the school nurse, explaining the situation. A parent excuse is valid for 3 school days. If the student needs to be excused for more than 3 days, a doctor's note is required. Students should see the nurse in the morning before school; from 7:45 – 8:00 to be issued the PE exemption pass. If the pass states it is limited PE, the student will dress out and physically do what activities they can. If it states to observe, the students will dress out and observe the class; students should bring a book to read.

**Required Student Immunizations**

6th, 7th & 8th Grades (dosage – vaccination)

- 5 – Td/Dt/DTP*
- 1 – Tdap (new vaccine with Pertussis booster)**
- 4 - Polio*
- 2 - MMR***
- 3 - HB (Hepatitis B)
- 1 - Varicella (or history of disease)

*A child who began immunizations at an older age may be certified with fewer doses. Check with your school nurse or physician regarding exceptions. ** Tdap is a new vaccine which contains a Pertussis booster (for whooping cough) ***Measles, Mumps and Rubella combination

Immunizations may be obtained through your personal physician or at the following locations: Tri County Health Dept. – call for an appointment at 303-451-0123 Rocky Mountain/Mobile Health Van – call for an appointment at 303-360-8811

**Community Partnerships and Resources**

At times students and parents may need to seek services beyond the scope of what is offered at AWCPA. The following list of agencies and organizations is provided for
families wishing to contact them.

**Aurora Community Connection Family Resource Center** - 9801 E. Colfax Ave, Ste. 200, Aurora, CO 80010 720-975-0147
Aurora Community Connection (ACC) family resource center has been committed to serving families in the North Aurora community since 2008, providing high-quality programs in English and Spanish that every member of the family can benefit from.

- English as a Second Language
- After-school Tutoring for elementary-school children
- Citizenship-preparation Classes
- Nutrition & Cooking Classes
- Diabetes Prevention Program
- Zumba and soccer for youth
- Zumba and soccer for adults
- Nurturing Parent Program
- ABC’s of Parenting
- Assistance with Medicaid and CHP enrollment
- Assistance in obtaining health insurance through “Connect for Health Colorado

**Aurora Mental Health** - 11059 East Bethany Drive, #200, Aurora, Colorado 80014 (303)617-2300
Aurora Mental Health Center, located in Aurora, Colorado, just south of Denver, is a private, nonprofit community mental health organization serving people with a wide range of mental health needs.

**Buckley Field Young Marines** - 55 S. Potomac St. Aurora, CO 80012 (720)588-BFYM (2396)
A youth education and service program for boys and girls, ages 8 through completion of high school. The Young Marines promotes the mental, moral, and physical development of its members. The program focuses on character building, leadership, and promotes a healthy, drug-free lifestyle. The Young Marines is the focal point for the U.S. Marine Corps' youth Drug Demand Reduction efforts.

**Comitis Crisis Center** - 2178 Victor Street, Aurora, CO 80045 (720)975-0155
Services homeless Veterans, runaway/homeless youth and homeless families. Aurora's homeless shelter, with over 44 years of experience.

**Judi's House** - 1741 Gaylord St. Denver, CO 80206 (720)941-0728
Provides grief counseling for children, teens and young adults (ages 3-24) and their families through individual and group counseling.
Juvenile Assessment Center (JAC) - 7375 S. Potomac St, Centennial, CO 80112 (720)874-3381 The Juvenile Assessment Center (JAC); a 501(c)(3) not for profit youth serving organization in Colorado, providing no cost risk and need assessment services coupled with mental health and substance abuse screening to youth residing in Arapahoe, Douglas, Elbert and Lincoln counties. The program believes in a “no wrong door” approach and accepts referrals from parents, schools, the Department of Human Services, Probation, Courts, other youth serving organizations, and law enforcement agencies.

DAVA (Downtown Aurora Visual Arts) 1419 Florence St, Aurora, CO 80010 (303) 367-5886 Downtown Aurora Visual Arts provides arts education programs for urban youth ages 3 to 17 in Original Aurora, Colorado. Our mission is to strengthen the community through the visual arts with youth engagement as the primary focus. Every student that walks through our doors experiences the transformative power of high quality out-of-school programs that develop art, social, and life skills.

Asian Pacific Development Center (APDC) 1537 Alton St Aurora CO 80010 (Monday - Friday 8:30-5:30pm) Phone: (303) 923-2920 Asian Pacific Development Center is a provider of, and advocate for, the whole-person and whole community health of Asian American, Native Hawaiian, Pacific Islander, immigrant, and refugee communities. We predominantly serve members of these communities across through our main office in Aurora and satellite offices through the Metro-Denver area to ensure access to services.

CAFETERIA GUIDELINES

The staff at AWCPA wants to be sure that students have a clean, safe, and inviting atmosphere during their breakfast and lunch. In order to ensure that this happens we offer breakfast in the classroom (BIC) and a hot lunch line. The hot lunch is the normal meal served at school. Students can choose either line they would like to go through as long as they have money in their account.

The specific guidelines for lunchroom behaviors are as follows:

1. Students will respectfully follow the directions of all lunchroom personnel.

2. Students need to come down within 15 minutes of the end of class.

3. Students need to bring their coats, hats, and any other items, as they can not return to their lockers.
4. Students will use appropriate indoor voice levels while in the lunchroom.

5. Students will line up single file without pushing/shoving or bullying.

6. Students will ask permission from cafeteria supervisors to use the restrooms directly across from the lunchroom.

7. Students will not be allowed to take any food/drink items outside the lunchroom area.

8. Students MUST have a yellow pass to leave the lunchroom if it is before the appointed time to leave, or to attend a teacher’s detention or help session.

9. No tackle football or other possibly dangerous physical activities will be allowed outside.

**COMPUTERIZED LUNCH PROGRAM**

Most families may qualify for the federal free or reduced meal program. Nutrition Services has computerized the processing of free and reduced meal applications for the school year. A new application must be completed each summer for the upcoming school year. You can now complete an application online by going to applyforlunch.com. All completed applications go to the nutrition services office. They will process the applications and inform the families of their status. AWCPA will be sent a list of qualifying students. **Questions regarding this procedure should be directed to APS Nutrition Services at 303-343-0295**

The cafeteria is now using a computerized meal program. This system allows us to provide better service to students and parents, as well as account for all meals served at AWCPA. Each student will be assigned a personal keypad number with several digits. As long as the student continues to be enrolled at AWCPA, the same number will be utilized.

During mealtime, students will key in their keypad number on a keypad. The current money balance in the student’s meal account will be shown on the register screen. If an account has enough money, the transaction will be processed and the amount of the meal will be deducted from the student’s balance. If there is not enough money in the account, a wrong number keyed or the number has already been used that day, a “beep” will sound and the cafeteria cashier will handle the situation.
All students are assigned a number to participate in the lunch program. This protects the anonymity of those students receiving free or reduced meals.

Checks should have the student’s name and meal account number noted. Cash or checks will be accepted for deposits. Payment into an account can be for one or more meals. Food Services encourage students to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling.

**Prices for meals are:**

Breakfast in the Classroom- Free

Full price lunch: Middle School- $2.85, High School- $2.95, Adult- $3.90

*Different children in the same household cannot share an account balance.*

Any money left in an account at the end of the year will be available for that student’s use in the next school year. For those students who transfer from one school to another within the district, any money left in a student meal account will be available at the new school within a week of transfer. Students leaving the district will receive a refund of the balance of their account. This refund will be made upon our receipt of a written request from the student’s parent or guardian. Please see the Cafeteria Manager for this refund. **Questions regarding this procedure should be directed to APS Nutrition Services at 303-343-0295.**

Please remember that the student meal account number issued belongs to your son or daughter. This meal number is confidential and should not be shared with other students or family members. A student number can be used for only one lunch per day.

**AURORA PUBLIC SCHOOLS ANNUAL NOTIFICATIONS**
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. This notice is available in alternative forms.

Access to Student Information/Student Records – Rights and Privacy

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that APS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow APS to include this type of information from your child's education records in certain school publications. Examples include:

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

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

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

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

Critical Information

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

Harassment – Racial/Sexual
The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications. It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with the APS, Chief of Staff, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, or designee. Please see website aurorak12.org; Policy Code JBB.

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

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

• Inspect upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

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

• Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

• Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

• Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202

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

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

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

**Special Needs**

Please contact your school building administrator or the Director of Health Services, at phone number 303-344-8060, ext. 28511 if, because of a disability, you require special assistance in order to participate in a school activity.

Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

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

**Bus Procedures/Rules**
The right of any student to ride the school bus is contingent upon the observance of all safety rules and the demonstration of acceptable behavior at all times. The Transportation Behavior Management Department will work with the bus drivers to determine fair and appropriate disciplinary action for violations of these rules. Should an infraction occur the department will notify the parent and/or guardian. If you have problems concerning your child or incidents that have occurred on the bus, please contact one of the Transportation Department’s Behavior Management Specialists at 303-326-1986, Spanish speaking extension 28863 or English extension 28804.

- Recording devices are located on APS busses.
- All general education stop locations are identified by a sign or yellow curbside stencil that contains the school abbreviation. Students should arrive at the bus stop no more than five minutes before the bus is scheduled to depart.
- The Transportation Department works diligently to ensure that the buses arrive on time to all bus stops, however, occasionally buses may be late because of traffic, vehicle malfunctions or weather conditions.